

## Don't want to lose your work? Save it correctly!

### Saving to the School Network

The minute you have typed on sentence or just began a different type of application, you should save it! You never know when the computer may crash or the power may go out. Here at school, take the time to follow the steps listed below to save yourself a lot of heartache due to the lost computer files.

1. Open your software application
2. Complete something (type a sentence, insert a picture, etc.)
3. Follow the step as needed for your system

#### 2007 Microsoft

Select the **round button** in the upper left hand corner of the screen

Scroll down to **Save As**,

then over to Document 1997-2003

A pop up will appear, select in the drop down menu your network drive-  
It will be a gray box w/ a wire coming from the bottom of it that has your  
**username on files\$**



4. Then name your file following the rules listed below
5. Then click on **Save**
6. Now every few minutes your file should be automatically saving, but still click on the **save** icon every so often.

#### When naming files use:

Rule	Yes	NO
Only letters and numbers	Mydocument123.doc or 4mydocument.doc	<i>Never</i> characters (: " ; ' < , > . ? /   \ ! @ # \$ % ^ & *) mydoc4\$.doc
a combination of capitals & lowercase	MyDocument.doc or mydocument.doc	
Underscores, not spaces	My_document.doc	my document.doc