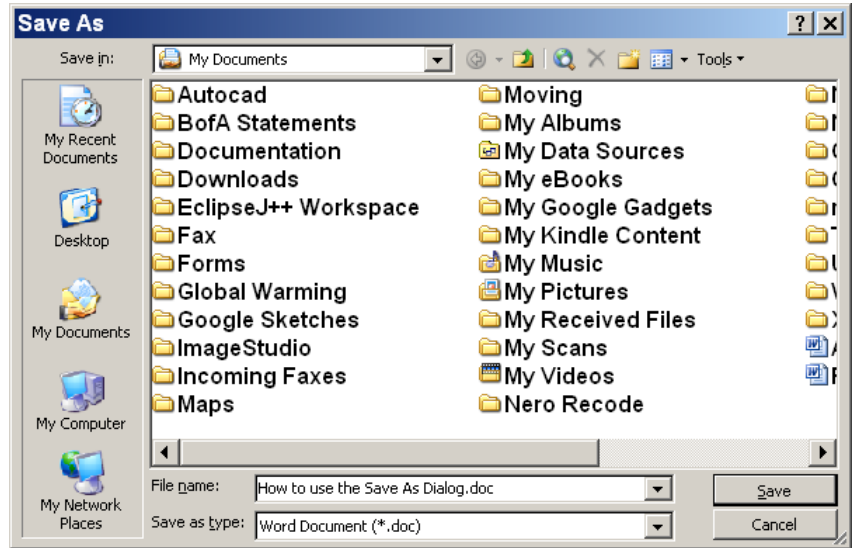


How to use the Save As Dialog

By Ted Fessler

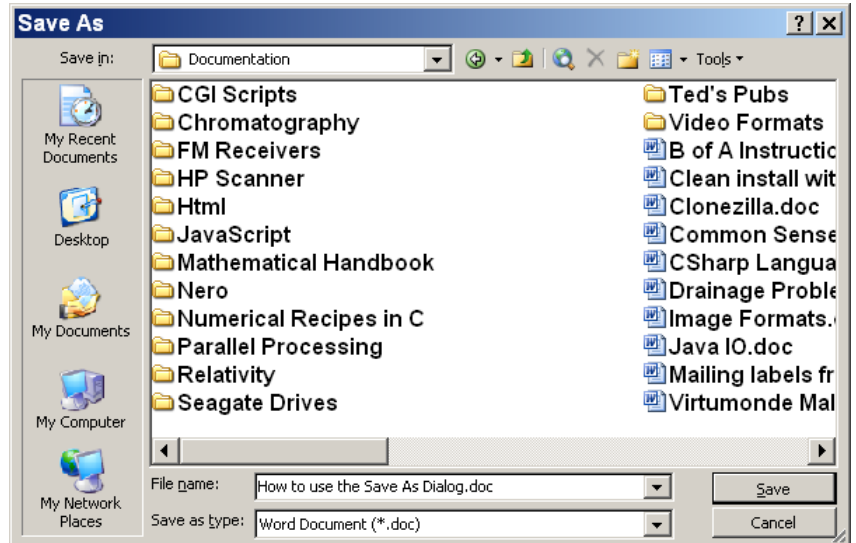
When you create a word processor document, you should save your work. You do this by opening the File menu and clicking on the Save item. The screen you get looks something like this. →

You use this dialog box to tell the computer where to put your document and what to name the file. In this example, the computer is telling you that you want to store your document in the My Documents folder, in a file named “How to use the Save As Dialog.doc”. If you would prefer a different name for the file, you just enter the name you want in the **File name:** box.



Now, suppose you want instead to store your work in the Documentation folder (a subfolder in the My Documents folder). To do this, you can double click on “Documentation” to get a new screen. →

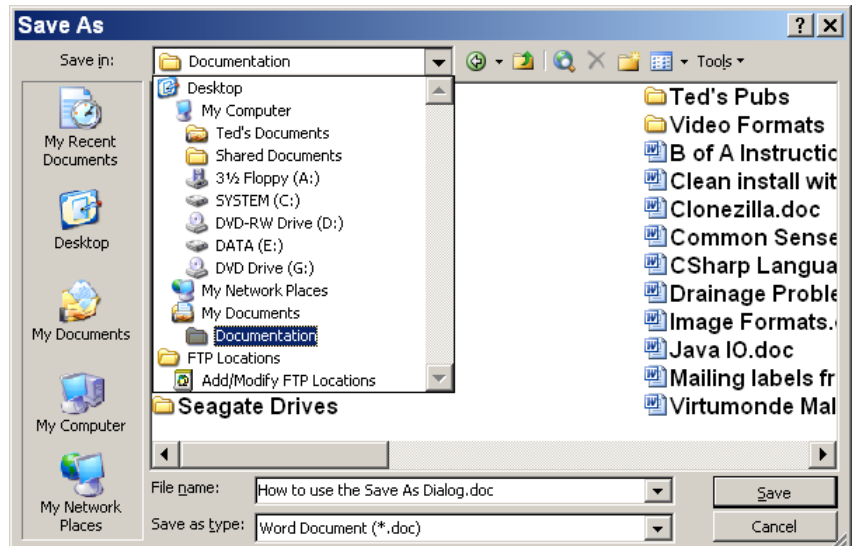
Notice that Documentation now appears in the **Save in:** box and that new files and folders appear below it. Now the computer is telling you that it will store your work in the Documentation folder with the name “How to use the Save As Dialog.doc”.



You can go up one folder level by clicking the “Up One Level” icon to the right of the **Save in:** box

Another way to get to the desired folder is to click on the little down arrow at the right end of the **Save in:** box.

This opens a drop-down menu. → Here you can migrate to the desired folder by clicking on those items that lead to it.



Note: This dialog box is used by all programs whenever a new file is being save – not just word processors.