

Creating and saving a new document (Tutorial A2)

http://www.atomiclearning.com/k12/en/movie/27947/play_window?type=Tutorial&sid=1670

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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 changes, you'll

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be prompted to save it. This will create a new document page with one work area into which you can insert an application. I'll

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insert the Calculator application into this work area. Now, I can work within the calculator. To save the document, I'll press

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Control, and then the Home key. I'll choose File, and then Save As. 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 pressing the up arrow key in the NavPad until the name

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in the "Save In" field is highlighted. I'll give my folder a unique name using the alpha keys and number keys on the keypad, and then

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I'll press "Enter" to accept the new name. Now I'll navigate to the File Name field by pressing the right arrow key, and then

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I'll use the alpha keys on the keypad to enter a unique name for my new document. Next, I'll use the right arrow key to highlight

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"OK", and then "Enter" to save the document and return to my calculator page.

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