

File Names - Toshiba A70-S2482TD User Manual

A70-s2482td user's guide

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Type a file name, then click Save.

HINT: To make another copy of the file you are currently working with, choose Save As from the File menu and give the new file a different name.

The Windows

up to 255 characters; the names can include spaces. Some applications still require MS-DOS



File names

If you plan to share your files with a computer using a pre-

Windows

95 version of the Windows

file name must be no more than eight characters long.

Typically the file name also has an extension, consisting of a

period and up to three additional characters.

You may use all the letters and numbers on the keyboard plus

these characters: _ ^ \$ ~ ! # % & { } () @ and '. MS-DOS file names are not case-sensitive and must not contain spaces.

Using a file extension

Most programs assign an extension to the file name that identifies the file as being created in the program with a particular format. For example, Microsoft with a .doc extension. Any file name with an extension of ".doc" is assumed to be a Microsoft own extension is usually unwise, since the program is unlikely to recognize an unusual extension and may refuse to handle your file correctly.

Many programs offer a feature that saves documents at regular intervals. Check your programs' documentation to see

whether they have an automatic save feature.

Learning the Basics

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XP operating system supports file names of

Saving your work

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file names.

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operating system, the

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Word saves files



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Word file. Creating your

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