

Edmonds School District #15

Gateway Training

My Documents

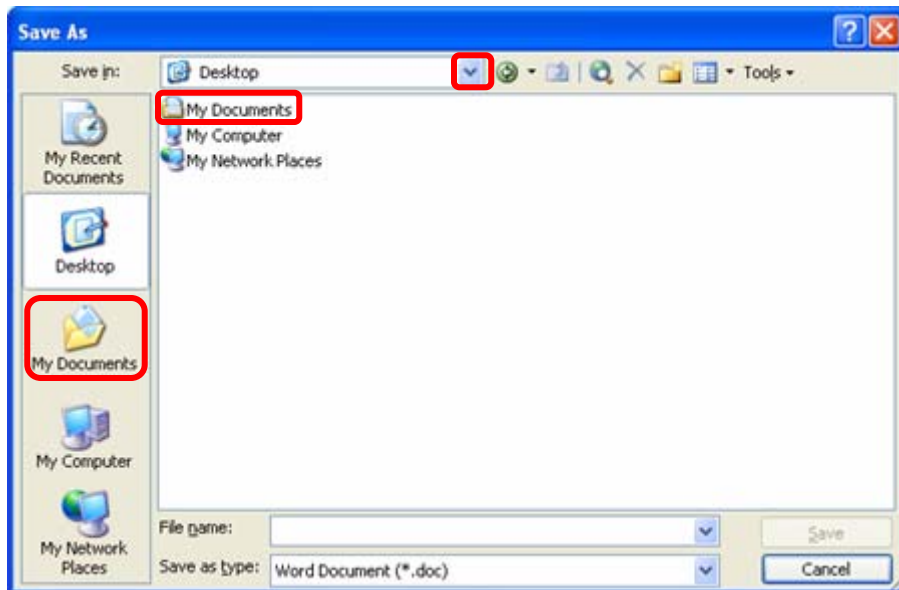
You should save all your work to My Documents for a couple reasons:

- If your computer needs to be re-imaged, the Tech Department will make a copy of everything in My Documents and put it back in My Documents after re-imaging
- Very soon, everything in My Documents will be automatically backed up on servers at ESC

To save to My Documents:

1. From the File menu, choose **Save As...**

The *Save As* dialog box opens.



2. Choose **My Documents** from any of the three places circled in the picture above.

For the arrow, click it and *My Documents* will be listed in the drop-down.

My Documents may not be listed in the center portion of your *Save As* dialog box. Follow the directions to **Put My Documents on the Desktop** and then whenever *Desktop* is selected as the *Save in:* location, *My Documents* will be listed in the center.




3. Type a name for your document in the *File Name* box.

Do not type the extension for the file (.doc, .xls, etc.) unless you are saving a text file as an HTML file.

4. Click the **Save** button. 

Open My Documents

To see if your files are saved in My Documents, or to open files in My Documents, do one of the following:

- Click *Start*  and choose **My Documents**  **My Documents** 
- On the *Desktop* (the main screen you see after logging on to Windows), double-click **My Documents**



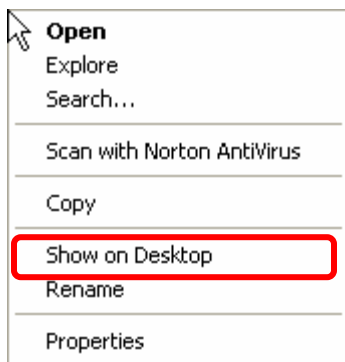
If *My Documents* is not on your Desktop, follow the directions to **Put My Documents on the Desktop**.

Put My Documents on the Desktop

To have an icon for *My Documents* on the Desktop:

1. Click Start , and **right-click** on **My Documents**  **My Documents** 

A context menu opens.



2. In the context menu, choose **Show on Desktop**.