

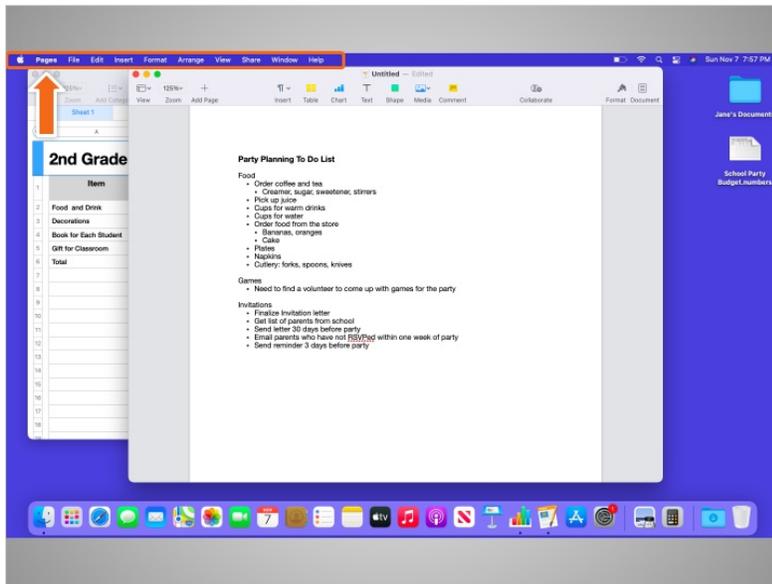
Using a Mac OS 11

Saving and Closing



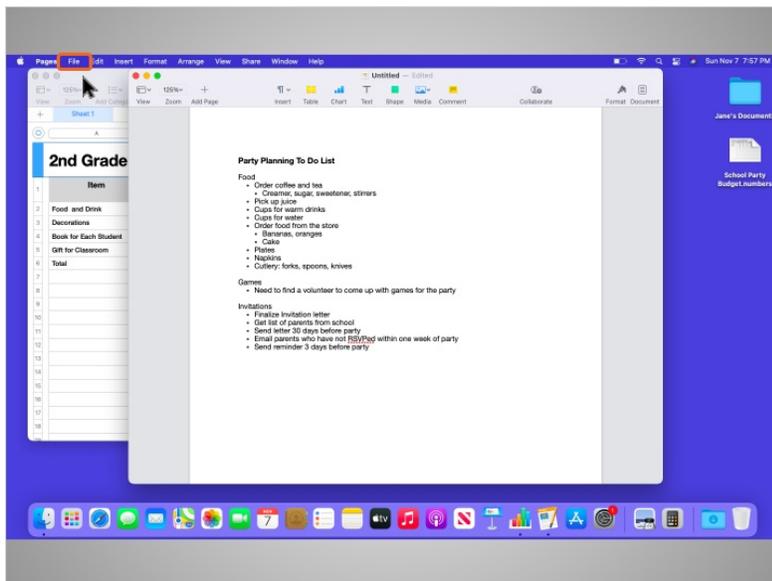
In the previous lesson, Jane learned how to work with windows. In this lesson Jane will learn how to save her work and close files. In today's example Jane is using Pages and Numbers on a Mac computer.

Occasionally, while you are working on a file, or before you close it, you will want to save your work.

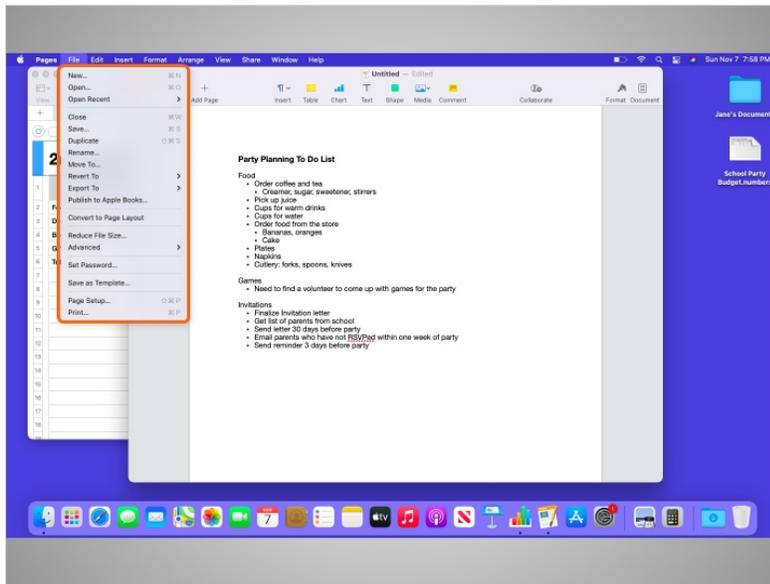


When an application is open on her Mac, Jane notices that the menu bar is specific to the application she's in, rather than the general Finder menu bar we learned about earlier in this course.

