



Texas School for the Blind and Visually Impaired

Instructional Resources Library

www.tsbvi.edu | 512-454-8631 | 1100 W. 45th St. | Austin, TX 78756

Microsoft Word: Saving and Closing a File (and with or without a Focus 40 braille display)

Age(s) / Grade Level(s): Beginning JAWS Learners

Subject(s): Technology

Length of time: 45 minutes

Curriculum Standards

RULE §126.8 Technology Applications, Grade 3, Adopted 2022

(12) Practical technology concepts--skills and tools. The student selects appropriate methods or techniques for an assigned task and identifies and solves simple hardware and software problems using common troubleshooting strategies.

The student is expected to:

(B) identify where and how to save files such as using appropriate naming conventions and effective file management strategies;

Objective(s)

Be able to save written work and close a Word document.

Materials Needed

- Computer
- List of Commands for JAWS and Focus 40
- Writing Prompts for students (in a Word doc)

Lesson/Activity Sequence

1. The objective of this lesson is for you to save your written work to a folder in File Explorer and then close your document after you are finished.
2. Saving a document
 - a. First, let's write a journal entry (Writing Prompts)
 - b. Let's read what you wrote.

"Microsoft Word: Saving and Closing a File"

Updated: February, 2026 | Instructional Resource Library

Page 1 of 4

- c. So, now we want to save your written work. Why is this important?
 - d. To properly save, we will open the “save as” dialog box. Do you remember what a dialog box is? (What does the word dialog mean? It’s a conversation. I like to think of dialog boxes as places where you have a conversation with the computer. You need to tell it what to do!)
 - e. To open the save as dialog box, press F12 [Dots 1 8 chord, then Dots 1 2 3] or go to the file menu and find the save as option (Alt, F, down arrow).
 - f. Your focus will be in the File Name edit box. Write your file name here.
 - g. Now, navigate to TreeView by pressing Shift-Tab (Dots 1 2 chord), then press D for Documents
 - h. Move to “shell folder view” by pressing Tab (Dots 4 5 chord), then down arrow (Dot 4 chord), use the left Nav Rocker (set the mode to “list mode”), or type the letter of the folder (T for TSBVI), then Press Enter to open it
 - i. Almost done! Your last step is to Press Alt + S [Dots 6 8 chord, Dots 2 3 4], which will activate the save button. Well done!
 - j. Now let’s close your document. To do this, press Alt + F4 [Dots 1 6 8 chord, Dots 1 4 5]. Wonderful!
3. File retrieval
- a. a. For the last part of this lesson, let’s make sure you can find the work that you saved.
 - b. b. Because you didn’t close File Explorer earlier, we should be able to navigate back to it. The command that you use to move through open programs is Alt + Tab Tab Tab (no equivalent on a braille display that I am aware of). You hold your Alt key down consistently while pressing Tab gently over and over (lifting your finger off each time). When you hear the option you want, you lift your finger off and your focus is in that program.
 - c. c. Navigate to TreeView, then press T to find TSBVI (now that we created the folder you should be able to locate it in TreeView, even though it is in Documents - it will likely show up in your Quick Access section - if it doesn’t show up there, then go to Documents first, open it, move to “items view multiselect listbox” by pressing tab, and use T to find it there, then Enter to open).
 - d. Once you are in the TSBVI folder, use your down arrow to locate your file.
 - e. *Note, another way you may be able to find your folder (this depends on what version of Windows you have), is by opening the search feature embedded in the start menu - press Windows Key and start typing TSBVI, and see if it comes up that way. You will still need to move back to file explorer in order to close it.
 - f. You found it! That means you saved it in the right place! Excellent work - I’m so proud of your listening skills.
 - g. Let’s practice again!
4. Questions?

How Will I Assess Student Progress?

- Student is able to save a document with an appropriate file name and place it in the correct folder
- Student is able to save a document

“Microsoft Word: Saving and Closing a File”

Updated: February, 2026 | Instructional Resource Library

Page 2 of 4

Differentiation

Differentiate by Learning Modality

Tactile Learners

- Use tactile diagrams or flowcharts for the save process (e.g., tactile icons for “Save As,” “TreeView,” and “Folder”).
- Provide physical keyboard models or braille-labeled keys for practicing commands.

Visual Learners

- Offer large-print screenshots with arrows showing dialog boxes, folder paths, and focus areas.
- Highlight key commands in color-coded cheat sheets.

Auditory Learners

- Rely on step-by-step verbal guidance and screen reader feedback.
- Encourage students to narrate each step aloud (“Now I’m in TreeView...”) to reinforce learning.

Differentiate by Skill Level

Beginner

- Focus on just saving a file to a pre-selected folder and then closing Word.
- Use guided prompts and allow repetition with minimal distractions.

Intermediate

- Introduce navigation of folders (TreeView, Quick Access) and using search to locate files.
- Have students rename files or create a second folder.

Advanced

- Challenge students to save files in multiple locations (e.g., subfolders) without step-by-step cues.
- Teach keyboard-only navigation, troubleshooting when “lost,” and different retrieval methods (Start Menu search, Quick Access).

Differentiate by Support & Scaffolding

High Support

- Use hand-under-hand or co-active guidance for commands.
- Provide a braille/print “save and retrieve” checklist with each step numbered.

Medium Support

- Give verbal prompts or hints but encourage students to recall commands independently.
- Offer practice with two or three guided save/retrieve cycles.

Low Support

- Turn it into a “file hunt” challenge: Have students independently save, close, and find a document, then teach a peer the steps.
- Add a timed challenge for students comfortable with commands.

“Microsoft Word: Saving and Closing a File”

Updated: February, 2026 | Instructional Resource Library

Page 3 of 4

Next Steps/Lesson

- Microsoft Word: Editing and Managing Documents
 - Open existing document, editing, using save vs save as, and folder management