

# Saving Your Computer Files

1. Open **PowerPoint** or **Publisher** or **Word** or any program
2. Go to **FILE** and choose **SAVE**
3. If you logged on with your **Secret Password**, you can click on the **“File Name”** box, erase what is there, and type the name of your project. Give it a good name like **“Story About Pirates”**
4. If you are logged on to KA2 or SM2, click on your grade folder; example: **02 Second Grade** and click the **OPEN** button
5. Click on your folder and choose **OPEN**
6. At the **File Name** erase what is there
7. Put **First Name Last Name** and a word or two about the Project (example: **“John Thurlow Boat Picture”**)
8. Click **SAVE**
9. **Everyone make sure you SAVE every few minutes (but don't use SAVE AS because that makes a copy).**