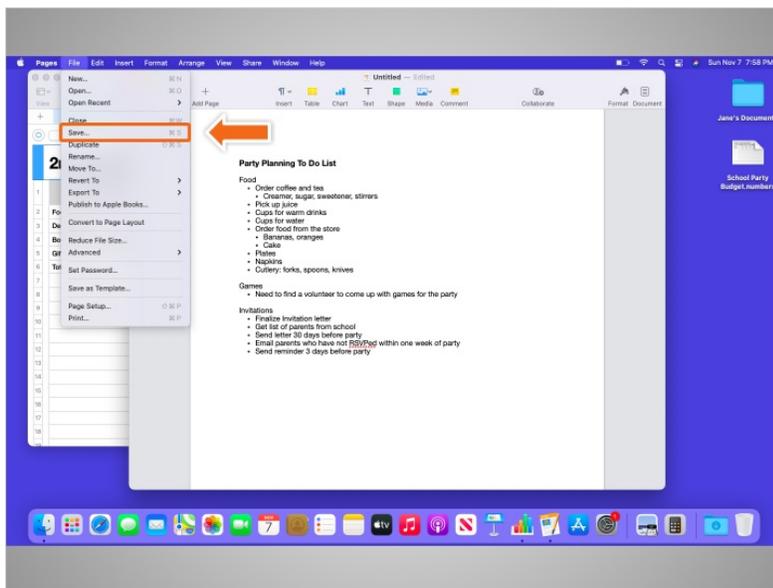
Jane can see what application menu is active here, next to the Apple icon. In this example Jane is using the application called Pages.



When Jane clicks on the world "File" in the menu,

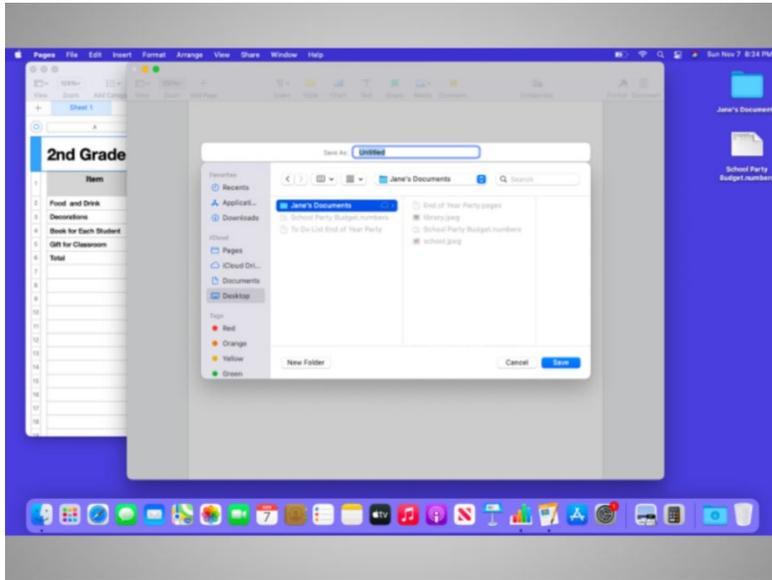


a drop-down menu appears. Options for saving the file appear in the drop-down menu.

