

Saving @ EIT (Mac)

It is good practice to save your document before you start working on it, and to save periodically as you continue to add to it, to minimise work lost if something goes wrong. Where you save your document depends on where you are working on it.

Personal Computer at home: “My Documents” on the C: Drive

EIT: H: Drive (*never save to the desktop as this is reset every time the computer is restarted*)

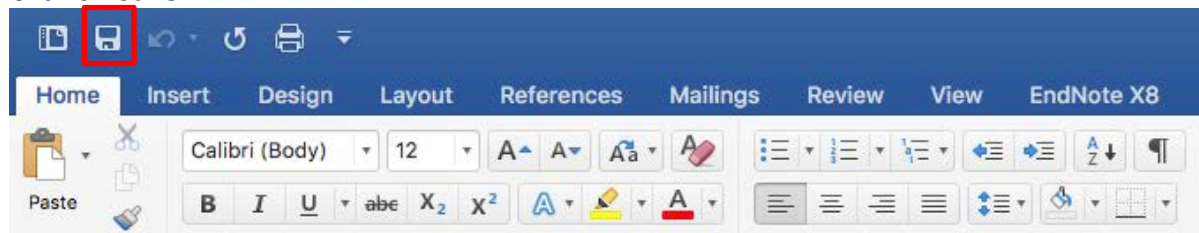
Home & EIT: USB Memory Stick

NB. As a precautionary measure it is also good practice to back up copies of documents, whether this is by emailing it to yourself, or backing up to Google Drive or OneDrive.

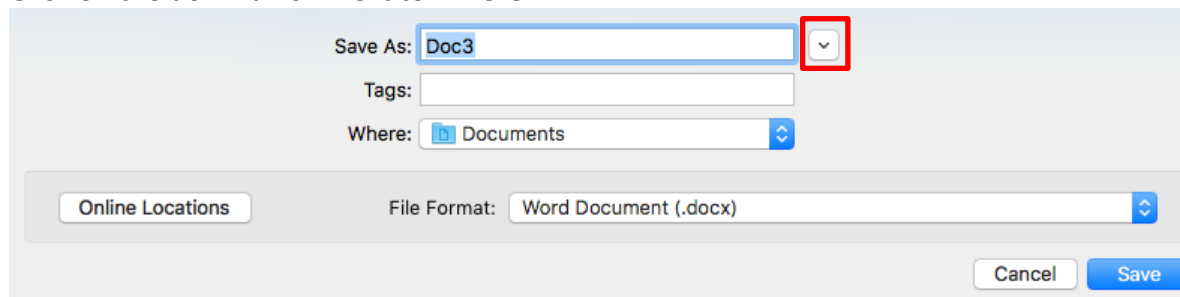
Saving a New Document to your H: Drive

The first time you save a new document at EIT you need to select where save it. This will always happen when you are working on new documents.

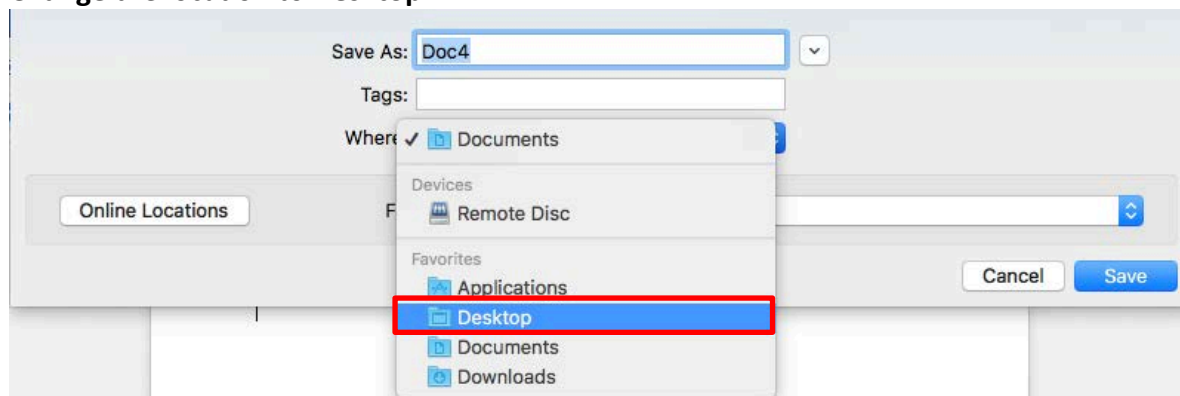
Click on **Save**



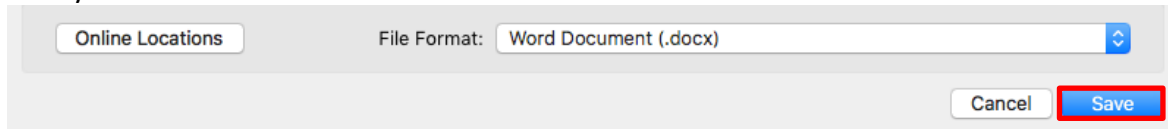
Click on the down arrow next to **Where**



