

Creating Folders and Saving Documents

X.3, X.4

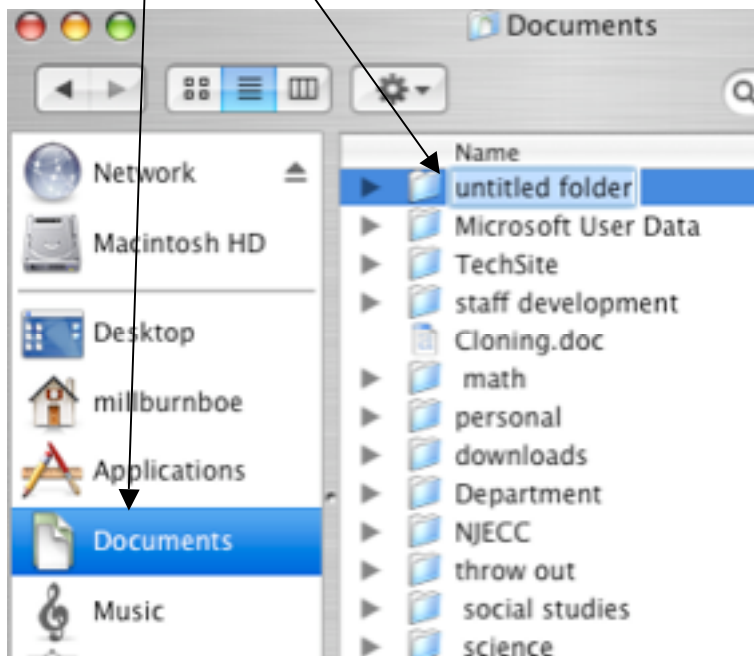
Each computer user has a Home folder. Clicking the Home icon in the sidebar of any window will access this folder. Each Home folder is contains a number of standard folders: Documents, Library, Movies, Pictures, Public, and Sites. The Movies and Pictures folders can be used to save appropriate files. The Documents folder is a good place to store all your other documents, and can be organized like a filing cabinet.

Creating a Folders

You can create folders anywhere on your hard drive. In this example, folders will be created in the Documents folder.

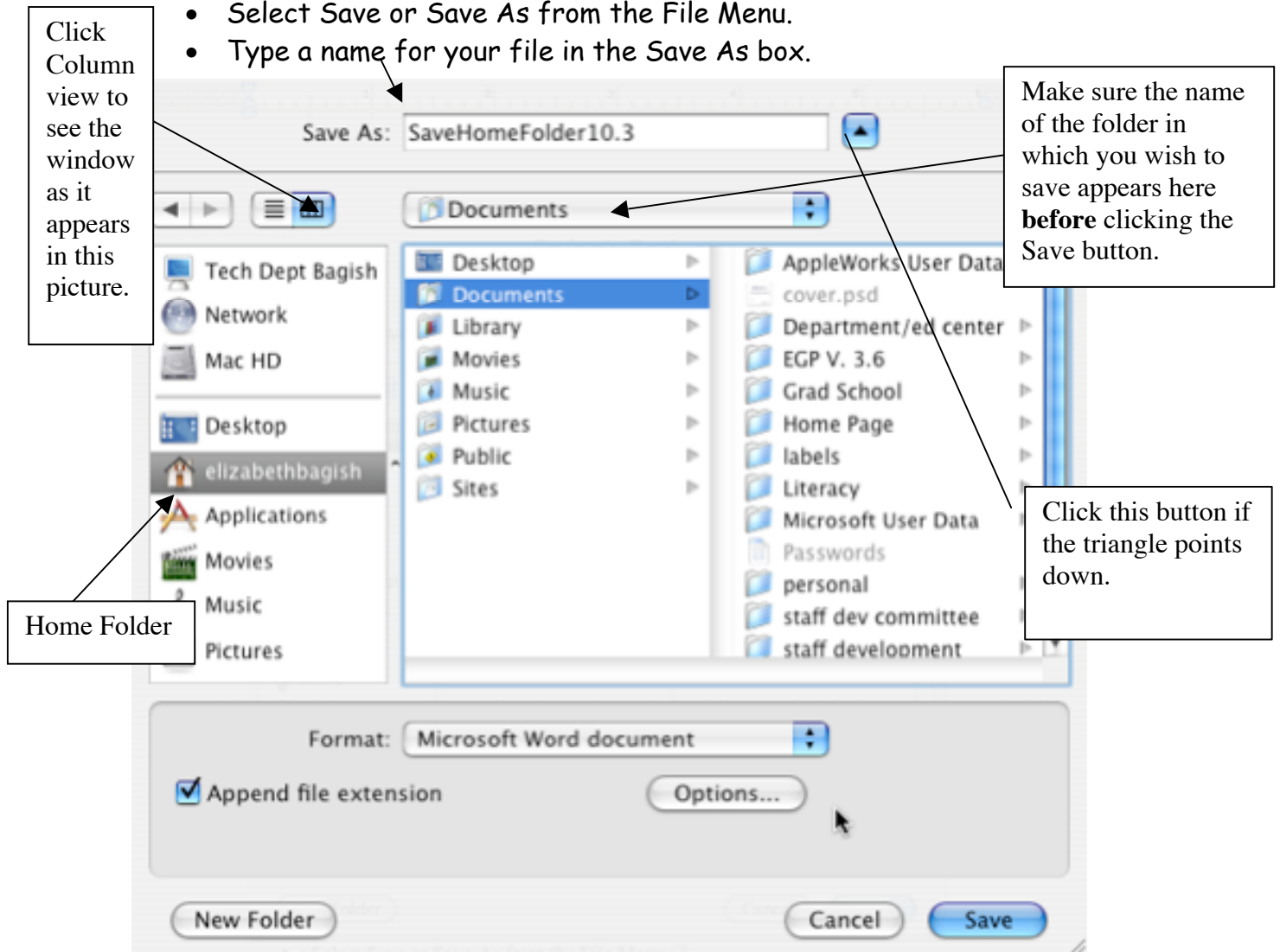
- Double click the Hard Drive.
- Click Documents in the Sidebar.
- Select New Folder from the File menu.
- An untitled folder will appear in the documents folder
- Type a name for the folder, such as Math, and hit the return key.