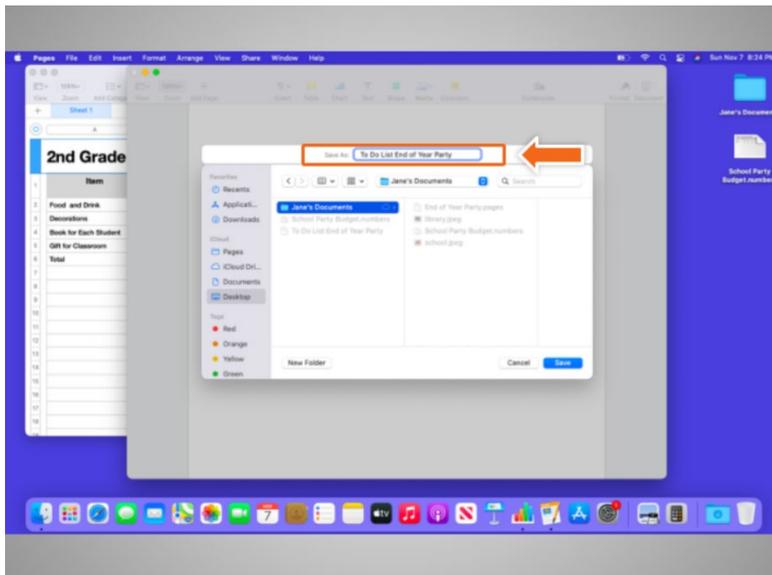


If Jane had already saved this file before, and knew both the file name and the location where it was saving, she could simply click on the Save option in the menu.

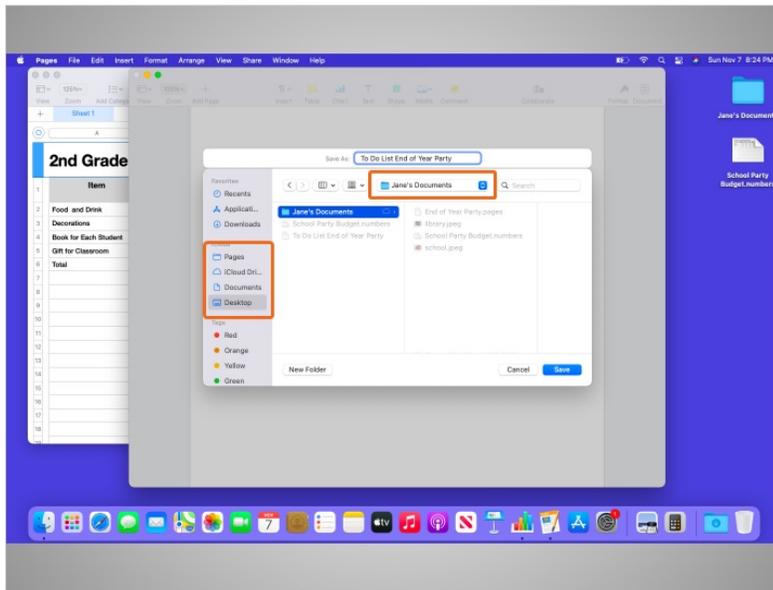
This is the first time Jane is saving this file. So when she clicks on Save,



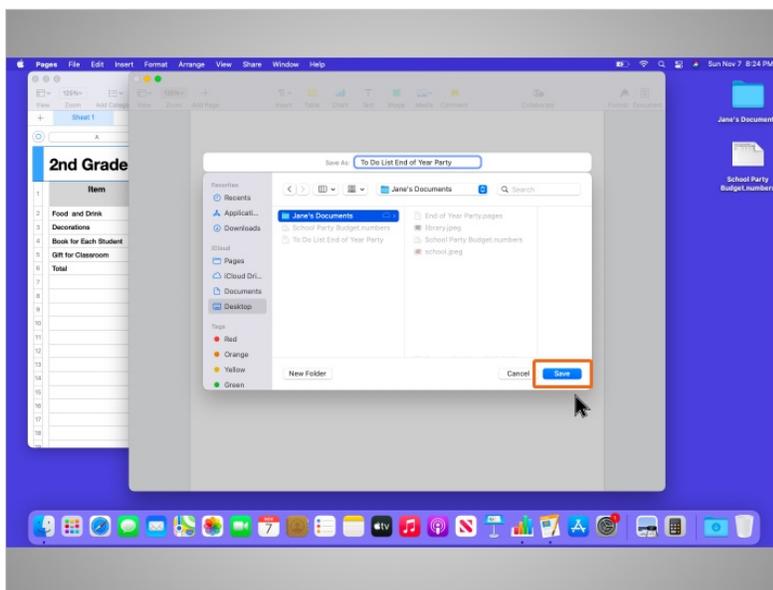
a new menu appears.



