

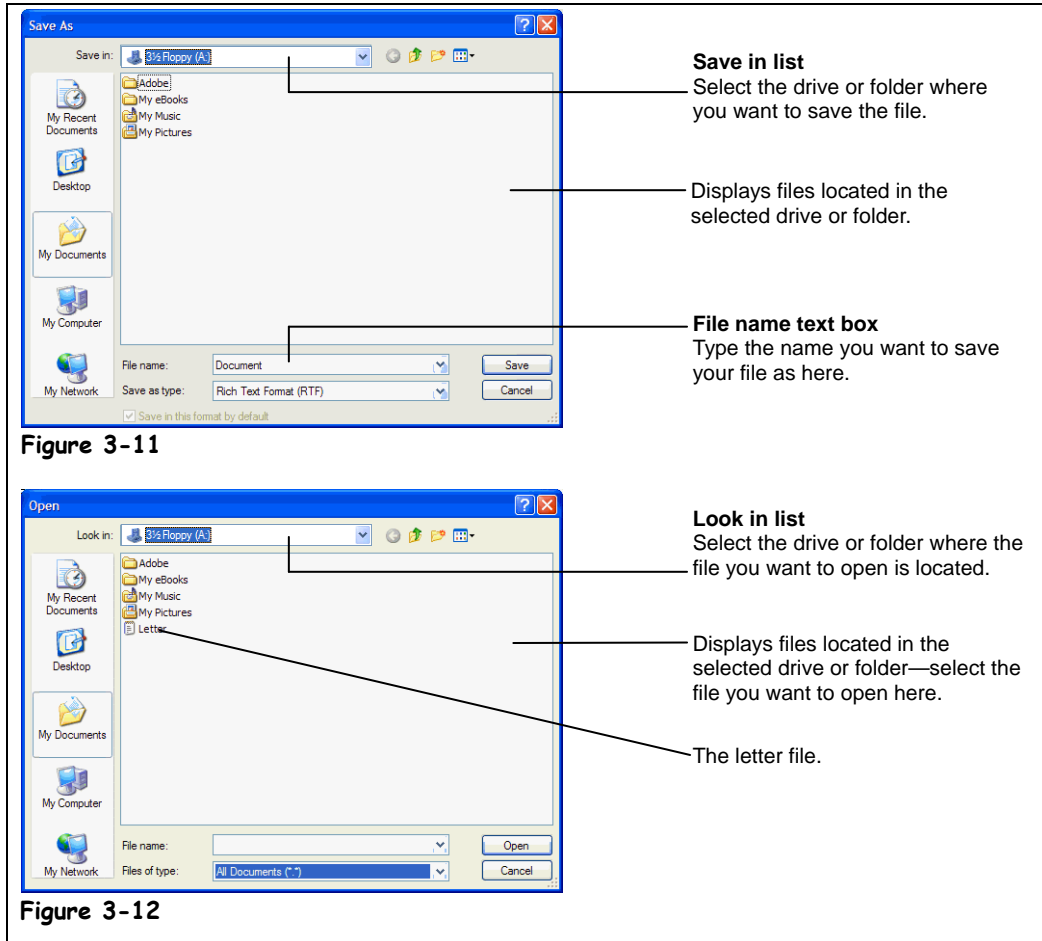
# Lesson 3-6: Saving and Opening a File

**Figure 3-11**

The Save As dialog box.

**Figure 3-12**

The Open dialog box.



**Figure 3-11**

**Figure 3-12**



**Save button**

Other Ways to Save:

- Select **File** → **Save** from the menu.

Once you have created something in a program, you must *save* the file if you ever want to use it again in the future. When you save a file, you're transferring it from your computer's memory (which is erased when you close the program) to the computer's local disk (which is permanent and not erased when you close the program). In this lesson, you will learn how to save a file and then open or retrieve it from the local disk.

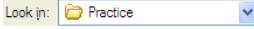

**1. Click the Save button on the Standard toolbar.**

The Save As dialog box appears, as shown in Figure 3-11. You must give your file a name and specify where you want to save it. First, tell the computer you want to save the file in your Practice folder.

**2. Navigate to your Practice folder.**

Your computer stores information in files and folders, just like you store information in a filing cabinet. To open a file, you must first find and open the folder where it's saved.

The Save As dialog box has its own toolbar, making it easy to browse through your computer's drives and folders. Two controls on this toolbar are particularly helpful:

-  **Look in list:** Click to list the drives on your computer and the current folder, then select the drive and/or folder whose contents you want to display.
-  **Up button:** Click to move up one folder level.

If necessary, follow your instructor's directions to select the appropriate drive and folder where your practice files are located.

### 3. Click the **File name** text box.

The File name box is where you give your file a name.

**NOTE:** File names can be up to 255 characters long and contain letters, numbers, and some symbols. You can't use the symbols " \ / : \* | < > " in a file name.

### 4. Type **Letter**.

This will save the document you created in a file named "Letter".

### 5. Click **Save**.

Your computer saves the Letter file to the computer's hard disk.

Now that you've saved the file, you can safely close WordPad or even turn off the computer, knowing that your WordPad "Letter" file is stored and can be retrieved whenever you want to work on it again.

### 6. Close the WordPad program by clicking its **Close button**.

The WordPad program closes.

Let's make sure the Letter document you created and saved in WordPad is still there.

### 7. Open the WordPad program again.

Once you have started WordPad, you can open the Letter document you saved.

### 8. Click the **Open button** on the Standard toolbar.

The Open dialog box appears, as shown in Figure 3-12. The Open dialog box is very similar to the Save As dialog box, except you specify the name and location of the file you want to open.

### 9. If necessary, navigate to your Practice folder.

The Open dialog box will display any WordPad files that have been saved in the Practice folder. Here's how to select a file you want to open.

### 10. Click the **Letter** file.

Shading appears over the Letter file, indicating that it is selected.

### 11. Click the **Open button**.

The Letter document appears in the WordPad window.

When you open a file, instead of selecting a file and clicking the Open button, you can save a half-second or so by simply double-clicking the file you want to open.



**Close button**



**Open button**

Other Ways to Open a File:

- Select **File** → **Open** from the menu.

#### **Quick Reference**

To Save a File:

- Click the **Save button** on the Standard toolbar.

Or...

- Select **File** → **Save** from the menu.

To Open a File:

- Click the **Open button** on the Standard toolbar.

Or...

- Select **File** → **Open** from the menu.