

Computer Basics – Saving, Closing, and Opening a File

Overview

This part is about

- how to save a file.
- how to close a file.
- how to open a file.

Saving work as a file

Saving your work as a file allows you to use it again in the future. You do not have to complete your work before you save it; in fact, it is a good idea to save your work from time to time as you are working so that if something happens to cause the computer to stop running, you will not lose what you have been working on.

Saving your work is a two step process:

1. You give your file a unique name.
2. You save your file in a folder on the hard drive or on another storage device such as a floppy disk.

Many files can be stored in the same folder.

Saving a drawing as a graphic file

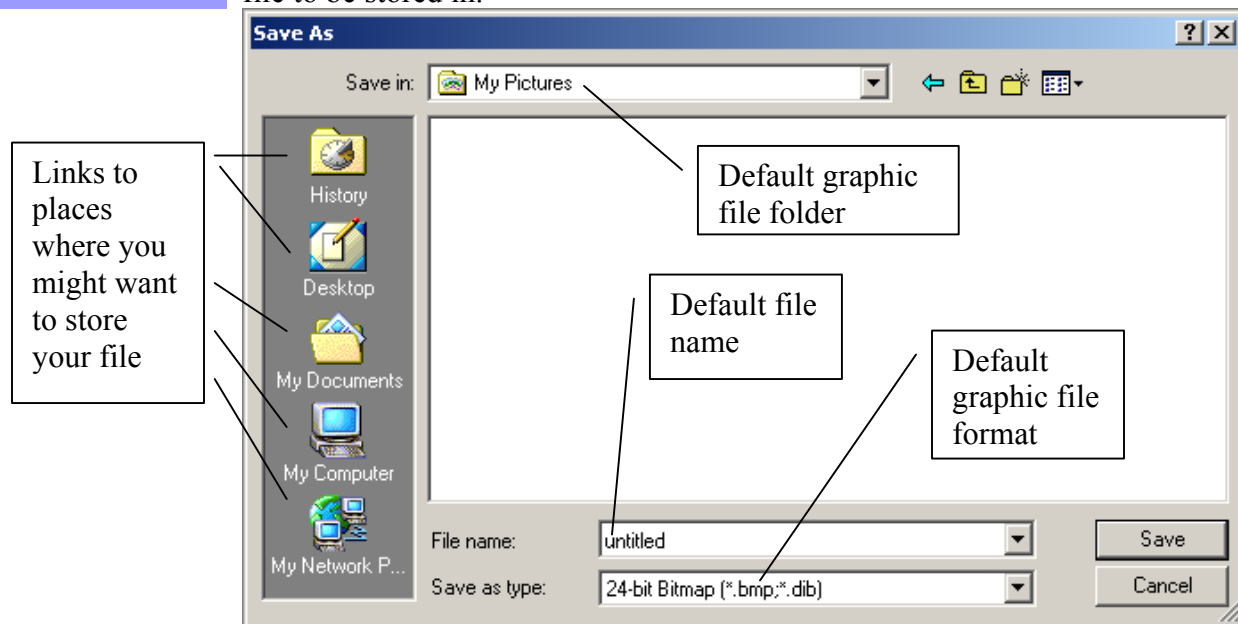
Follow the procedure below to save a drawing you have made in Paint as a graphic file.

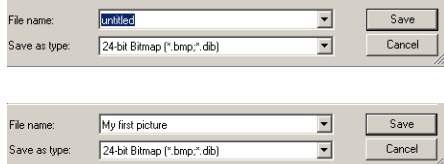
Step	Action	Reference
1	On the Menu bar, click File.	

2	On the File menu, click Save.	
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The Save as dialog box

After you click Save, the Save as dialog box appears. This is used to tell the computer where you want your file to be stored and the format you want your file to be stored in.



Step	Action	Reference
3	After the Save as dialog box appears, click inside the File name field and type a name for your file.	