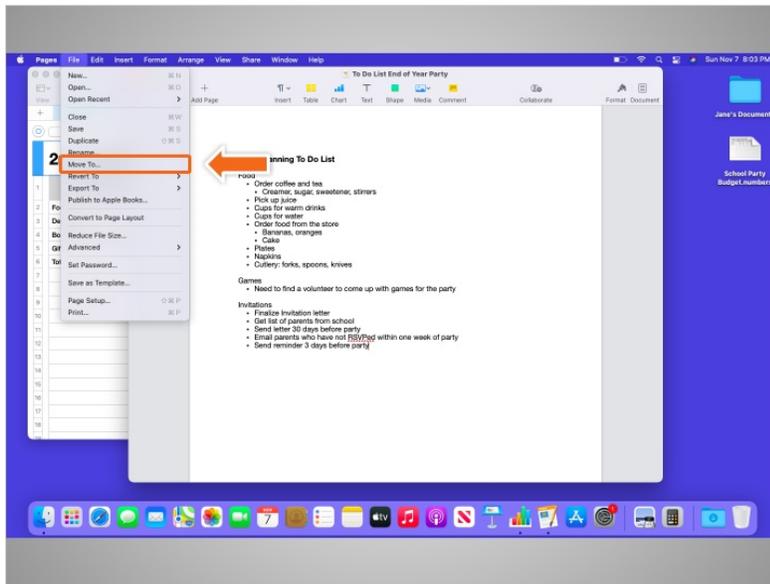
The first thing Jane does is name the file in the Save as box.



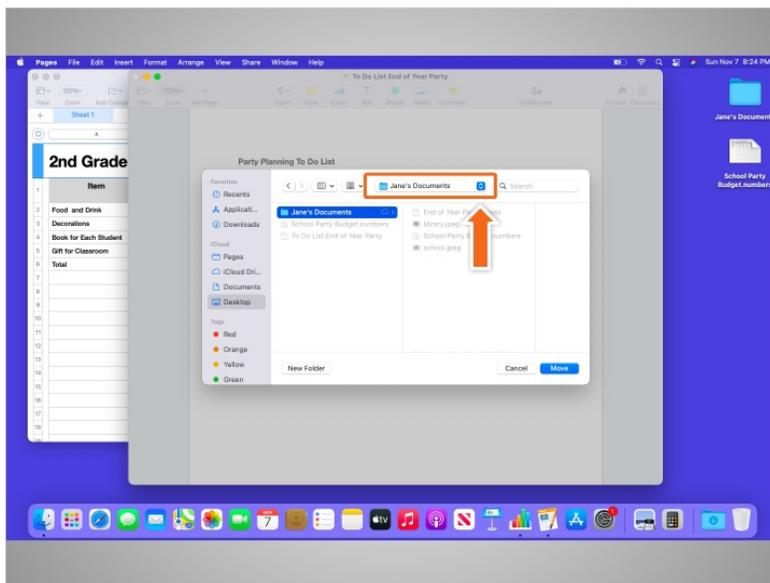
After naming the file Jane selects where the file will be saved on the computer. Be sure to choose a location that you will remember, such as on the desktop or in a specific folder. In this example, Jane is saving this file in her documents folder that is on the desktop.



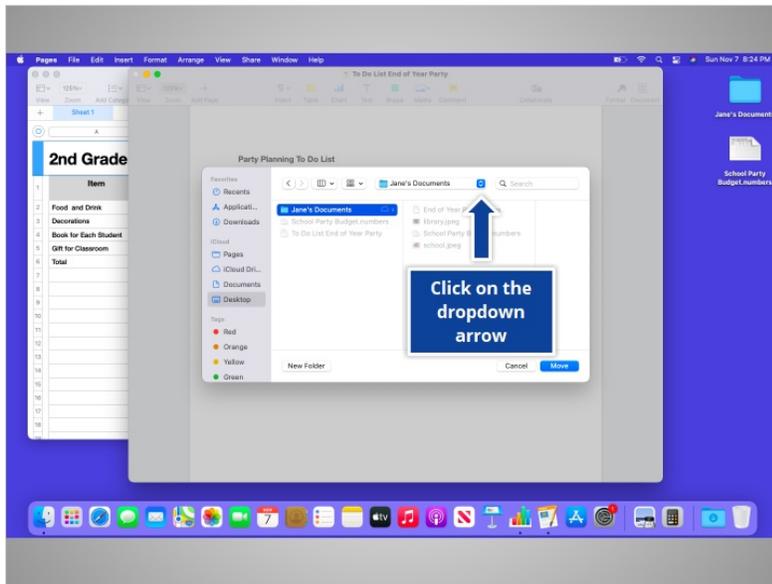
Once Jane has chosen a file name and location to save the file, she clicks on the “Save” button.



