

Saving Your Work - Toshiba P300-ST3014 User Manual

P300-st3014 user's guide

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18

19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67

Table Of Contents

68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117

118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167

168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217

218
219
220
221
222
223
224
225
226
227
228
229
230
231

•

Table of Contents

-

Bookmarks

--



Saving your work

Before you turn off the computer using the Shut Down command,

save your work on the hard disk drive, diskette, flash media, or optical disc. This is one of the most important rules of computing.

When you turn off the computer using the Sleep or Hibernate commands, your work should be there when you resume.

Many programs offer a feature that saves documents at regular

intervals. Check your program's documentation to see if it has an automatic save feature.

Saving files

1

In your Windows

2

Click Browse folders.

If you are working with a document that already has a file name, this is all you need to do. If you created a new document, your program displays a Save As dialog box.

Use this dialog box to specify where to store the document and to give it a file name.

(Sample Image) Save As dialog box

3

Choose the drive and folder where you want your file to be stored.

4

Type a file name, then click Save.

®

-based application, click File, and then Save.

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

Learning the Basics

Saving your work

93



[Table of Contents](#)

[Previous Page](#)
[Next Page](#)

[1](#)
[...](#)
[90](#)
[91](#)
[92](#)
[93](#)
[94](#)
[95](#)
[96](#)
[97](#)

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