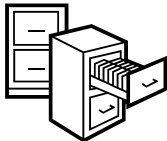


# Where did it go?



Where is the file I just \_\_\_\_\_ (fill in the blank) saved? downloaded? worked on? moved? copied?

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## File Management

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**Most documents will be automatically saved in your “My Documents” Folder unless you specify otherwise.**

**Create Folders within the “My Documents” Folder** that will help you categorize and locate your files quickly.

**Understand the difference between “Save” and “Save As...”**

**Save** - puts the file right back where it was under the same name

**Save As** - allows you to specify a different name and/or location

Save (or download) a file to the desktop if you are unsure...

You can always drag it into the appropriate folder later.

**You know there is a file out there - but where? Find that file!**

1. Click the Start button on the toolbar, then choose Find, OR
2. From the drop-down menu, choose "Files or Folders."
3. Type in the file name (or part of the filename) in the **Named** box and select the computer's hard disk (usually C:) in the **Look in** box.
4. Click on **Find now**.

**Back up!**

Make more than one copy of really important files and keep them on more than one disk and/or machine!