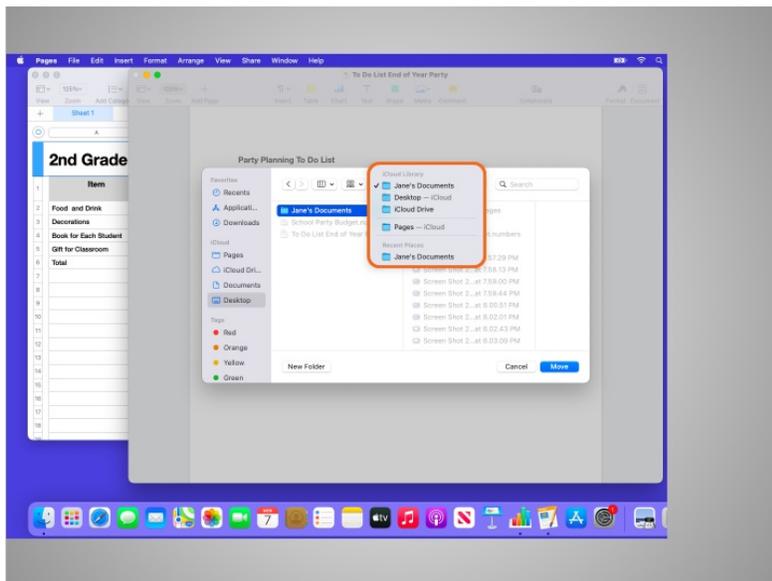
If Jane wants to move the file to another location, she can select the “Move To…” option in the File Menu.



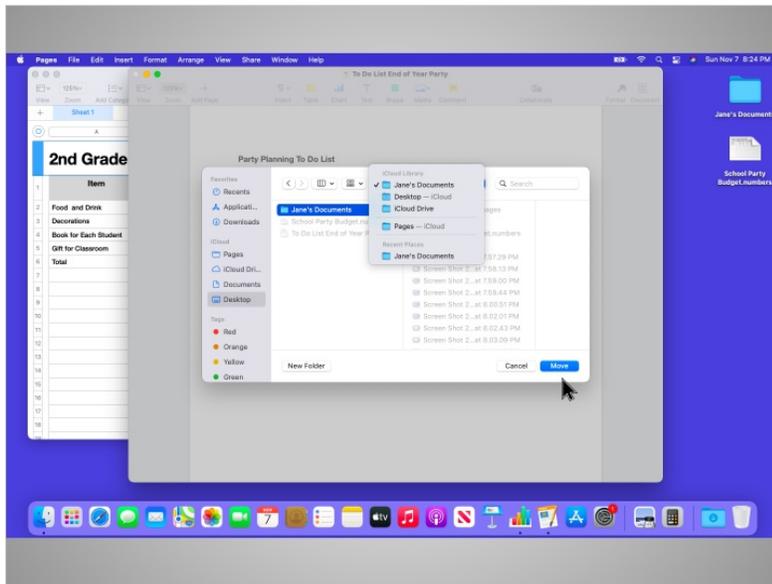
The “Move to” pop-up menu appears. Jane can click on the drop-down arrow to choose a new location.



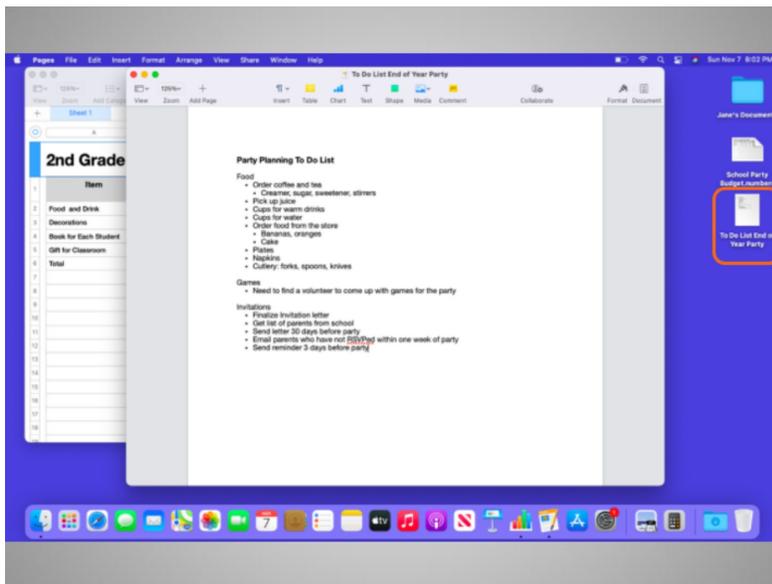
Would you give Jane a hand by clicking on the dropdown arrow?



