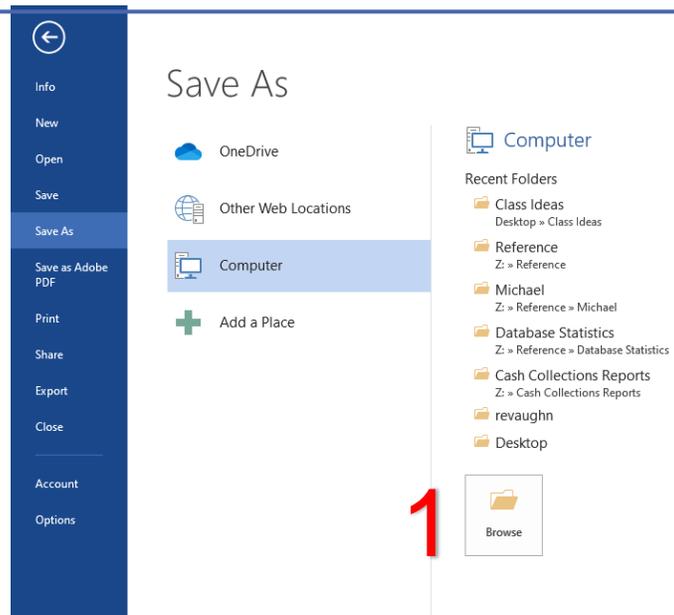


## Saving Files

Save a file you created

When you save a document, you'll have to decide three things:

- 1.) Where to save the file.**  
Save it in a place you'll know where to find it later!

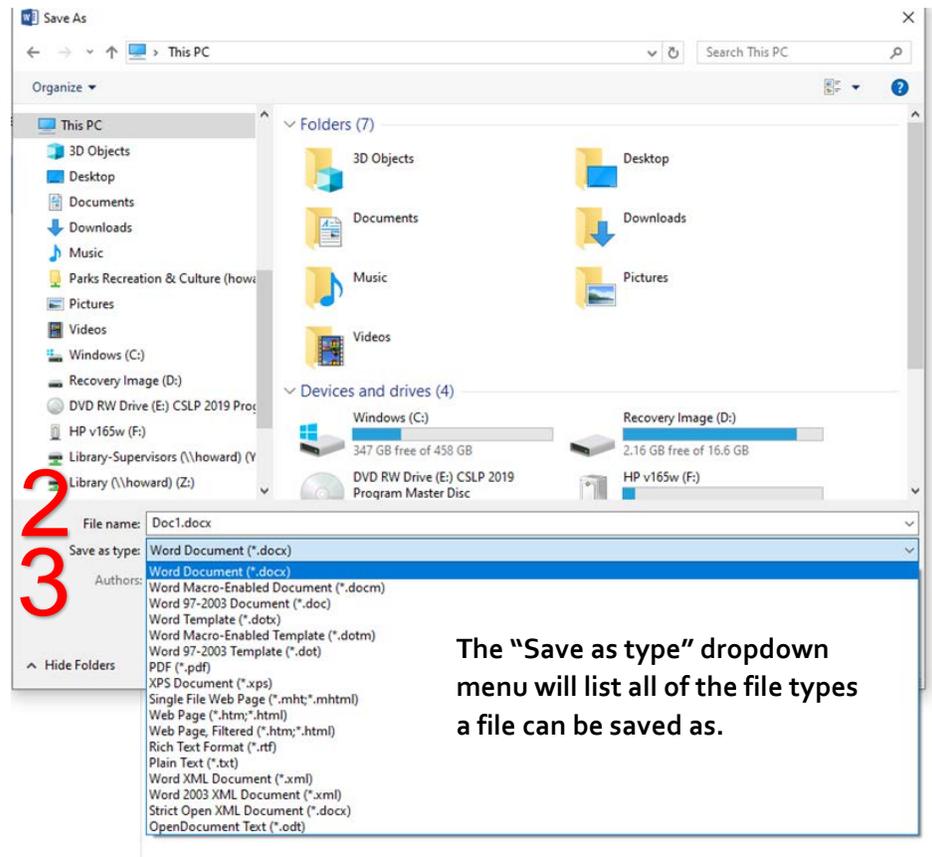


- 2.) What to name the file.**

Teacher's Tip: Make sure to name it something you'll understand even two years from now

- 3.) What file type you want to save the file as.**

For the most part, the program will default to the correct file type. But, if you want to save a Word Doc (docx) as a PDF, you can choose to do that in this menu.