Change the location to **Desktop**



Give your file a relevant name << Click on Save

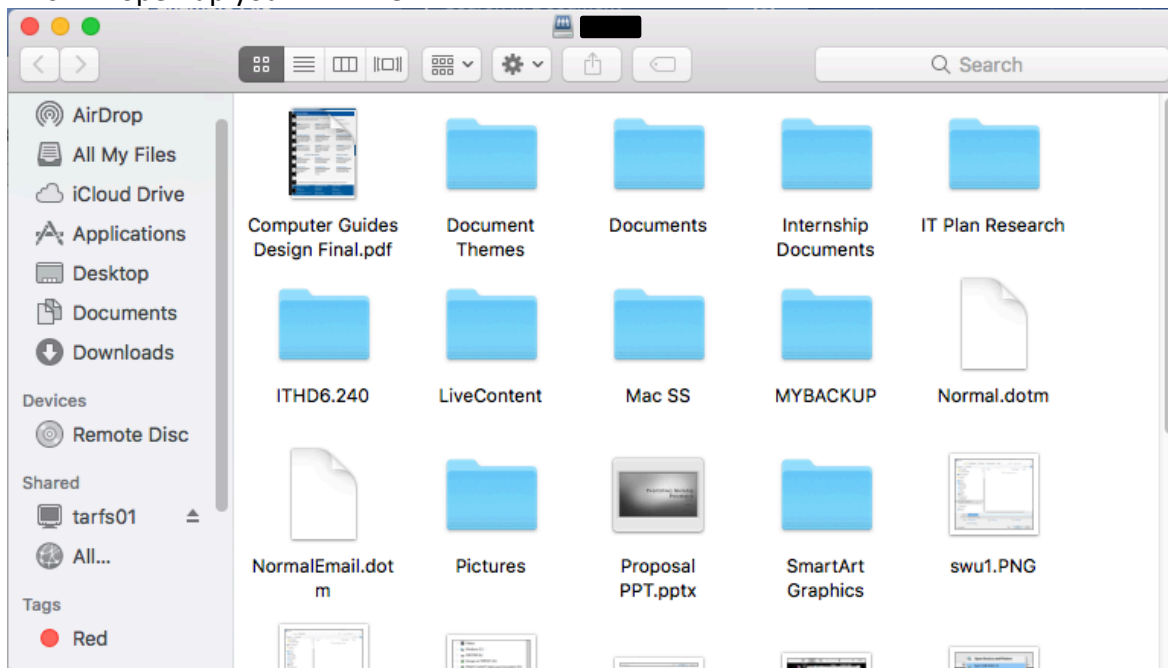


NOTE: THESE NEXT STEPS ARE VERY IMPORTANT. YOU CANNOT LEAVE YOUR FILE ON THE DESKTOP OR IT WILL BE ERASED WHEN YOU LOG OUT.

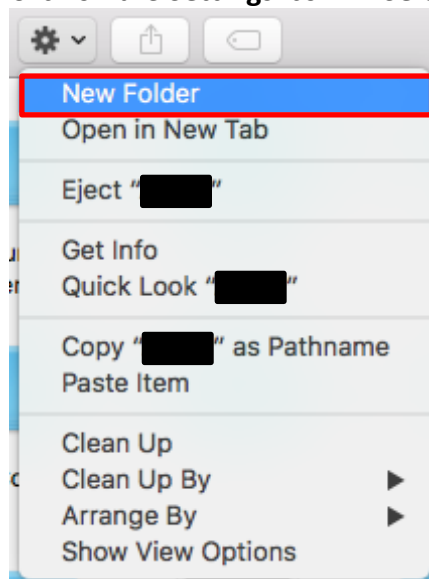
Click on the globe icon in the menu at the bottom of the screen.