Good job! A list of possible locations to save the file appear. Jane reviews the list and decides to save the file to the Desktop.

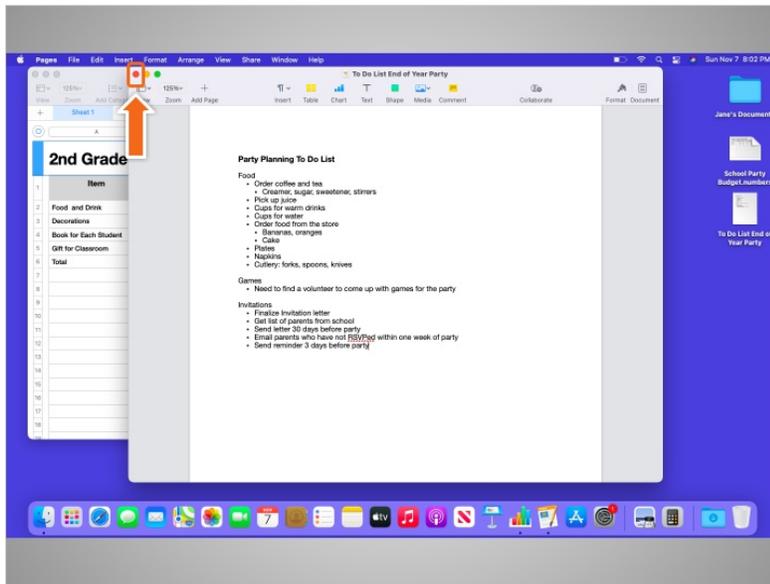


After Jane selects the location, she clicks “Move”.



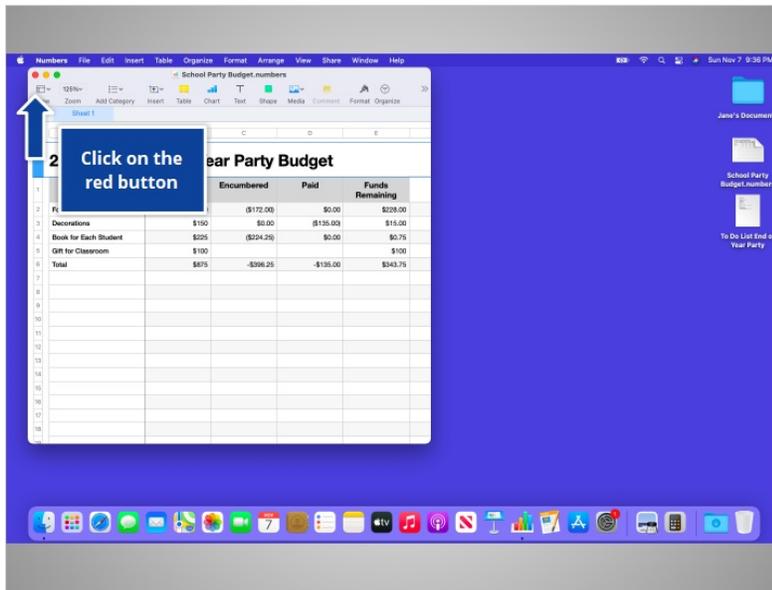
The file is now saved on the Desktop.

If you are using a public computer, there may be limits on where you can save files. Feel free to seek help from a staff person at the computer center for more information on saving files on a public computer.



When Jane is done with her file and has saved it, she wants to close it. To close the file, Jane clicks on the red button at the top left of the window.

If Jane had made changes to her document since the last time she saved it, Pages would automatically save the changes to the file before it closes. Please note that most applications will ask you if you want to save the changes before you close a file.



Jane wants to close the Numbers file which is currently open on her desktop. Would you help out Jane, and click the red button at the top left of the Numbers window to close the file?



Nice work!

In today's lesson Jane learned how to save her work and close her files. In the next lesson we will follow Jane as she learns how to delete files.