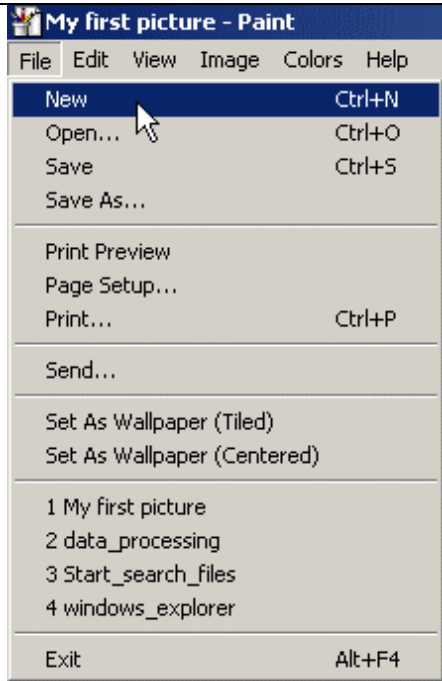
	4	Don't change the Save in or Save as type fields. Click Save button.	
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Closing a file

Closing a file when you are in an application program clears the file from the screen. You close a file when you no longer want to work on it.

Closing a graphic file in Paint

After you have saved your file, follow the procedure below to close a file in Paint.

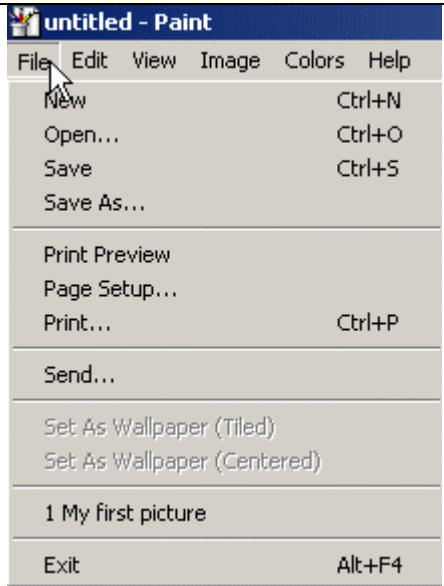
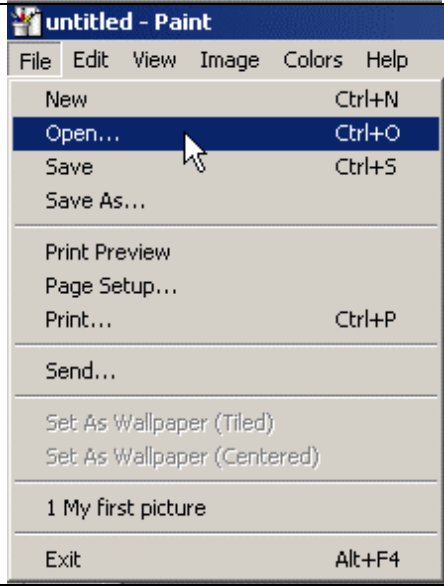
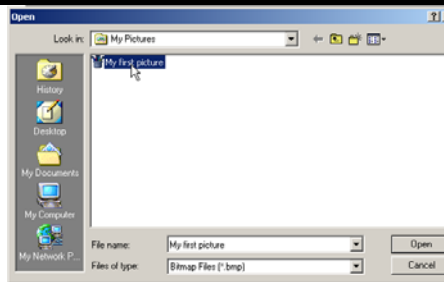
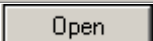
Step	Action	Reference
1	On the menu bar, click File, then click New.	

Opening a file

There are three basic ways to open a file that you have saved. You can open a file from the program that was used to make it, from Windows Explorer, or from Search.

