

Working with files

In this section we will; create a text file using Notepad; save the file; close Notepad; then reopen Notepad and reopen the document.

Creating the file

The text file which we create here will be used again in the chapters 'What's in a name' and 'Making Shortcuts.'

Let's start by opening Notepad. Click Start | Run. Type Notepad in the text box. Click OK. Alternate method: click Start | Programs | Accessories | Notepad.

In a short while the application window opens. On the title bar is the document's name (untitled) and the application name - Notepad. Since everything in Windows must have a name, this unsaved document is named 'Untitled'. You will give it a new name when it is saved.

The flashing cursor in the document window indicated where the keyboard characters you type will be placed. Type the words' `Things to do today.`

Now that you have worked hard to create your document, you need to save it for later retrieval.

Saving the file

Save vs. Save As. Save applies to documents which have been previously saved. This doesn't apply in our case. We have never saved this document.

The **Save** option returns a copy of a document back to the location where it had originally been saved and *replaces the original*. Take note. After using SAVE you will no longer be able to retrieve the previous version of the document. It has been replaced with your edited version.

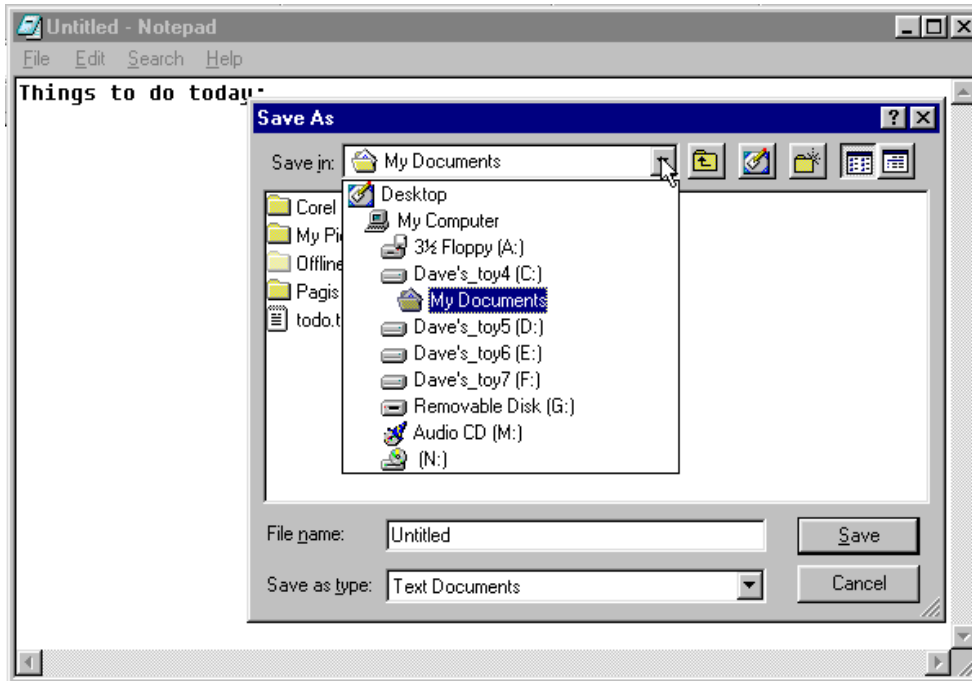
If you try to use 'Save' on an unsaved document, Windows will redirect your command to the 'Save As' dialog box.

'**Save As**' has several options. You can specify:

- 1) The location to save the document.
- 2) The name of the document
- 3) The format in which you want the document saved.

Note that by default, documents are saved in My Documents. This title misleads many people. 'My Documents' is actually a folder on the C: drive. It is the default location Windows uses for everything you try to save. "**Transient file collection pool**" would

be a much more descriptive name than "My Documents."



The first step in saving a file is to place it in the proper location.

Open the 'Save in:' drop down box and select the drive and folder where you wish to store the document.

For this example, save your document in A:\1

- 1) Open the drop down box and select 3-1/2 Floppy (A:)
- 2) After you select 3-1/2 Floppy (A:) you may see icons showing other folders and files located at that *path* location.
- 3) Open folder '1' using either of the following methods.
 - A) Double-click on folder '1'.
 - B) Single-click on folder '1'. Next, click on the OPEN command button. This second method is much slower.

An interesting point to note: Names (properly termed 'captions') on a command button can change. In the previous example, you can see the caption change if you click on a folder. After clicking on a folder name, the caption of the command button changes from Save to Open. Once the Open command button is clicked, the selected folder is opened and the caption returns to Save.

Next we need to give the document a name. Double-click on the name 'Untitled' in the 'File name:' text box. Change the name to 'Things'. (Don't include the (') mark.) Double-clicking will cause the whole name to highlight.

Double-clicking to select text is another shortcut. Double-clicking creates a condition very similar to the Rename Mode process we experienced in Org 7. Here, however, no box surrounds the name. Windows uses the convention that highlighted text is always replaced by the next key stroke.

Also, as mentioned in Org 7, there is no reason to clear the highlighted text before entering a new file name. **JUST START TYPING.** If you use the space bar to delete existing highlighted text, the operating system may respond with an error message when you try to save the file. Pressing the space bar instructed Windows to enter a space as the first character in the files name. This is an illegal condition and will generate an 'illegal file name' error.

This last step is usually not required. In fact, Unless you have a very good reason, **DON'T CHANGE THE DEFAULT FILE Extension.**

Click on the **SAVE** command button. This will close the Save As dialog box and return you to the document window. Note that the name in the title bar has changed to `Test.txt`

Let's add some additional text. On a new line, type
`Tell others about this book and urge them to buy it.`

Now that the document has been saved, we can use the Save command to update the file. Updating means that the old document will be replaced each time we save our changes.

Click on **File | Save**. Note that no dialog box appeared. If you need to save the changes but also retain a copy of the old file, you will have to use the Save As and change the file's name. ie., `Test1.txt`

Close NOTEPAD by clicking **File | E**xit

Reopen Notepad

Start | Run | Notepad

Open an existing document by clicking **File | O**pen

This Open dialog box looks very similar to the Save As we saw earlier. However, the name in the title bar shows that we are using the OPEN dialog box.

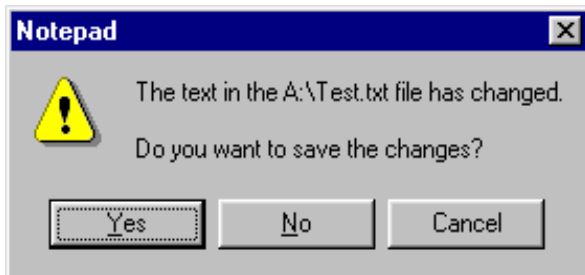
Save In: has changed to a Look In: drop down box. Select the A: drive. Next double-click folder '1'. Finally, double-click TEST.TXT.

The files' data appears on the screen. Highlight some of the files' data by dragging the cursor over the text.

Press any keyboard key. All the highlighted text is replaced. This time pressing ESC won't save you and return the deleted text. Instead, you will have to click Edit | Undo or use the shortcut CTRL+Z.

Closing without saving

Close Notepad.



You will be prompted by a message box.

You have made changes in the document since it was last saved and are presented with a reminder to save your file. Cancel will return you to the document.

We will be using this file again in the chapters 'What's in a name' and 'Making Shortcuts'

The Chapter 'What's In A Name' explored the effects of changing the file's extension.

'Making Shortcuts' shows you how to use this file as a scratch pad on your desktop for writing quick notes to yourself.