Video title: Text Editing and File Management
TI: 5.1.7

Step		Description
#1	Video 1	First, open the **Notepad** program. Click on **Start > Programs > Accessories**. Once it is open, click the **Maximize** button in the upper right corner of the window.
#2	Video 2	In the blank space, type **This is a test. This is only a test.** Next, click on the **File Menu** in the upper left-hand corner of the window and select **Save As**. This will open the **Save As** window. The default location should be **My Documents**. If it is not, select it from the **Save in** drop down menu. Next, in the **File name** text box, type **testfile** and click on **Save**.
#3	Video 3	The file is now saved to the hard drive. Close Notepad by clicking on the **X** in the upper right hand corner of the window. Open **Windows Explorer**. Click on **Start > Programs > Windows Explorer**.
#4	Video 4	In the left windowpane, locate My Documents. Click on **My Documents** once to display the folders contents. The text file testfile should be visible. Click on **testfile** once. Next, click on the **File Menu** in the upper left hand corner of the window and select **Rename**. Type **newname** and press the **Enter** key. Now, change the filename back to **testfile** by right clicking on the **newname** text file. Select **Rename** and type **testfile** and then press the **Enter** key.
#5	Video 5	Insert a formatted floppy disk into the floppy drive. Navigate to the 3.5-inch floppy drive icon using the left windowpane of Windows Explorer. Click on the **plus sign** (+) next to the **My Computer** icon to expand it. Double click on the **3.5 Floppy (A:)** icon to display the contents of the drive. Next, create a new folder on the floppy disk. Click on the **File Menu** in the upper left hand corner. Select **New** and then **Folder**. Name the folder **my test folder**.
#6	Video 6	Move the text file **testfile** to the newly created folder **my test folder** on the floppy disk. Navigate to My Documents in the left windowpane of Windows Explorer. Click on **My Documents** once to display the contents. Click on **testfile** once and then click on the **Edit Menu** in the upper left hand corner of the window. Select **Cut**. Now navigate back to the folder that was created on the 3.5-inch floppy drive. Click on the 3.5 Floppy icon to display the contents. **Double-click** on **my test folder**. Next, click on the **Edit Menu** and select **Paste**. Finally, verify that the file was moved. Navigate back to **My Documents** to make sure that is not there anymore. Now, navigate back to **my test folder** on the floppy drive to make sure that the text file testfile is there.