Opening a file in Paint using Open

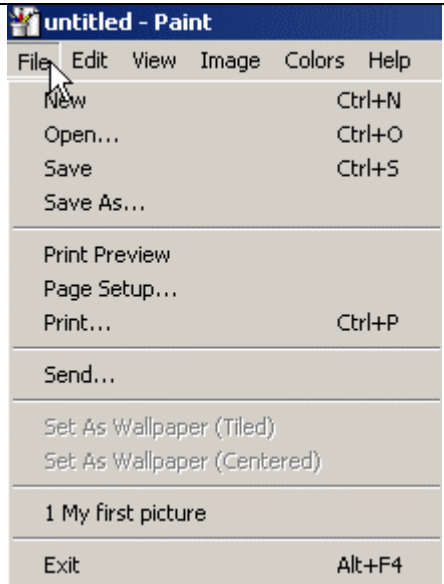
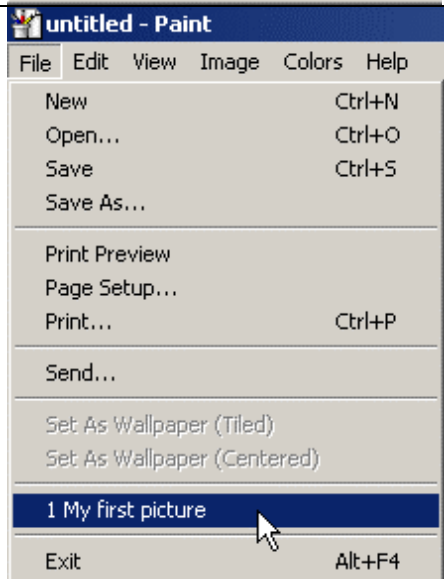
Follow the directions below to open a file in Paint using Open.

Step	Action	Reference
1	On the Menu bar, click File.	
2	On the File menu, click Open...	
3	When the Open dialog box appears, click the name of the file you wish to open.	
4	Click Open button.	

Opening a file in Paint using the filename

If you are opening a file that was recently saved in Paint, you can also open it by clicking the file's filename in the File menu.

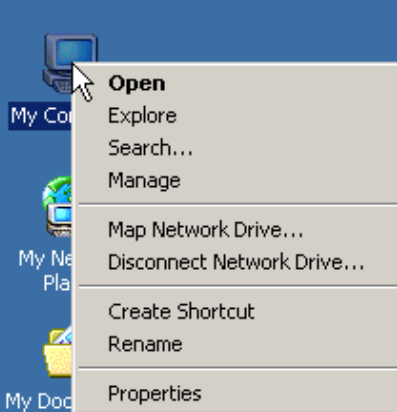
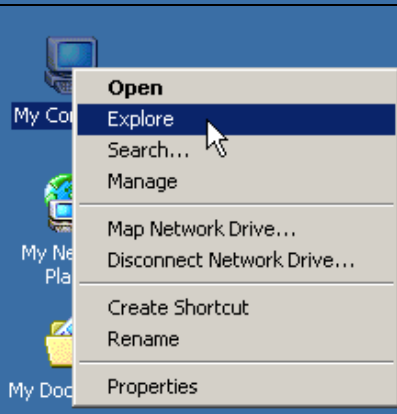
To open a file by clicking the filename, follow the directions below.

Step	Action	Reference
1	On the Menu bar, click File.	 The screenshot shows the 'File' menu open in the Paint application. The menu items are: New (Ctrl+N), Open... (Ctrl+O), Save (Ctrl+S), Save As..., Print Preview, Page Setup..., Print... (Ctrl+P), Send..., Set As Wallpaper (Tiled), Set As Wallpaper (Centered), 1 My first picture, and Exit (Alt+F4). A mouse cursor is pointing at the 'File' menu item.
2	On the File menu, click the name of the file you wish to open.	 The screenshot shows the 'File' menu open in the Paint application. The menu items are: New (Ctrl+N), Open... (Ctrl+O), Save (Ctrl+S), Save As..., Print Preview, Page Setup..., Print... (Ctrl+P), Send..., Set As Wallpaper (Tiled), Set As Wallpaper (Centered), 1 My first picture, and Exit (Alt+F4). A mouse cursor is pointing at the '1 My first picture' menu item.

