

Creating & saving a new document (Tutorial A4)

http://www.atomiclearning.com/k12/en/movie/85837/play_window?type=Tutorial&sid=2410

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To create a new document, press the Home key, and then choose New Document. If you have a document open with unsaved

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changes, you'll be prompted to save it. This will create a new document page with one work area into which you can

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insert an application. I'll insert the Calculator application into this work area. Now, I can work within the calculator.

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To save the document, I'll press Doc, and then File>Save. In the Save As dialog box, I can choose the folder in which

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to save my new document. In this example, I will create a new folder by dragging my finger over the Touchpad to

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roll the cursor over the New Folder icon in the upper-right corner of the dialog box. Then I'll press the Click button

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to select it. I'll give my folder a unique name using the alpha keys and number keys on the keypad, and then I'll

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press "Enter" to accept the new name. Press Enter again to move into that folder. Now I'll use the alpha keys

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on the keypad to enter a unique name for my new document. Use the Touchpad to roll over the Save button, and then

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the Click button to save the document and return to the calculator page.

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