

## 2. Saving and Opening

In this module you will learn to:

- 1 save a file for the first time.
- 2 opening a file.
- 3 saving again under the same name, after changes have been made.
- 4 saving as a new file with a new name.

### 2.1. Saving

If you made the repetition assignment of **Module 1**, you have typed a recipe for creamy raspberry-banana milkshake. To keep the result of your work, you have to save it to the harddisk of your computer. It will stay there until you decide to delete or overwrite the file with another document. You can re-open saved documents time and time again to resume work on the document.



#### **Assignment 2.1** *Typing the recipe*

1. Do the final assignment of module 1: CREAMY RASPBERRY-BANANA MILKSHAKE.
2. However, type only until '4 straws'. Do not yet make the words bold, italic or underlined either.

If you have started **Writer** and started typing immediately, you will find your text to already have a name. Up in the titlebar it states: '**Untitled1**'.



A file with the name **Untitled1** however does not yet exist. **Writer** gives your text only a provisional working title, until you give the file a name.

To save a new document, you need to give the text:

1. A location
2. A name

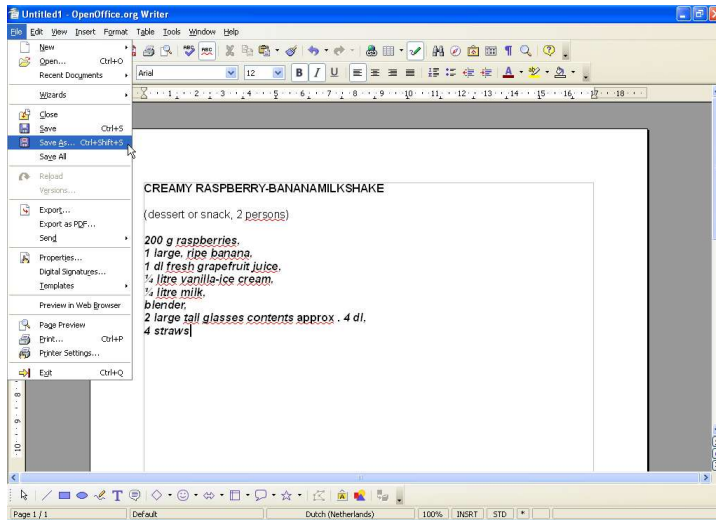
As a location, **Writer** suggests **My documents** by default. You can of course change the location. You can also determine the name of the document.

2.1.1. Saving Documents the first time



**Assignment 2.2** First time saving.

1. Click **File, Save as...**



The dialogbox **Save as** will appear.



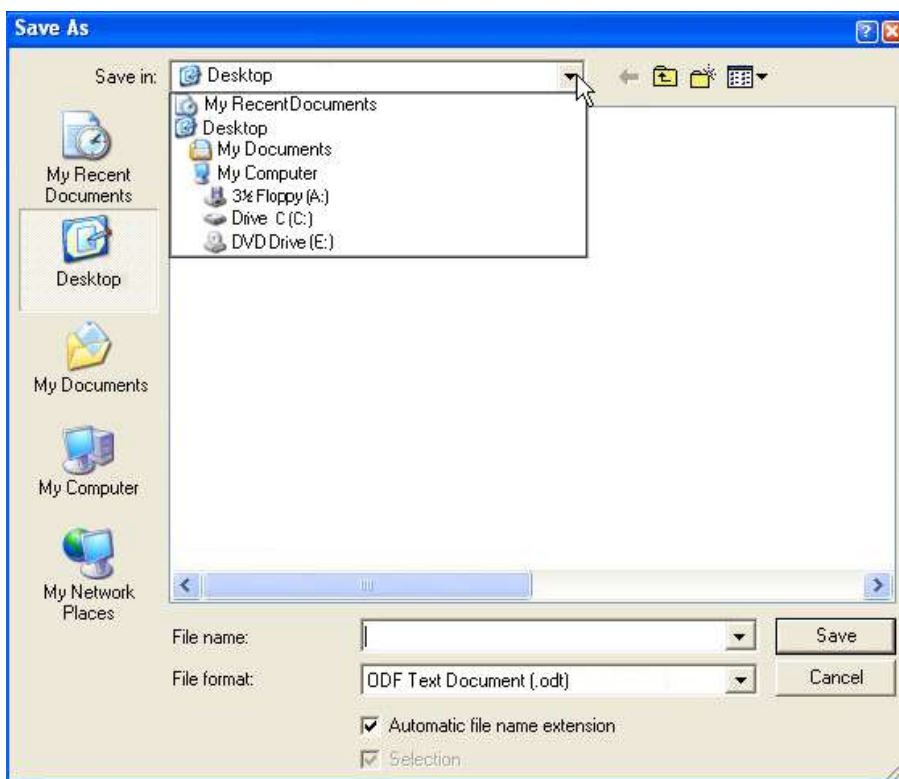
Via this dialogbox you give the text:

- A location.
- A name.



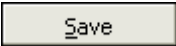
### Assignment 2.2 First time saving (continued)

- Click the button  next to 'Save in'.  
The drop down list opens.



- Select **My Documents** by clicking it.  
In the text field **Filename** you fill in the name of your text.



- In the text field type **Milkshake provisional**.
- Click the button **Save**  to confirm the command.

The dialogbox disappears and the text is saved in the folder **My Documents**.

In the titlebar **Milkshake provisional** will appear.

### 2.1.2. Editing text and re-saving

You can of course make changes to a text. If you already saved the text under a certain name, then usually you save the edited text again under the same name. In the following assignment you will edit the text **Milkshake provisional** after which you will re-save the text under the same name. This time no dialogbox will appear. The old text that you previously saved under that name will be replaced with the new text.