Opening a file using Windows Explorer

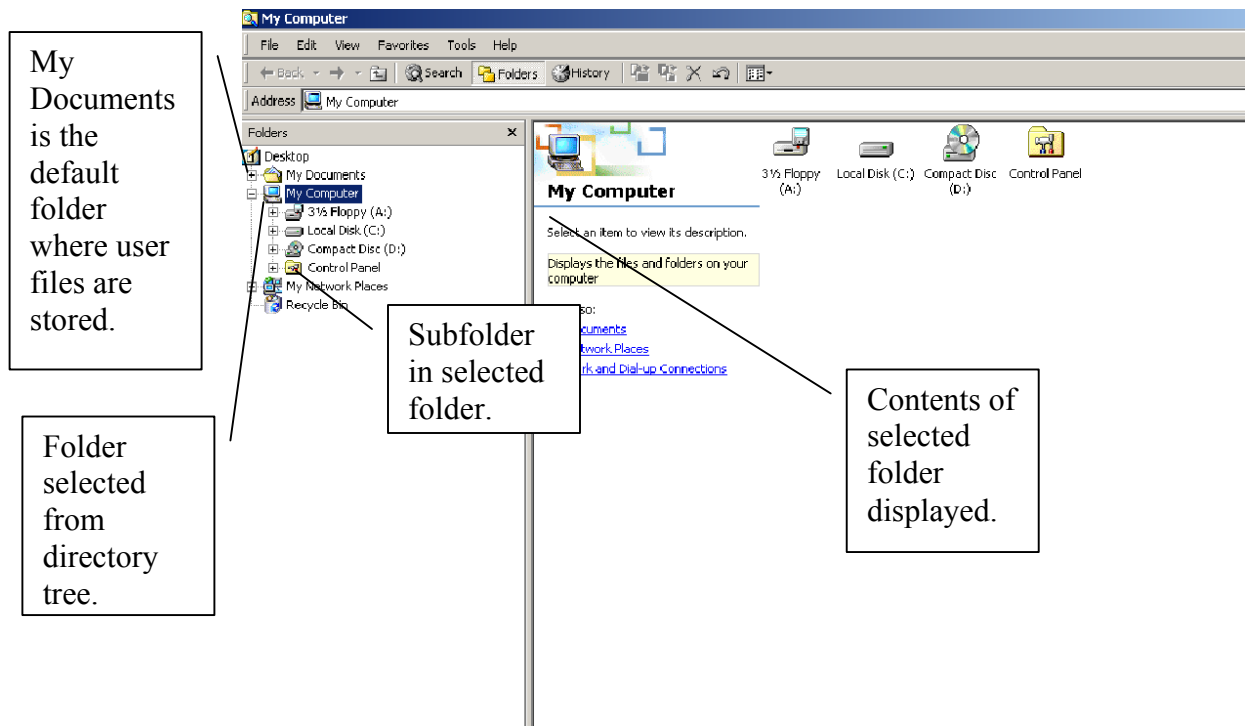
Windows Explorer is a program that allows you to see all of the files stored in your computer. You can open a file you saved in Paint using Windows Explorer by right-clicking the file's filename.

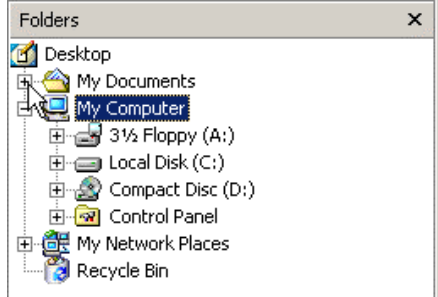
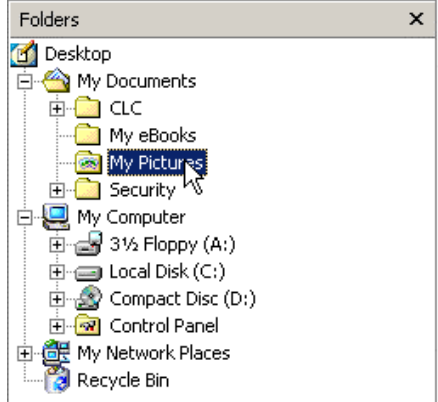
To open a file you saved in Paint using Windows Explorer, follow the directions below.

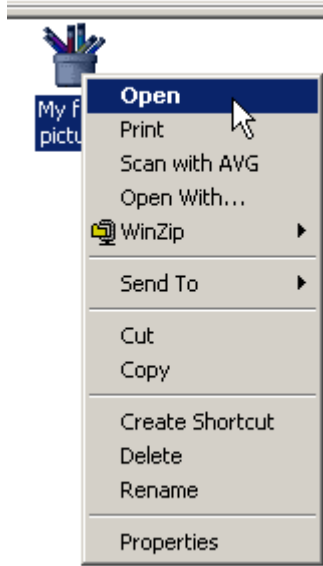
Step	Action	Reference
1	On the Windows desktop, right-click My Computer.	
2	Click Explore.	