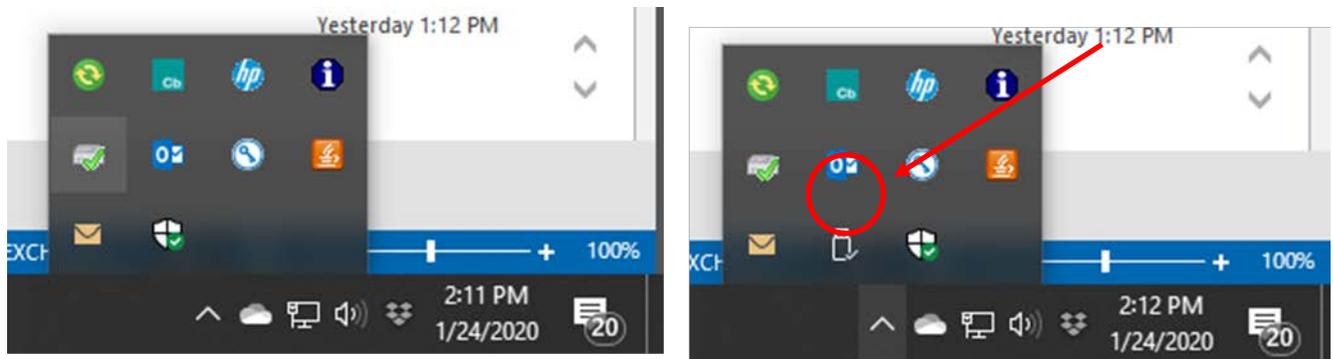
## Overwriting or creating a copy of a file

Another way to save a file is to use **Save As**, which gives the option save a copy of an updated file while keeping a copy of the original still intact.

## View and save files from a USB Drive

### Using a USB Drive

At the bottom right corner of the computer screen is the notification area of the taskbar. You'll notice that when you insert your USB drive, an icon will appear showing that the drive successfully connected and is ready to use. The computer may have to download a driver before it can access the USB drive, but this happens automatically; however this may make a quick delay (30 seconds) when initially trying to open an external drive.



### Save a file to the USB Drive from the internet

- A note about taking images from Google:  
The majority of images will have a copyright, meaning that you will have to receive permission from the author or pay to use the image. If you use an image that you find on the computer for commercial use, you could be breaking copyright law and be held liable.

Free images and stock photos are available for use from various websites such as:

<https://www.pexels.com/>

<https://unsplash.com/>

<https://pixabay.com/>

Thumbnails (picture previews) are going to have a lower resolution (not be as clear) than the full image.

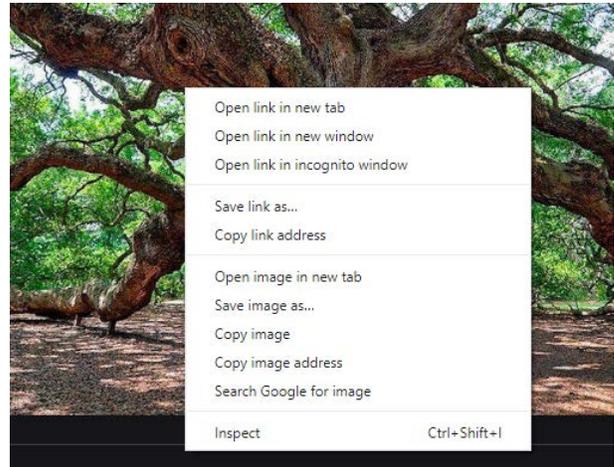
Images sizes are notated in pixels – the individual color squares on your computer screen. The higher the number of pixels, the better quality the image will be.

Google images shows you the number of pixels images are when you hover over them; the picture on the left (below) will be much clearer than the picture on the right because it has a higher concentration of pixels.

Indicates the number of pixels.



Right click on the picture that you want, and you'll get several options. To save that image to the USB drive, click the "Save image as..." option and navigate to the location where you'll want the image stored. You won't have an option to change the file type here as the file type is already specified. That option is only available when you're creating a file.