**Assignment 2.3** *Saving under the same name*

1. Type the rest of the recipe (from 'preparation' onwards to 'add straws.').
2. Do not yet make the text bold, italic or underlined.
3. Click on **File, Save**.

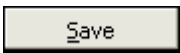
The titlebar will still state: **Milkshake provisional**.

**2.1.3. Save as...**

There is yet another method of saving. A method with which you leave the old text unchanged, and save the new text as a different file. Obviously this only works when you give the text a different filename. You have this opportunity when you chose the File, Save as... menu-option instead of File, Save. The difference lies in the word 'as'.

In the following assignment you are going to format your recipe (make words bold, italic and underlined) after which you are going to save the new text with a new name.

**Assignment 2.4** *Saving with a different name*

1. Make the text of the recipe italic, bold and underlined, so it looks exactly like the example on page 12 of module 1.
2. Select **File, Save as...**
3. Select under the header **Save in:** the folder in which to save the document.
4. Select **My Documents** by clicking on it.
5. In the text-field **Filename** you have to fill in a new name for the text.
6. Type **Milkshake finished** in the text field.
7. Click the button .
8. The computer saves the file **Milkshake finished**.

Up in the titlebar the new name appears.

9. Close **Writer**.

**2.2. Open**

With opening we mean bringing back on screen a file that has been saved before. In this part of the course you will learn to:


1. open a file
2. alternative methods of opening a file
3. open a file from CD

### 2.2.1. Opening a file

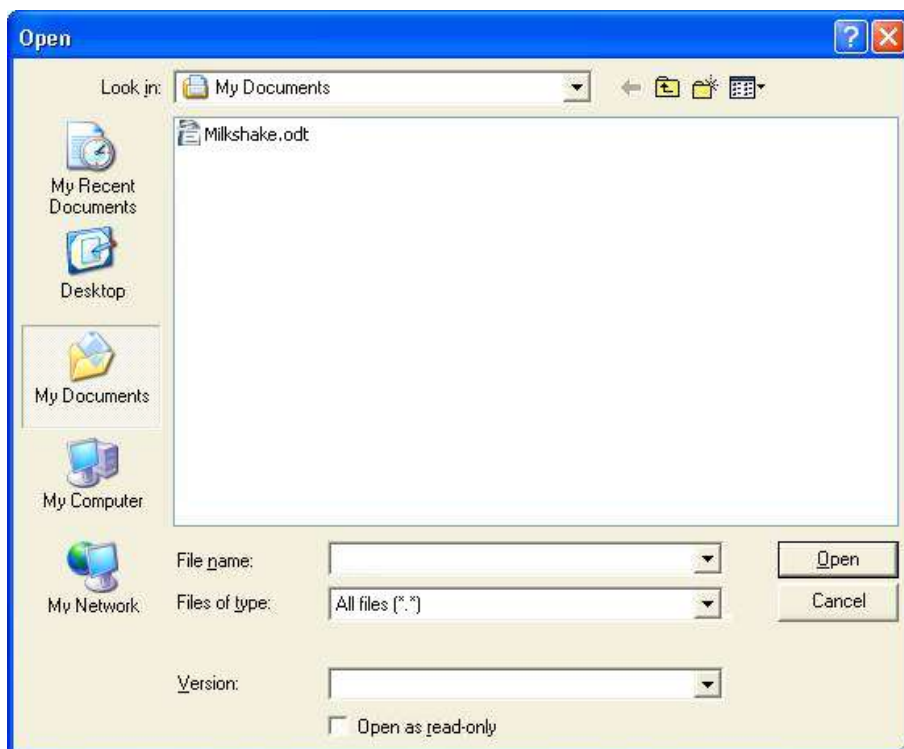
In this paragraph, you will learn how to open a previously saved file. For instance, to correct your text or resume working on the file.




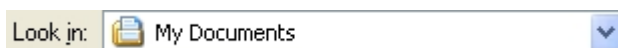
#### Assignment 2.5 Opening a file

1. Open **Writer**.
2. Select **File, Open** or click the button 'open'. 

The dialogbox **Open** appears.



3. Click on the arrow  on the right in the drop-down list **Look in**.



The drop-down list will open.

4. Select **My Documents** by clicking on it.  
Do you see the filename **Milkshake finished** in the list?
5. Select the file **Milkshake finished** by clicking on it once.  
**Milkshake finished** will now turn blue.

6. Click the button **Open** 

The selected file now opens and will appear on screen. The name of the file will now show up in the titlebar.

7. Close **Writer** by clicking the X in the upper right corner.

### 2.2.2. Alternative method of opening a file

There are a few other means to open a text. Below we will describe one other method of opening a previously saved text.

### 2.2.3. Opening a file from CD

In the following assignment, you will open a file that has been saved on the Rednose CD, which you have received with this course guide. There are a number of files on this CD, which you will use with the exercises in this guide and possibly during other courses by Rednose. Opening a file from CD is similar to opening a file from your harddisk.

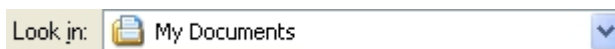


#### Assignment 2.6 *Opening a file from CD*


1. Open the Cd-Rom player.
2. Put the CD in de Cd-Rom player (text side up).
3. Close the Cd-Rom player.
4. Start Writer.
5. Select **File, Open**.

The dialogbox **Open** appears.

6. Click on the arrow to the right of **Look in**.



The drop-down list opens.

7. Select the **RedNose CD** by clicking on it. Do you see the file **Milkshake** in the list?
8. Click on the filename **Milkshake**.
9. Click on the button **Open**. 

The selected file opens and appears on your screen.

10. Close **Writer** by clicking the X in the upper right corner.