

## LESSON 27

### **SAVING LESSONS TO DISK**

Last week a listener decided to download my lessons to a floppy disk in the form of text files. He didn't know how to do that, and my Sunday show had already gone off-air at 12:00 noon, so he called another computer talk show. These two guys had no clue, and advised our listener to contact the tech support people for the browser he was using. How sad.

If you want to save my lessons to a disk, just highlight the lesson you want, right click on it, and select Save Link As. In the File Name box, type a: lesson and the lesson number. If you wanted to save lesson 22, for example, you would type "A:lesson22.txt" and click on OK. That lesson would then be saved to your floppy disk. Notice that I left out the underscore character between the name lesson and the lesson number so that the file name on your floppy disk has only eight characters, a period, and then the file extent "txt".

DOS and Windows file names are limited to eight characters, a period and an optional three character extension.

You can now open these text files using your word processing program. For example, open Microsoft Word, then click on the open file folder. To the right of the Look IN: box there is a down-arrow. Click on it, and select the Floppy A drive. Make sure that File Of Type: (found in the lower left corner of that dialog box) is set to All Types.

When you are in a full-screen window, like Word, or even your Internet browser, you may need to get to something on your desktop. Click on Start, then Run, then type a period and press Enter your desktop will appear in a separate window. This will not bring up My Computer or Recycle Bin.

Now that wasn't so hard, was it?

