

## SAVING YOUR WORK

The MOST RELIABLE procedure for saving a file:

When you start a new document, don't wait until you are finished to save it. Save it periodically to prevent loss (computer crashes or loss of power).

Always save your document in MY DOCUMENTS or in an appropriate folder (not just loose on the desktop).

Do NOT save to a floppy disk until you have saved your final version to the computer.

1. When finished, press SAVE one last time
2. Then Click on File – Save As
3. Insert a disk
4. Select 3 ½ Floppy (A)
5. Give it a filename and click Save
6. CLOSE the file BEFORE taking the disk out

Working At Home:

1. Follow the same procedure for saving at home.
2. Save on your home computer first, then do a Save As to save to your disk
3. Remember what program AND what version you were working in at home (Was it Word 97, WordPerfect, MSWorks, Word XP or some other program??)

NEVER EVER, EVER let your floppy disk be the ONLY copy you have of a file.

BACK UP your files periodically. If your computer crashes, s o m e t i m e s we can get the files off of your computer, but other times we can't. If you get into the habit of saving your files in a specific location (like My Documents or a folder that you create, then you will have an easier time backing up your files). To backup, you can Right-Click on a folder or file and Send To 3 ½ Floppy OR Right-Click, Copy and then go to My Computer, 3 ½ Floppy A and Right Click, Paste. Never take your disk out while the disk light is on.