

# Save Your Work Often



## Where to Save

Use your USB storage device or save for temporary storage on:

- S: Shared space between all Learning Commons computers
- My Documents (Thawspace, or T:)

## Email Attachment

When working from a document attached to an email save to one of the options above first or you will lose your work!

## Microsoft Word

To save a document in Microsoft Word 2007 (on all computer lab PCs)

Click on the Microsoft Office Button



Choose Save As → Word Document