

Windows Operating System

(103-102)

Open-Save-Print

Notes	Activity
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Quick Links



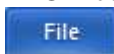
[Ctrl-]Click any of the links below to quickly jump to that location in these notes.

- [Overview](#)
- [Open](#)
- [Save](#)
- [Print](#)

Overview

Most programs use very similar dialog boxes to allow you to open, save, and print files. To save time in other courses, you'll learn how to use these dialog boxes now.

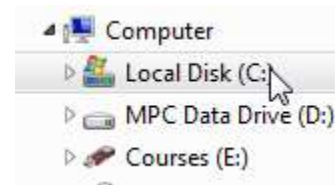
OPENING A FILE


- Access the Open dialog box
 - Click File, then Open **OR**
 - Many programs have an Open  toolbar button, click it, **OR**
 - Press Ctrl-O (quick-key)
 - In Office 2007, Ctrl-O works or you can click the Office  button, then click Open
 - In Office 2010, Ctrl-O works or you can click the  tab, then click Open




Use Word to Open a document file from the student disk.

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- Set the Open options
 - The Open dialog box (in Windows 7) contains a navigation pane on the left and the details pane on the right
 - In the navigation pane, select the drive where the file exists
 - Click the little arrow to the left of the drive (or double-click the drive name itself) to expand the drive in the navigation pane
 - Select the folder the file is in
 - If the correct folder is not open, double-click folders until the correct folder is listed in the Navigation Bar
 - See the File Management notes, Navigating the Folder Hierarchy for more information
 - Set the file type (next to the File name box).
 - Usually, this is automatically set by the application.
 - Change it if you need to by dropping down the list of file types
 - Specify the file's name
 - Click or Double-click the file's icon or name in the file list box, or
 - Type the file's name in the **File name:** text box
 - Click the **Open** button (not needed if file name double-clicked)






Click the **Cancel** button or the close button  if you change your mind about opening a file.

Notes	Activity
<p>SAVING A FILE</p> <ul style="list-style-type: none"> • Saving a file is not as straight forward as opening one. There are two kinds of saving: Save and Save As. <ul style="list-style-type: none"> - Save As is used to <ul style="list-style-type: none"> ➤ save a file for the first time or, - save another copy of a previously saved file with a different, new name. <ul style="list-style-type: none"> ➤ The original file is unchanged - Save is used to save an updated version of a previously saved file, replacing the original file with the new, updated one. - Save can also be used to save a file for the first time. The Windows application recognizes that this file has not been saved before and opens the Save As dialog box for you. • Normally you'll use Save. This option effectively saves a file for the first time and then replaces older versions of a file with a new one (saving disk space, only one copy). • Use Save As only when you need to save the updated and the original version of a file. • Save the File <ul style="list-style-type: none"> - Click File, then Save on the menu OR - Many programs have a Save  toolbar button, click it, OR - Press Ctrl-S (quick-key) - In Office 2007, Ctrl-S works or you can click the Office  button, then click Save - In Office 2010, Ctrl-S works or you can click the  tab, then click Save 	<p>Make changes to the file and use the Save As option to save it.</p> <p>Make more changes and use the Save option to save it.</p>







OR

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- **Save As the File**
 - Click File, then Save As on the menu
 - Enter a new name for the file
 - Most programs don't include a toolbar button for Save As and quick-keys are not consistent.
 - In Office 2007, click the Office  button, then **point to** Save As (a submenu will appear)
 - In Office 2010, click the  tab, then click Save As or Save & Send
- Set the **Save As** options (no options necessary for Save)
See the [options for Open](#), the options are the same!
- Click the **Save** button
- Click the **Cancel** button or the close button  if you change your mind about opening a file.
- Saving as a PDF Document
 - Many programs today allow you to save your document, spreadsheet, etc. in PDF (portable document format) format
 - This the name indicates, PDF documents are portable—almost any computer can open, view and print them
 - To open a PDF document, you'll need a PDF *reader*.
 - Adobe makes the most popular one (but by no means the only one)
 - To save your document in PDF format
 - Follow the instructions for Save As above
 - Change the document/file type to PDF
 - In Office 2007, PDF appears as an option when you point to Save As
 - In Office 2010, you have to open the Save As dialog box (File ▶ Save As) and select the PDF file type.

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PRINTING A FILE

- Spell check the document before printing it.
- Preview the document on the screen before printing it (saves paper!)
 - Click File, then Print Preview on the menu, or
 - Many programs have a Print Preview  button, click it
 - In Office 2007, click the Office  button, then **point to** Print, then click Print Preview
 - In Office 2010, click the  tab, then click Print. The print preview automatically appears on the right side of the screen
- Access the Print Dialog Box
 - Click File, then Print, or
 - Many programs have a Print  toolbar button, click it, or
 - Press Ctrl-P (quick-key)
 - In Office 2007, Ctrl-P works or you can click the Office  button, then click Print
 - Or, **point to** Print for more print options.
 - In Office 2010, Ctrl-P work, or click the  tab, then click Print. The print options appear.

Caution: Some programs **do not** display the Print dialog box when you use the toolbar button or use the quick-key. They assume you want a quick print, so they use the print defaults, typically printing one copy of the entire file on the current printer.

You might be able to change the effects of the button on the toolbar. If not, I recommend you ALWAYS use File | Print from the menu, so you can choose your print options.

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- Set the Print options
 - **Name: or Printer:** If your computer system has more than one printer (like those in our labs)
 - make sure the right printer is specified here (not a bad idea to check even if you only have one printer)
 - Click the properties button if you need to change the printer's *orientation*. Portrait orientation is the default, it prints with the long side of the paper on the sides. Landscape mode prints with the long side on the top/bottom.
 - You can completely control your printer's features from the properties dialog box.
 - **Print to file:** Rarely used feature that allows you send the printed image to a file rather than the printer.
 - **Print range:** Click the **Pages** option if you don't want to print all the pages in the file. Specify the first page to print (from:) and the last page to print (to:) (they can be the same)
 - Some programs include a *print current page* option (MS Office). Use this option to get a copy of the page **the cursor is currently on**.
 - **Copies:** If you'd like more than one copy of the document, use the spin bar to change the number of copies.
 - **Collate:** If your printer has the capability, you can have the copies collated by checking the collate check box.
- Click the **OK** button
- Click the **Cancel** button or the close button  if you change your mind about opening a file.
 - In Office 2010, simply click a different Ribbon tab to leave the print window.
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- The Print dialog boxes may be changed based on the printer installed on your computer. Browse through the dialog box that appears on your computer to investigate the options available.



Notes	Activity
<ul style="list-style-type: none">• Microsoft Office Document Image Writer<ul style="list-style-type: none">- Office 2003 and Office 2007 include the Microsoft Office Document Image Writer.- In Office 2010, the Image Writer has been replaced with the XPS Document Writer- The Image/Document Writer appears on the list of printers- Instead of printing, the Image/Document Writer allows you to save an image of what would have printed to a file.- For most people, Print Preview does the same thing- Programmers use the Image Writer to preview the results of their programs without having to actually print to a printer.	