

Saving Files - Draw Your Name in Paint

You choose File and click Save in order to keep something that is on the screen. When you save, you are saving a file. When saving for the first time, there are **2 important things to do** 1) choose the **location** (where it is saved) and 2) the **name** (what you want to call it).


You only use **Save As** to make a copy of an existing file. This is a useful technique to have a file that has a lot of things you want but you need to make changes while keeping one without the changes.

Follow the steps below to draw and save the drawing (file) using the drawing application **Paint**. You will save it and then make a copy with Save As. That will allow you to make changes to the copy without changing the first file.


1. Open **Paint** using either method below:

Start Menu	Search
a. Click Start	a. Click in the search box
b. Scroll down and click Windows Accessories	b. Type Paint
c. Click on Paint	c. Click the Paint App

2. Click the **Brushes**  command and click a brush you like.


3. Click the **Size**  command and choose a size to draw with.



4. Click a color  you want to draw with.

5. Point into the canvas (white area) and try to write your name. If you make a mistake click the Undo  command in the upper-left corner of the window to step backward.

6. Now we are ready to Save the file. Click **File**.

7. Click **Save**

8. Click **Documents**  Documents on the left (**you may need to scroll up**).

9. Click in the filename area  and type **My Name in Paint** for the filename.
10. Click **Save**.
11. Make a copy of the File. Click **File** and click **Save As**.
12. Look at the top of the window and it should still say Documents, so we only need to change the name. Click in the filename area  and click after the word **Paint** (you should have a cursor) and type **with line**. The complete filename should be **My Name in Paint with line** for the filename. Click **Save**.
13. Click a different **Brush** and **Color** if you want. Draw a line under your name. You made a change to the file that needs to be saved.
14. Click **File** and click **Save**.
15. Close **Paint** when done.
16. To submit your work, return to the **Canvas Introduction to Computers Course** website. Open **Google Chrome** and go to www.canvas.instructure.com and sign in.
17. Click **Assignments** on the left and choose the **Saving Files - Draw Your Name in Paint** assignment. Click **Submit Assignment**, click **Choose File**, choose the **Documents** folder on the left, and double-click the **My Name in Paint** file. Click **Add Another File**, if necessary, click the **Documents** folder on the left, and double-click the **My Name in Paint with line** file. You have 2 files attached to the assignment. Click **Submit Assignment**.

NOT IN AN ONLINE CANVAS COURSE: You can upload files through my website at: [Student Exercise Assignment \(Upload\) Form](#). Use the form at the bottom of the page to submit your assignment for feedback. Remember when you click upload, to choose the file from the folder where you saved it.