The Windows Explorer window

After you click Explore, the Windows Explorer window appears. The left-hand pane shows the directory tree of all the file folders and the files they contain that are saved on your computer. Clicking a file folder in the left-hand pane displays its contents in the right-hand pane.



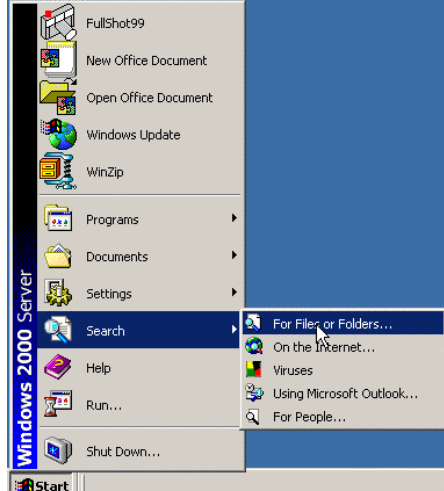
Step	Action	Reference
3	After the Windows Explorer window appears, click the + box next to My Documents folder.	
4	After My Documents folder opens to show the sub-folders, click My Pictures folder.	

5	In the right-hand pane, right-click the name of the file you wish to open, then click Open.	
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Opening a file using search

If you cannot remember where you saved a file, you can look for it using Search. Search looks for the all files that match the name of the file you are looking for. Once you locate your file, you can open it from Search.

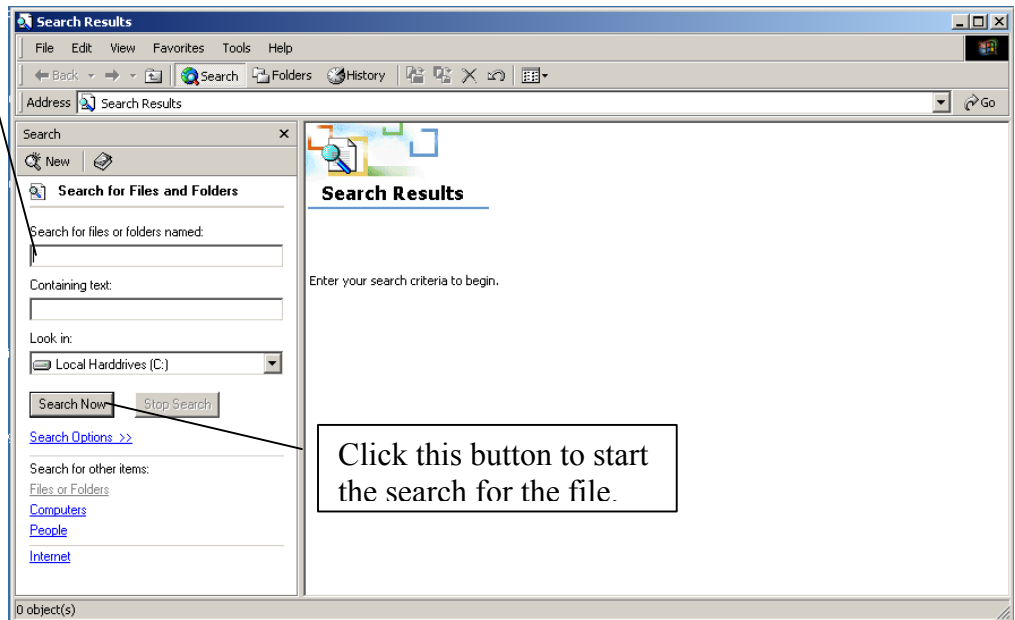
To open a file using Search, follow the directions below.

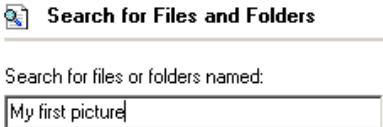
Step	Action	Reference
1	Click Start button, point to Search, then click For Files or Folders.	

The Search dialog box

After you click For Files and Folders, the Search Results dialog box appears. This is used to find files that you have lost.

Type the filename of the file you are looking for in this field.



Step	Action	Reference
2	Click inside the Search for files or folders named field, then type the name of the file you are looking for.	
3	Click the Search Now button.	
4	After the search results are displayed in the right-hand pane, right-click the name of the file you wish to open, then click Open.	