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).**