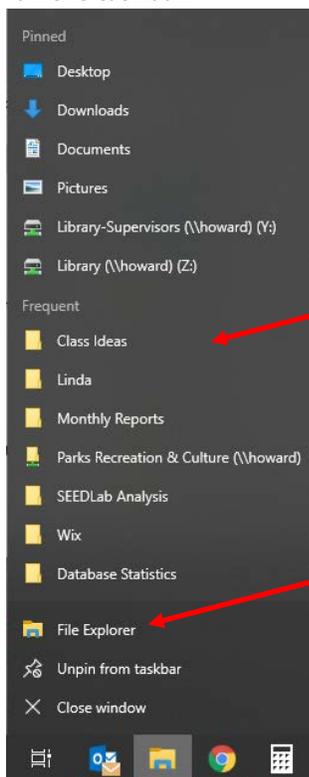


## Save files from the computer to the USB and vice versa

### Opening multiple file locations

You can open as many folders as you need to.

You can double click on another folder from the desktop OR right click on the file manager folder icon on the taskbar.

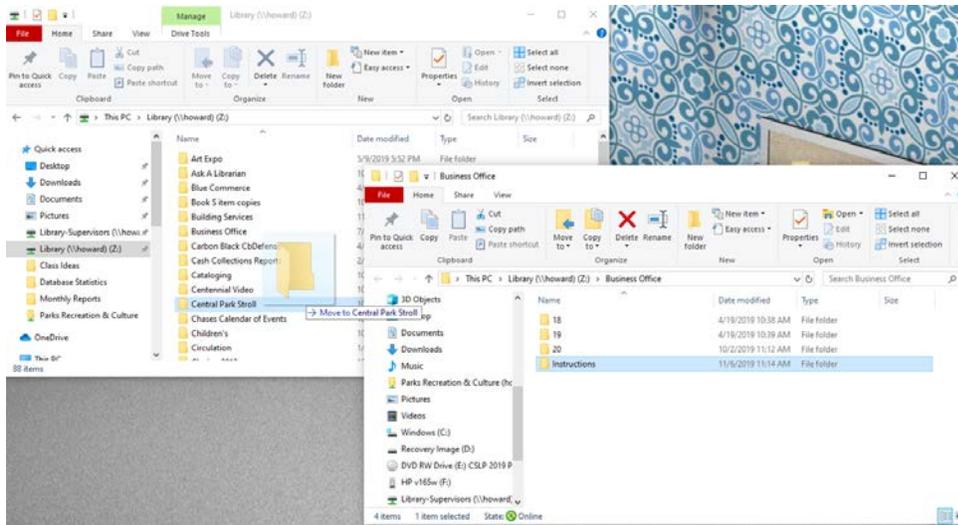


Click on a frequently used folder, or a pinned location.

Click on file explorer to view all files and folders.

## Drag & Drop

When you have two file locations open, the easiest method to copy or move files is to drag and drop. Hold down the left mouse button and move the mouse with the file/folder to the new location, and then release the left click button.



You'll see the file or folder become transparent as it travels from one location to the other.

**Move** an item means to completely change that item's location to a new location.

**Copy** an item means to create another copy of that item so that it now lives in two locations.

## Types of External Storage



USB/Flash/Thumb Drives

Generally small, but can hold several GBs of storage.



SD Cards

Used in most cameras for picture storage; micro SD cards are generally used in cell phones (excluding iPhones)



CDs/DVDs

Archive CDs & DVDs are used to store files & folders; i.e. if you have a lot of pictures, too many for a CD to hold, they can be stored on a DVD; CD doesn't have to be specifically for music, and DVD isn't always only for movies.



External Hard Drive

Used for storing a large amount of files/folders/programs; generally used as back-up storage.



Cloud storage

Cloud storage involves stashing data on hardware in a remote physical location, which can be accessed from any device via the internet; OneDrive, Google Drive, DropBox and Apple iCloud are examples of cloud storage.



Cell Phones

iPhones only have internal storage where pictures/music/files are stored; these files can be accessed on a computer with an iPhone cable; other cell phones typically have both internal storage and can have external storage, like a micro SD card.