Tip: To rename any folder, click its icon and hit the return key. Type the new name and hit the return key again.



Saving Documents

- Create a document you wish to save.
- Select Save or Save As from the File Menu.
- Type a name for your file in the Save As box.

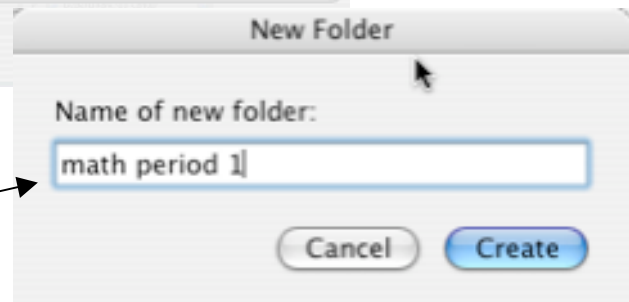
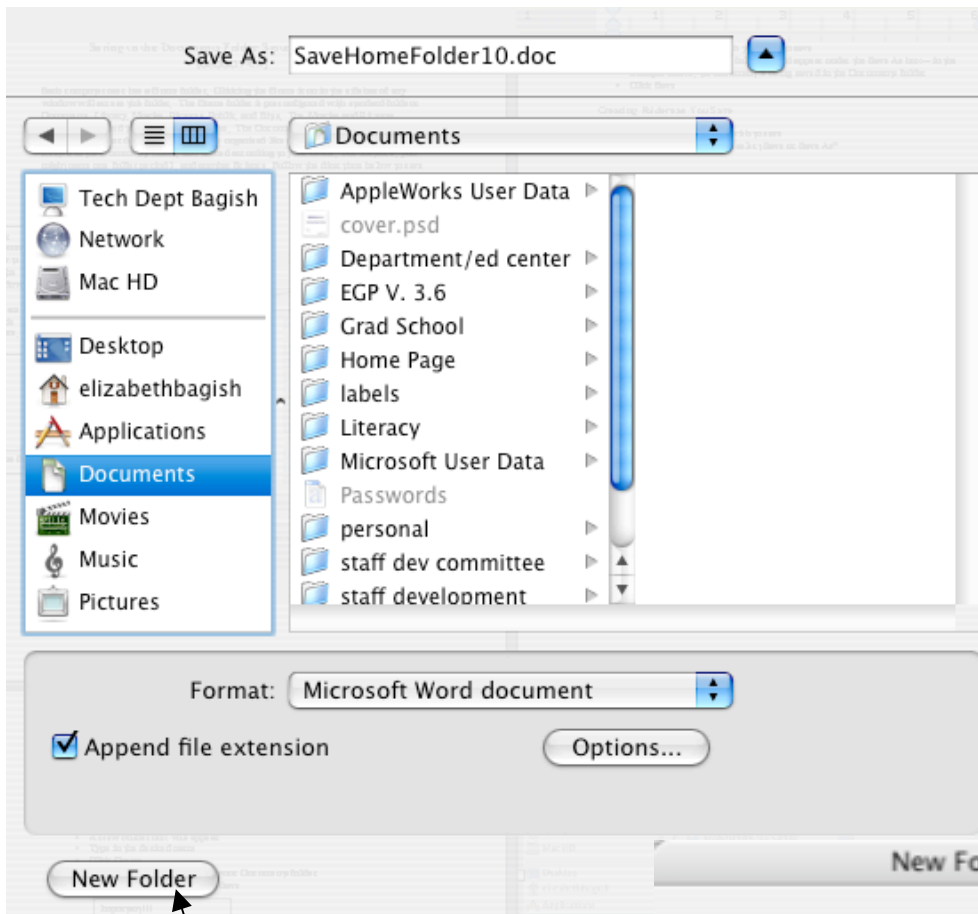


- Click the folder you wish to save to on the sidebar. (If you don't see the sidebar, click the triangle to the right of the Save As box. It should be pointing down.)
 - For example, if you wish to save to a folder inside the Documents folder, first click Documents and then click the desired folder's name in the column to the right.
- The name of the folder you are saving to should appear under the Save As box.
- Click Save.

Creating Customized Folders on the Fly

- Create a document you wish to save.

- Go to the File Menu and select Save or Save As.*
- Enter the file name in the Save As box.
- Click the Documents folder on the Sidebar.



- Click New Folder (bottom left).
- A New Folder window will appear.
- Enter the new folder's name; click Create.
- The new folder will appear in your Documents folder.
- If necessary, click the new folder's name and then click Save.
- Now you can save any file to your new folder by clicking Documents in the sidebar, and the folder's name on the right hand side.

*Save or Save As ?

The first time you save a file, *Save* and *Save As* work the same way. A save dialogue box will open so you can specify a name and location for your document. After this, they work differently:

- Using *Save* simply updates any changes you have made. This automatically replaces the older version of your document. Use this most of the time.
- *Save As* will always open the *Save As* dialog box, allowing you to rename and/or relocate your original document. In this case you will create a second document, identical to the first but with a different name and/or in a different place. The first document will not be changed. This is useful if you want to create a second document that is similar to the first. For instance, you could create a list of questions, and then the same list with answers.