This will open up your H: Drive



Before you save your work, **create a New Folder** to keep your H: Drive tidy.
Click on the **Settings** icon << **Select New Folder**

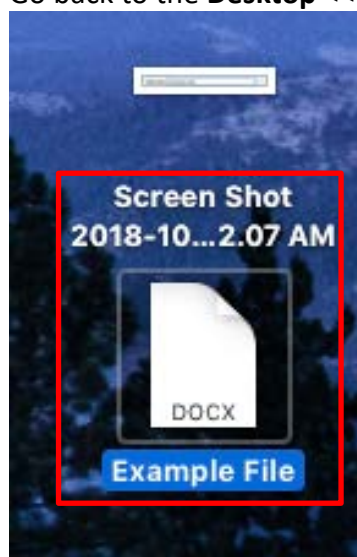


Give your **New Folder** a relevant name

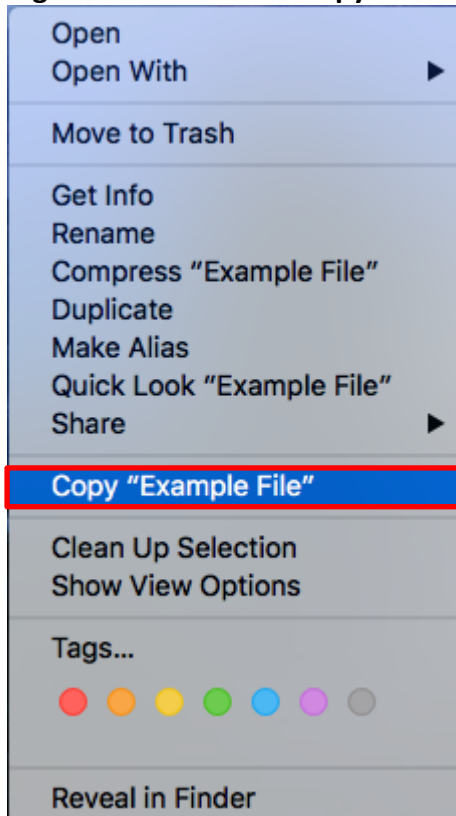


Example Folder

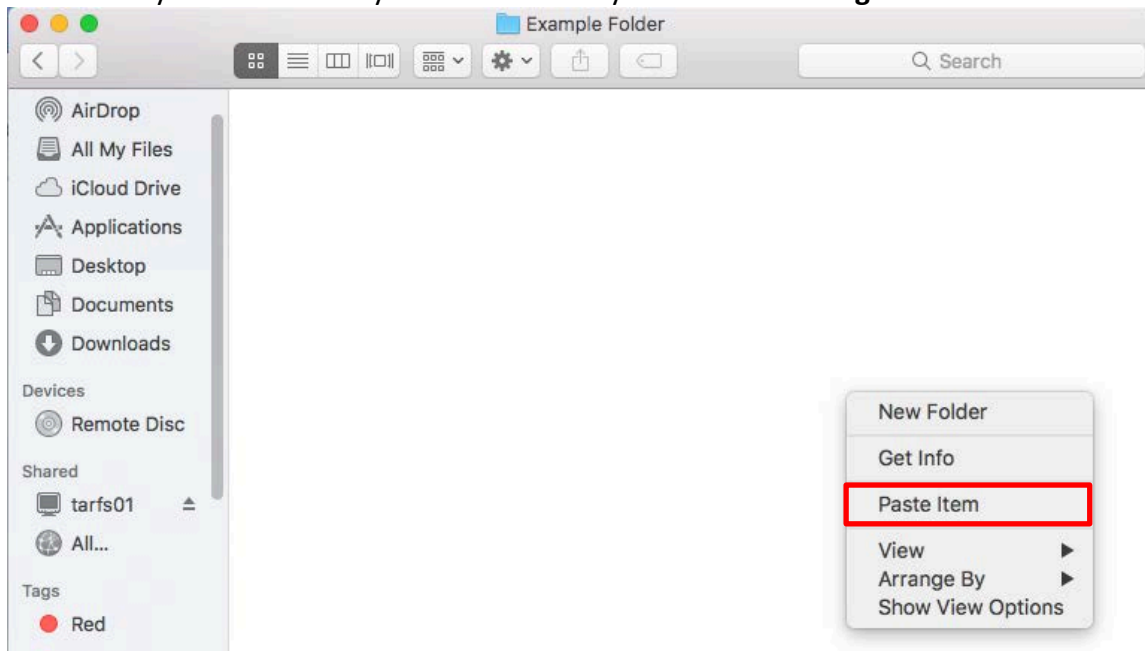
Go back to the **Desktop** << **Click on the document**



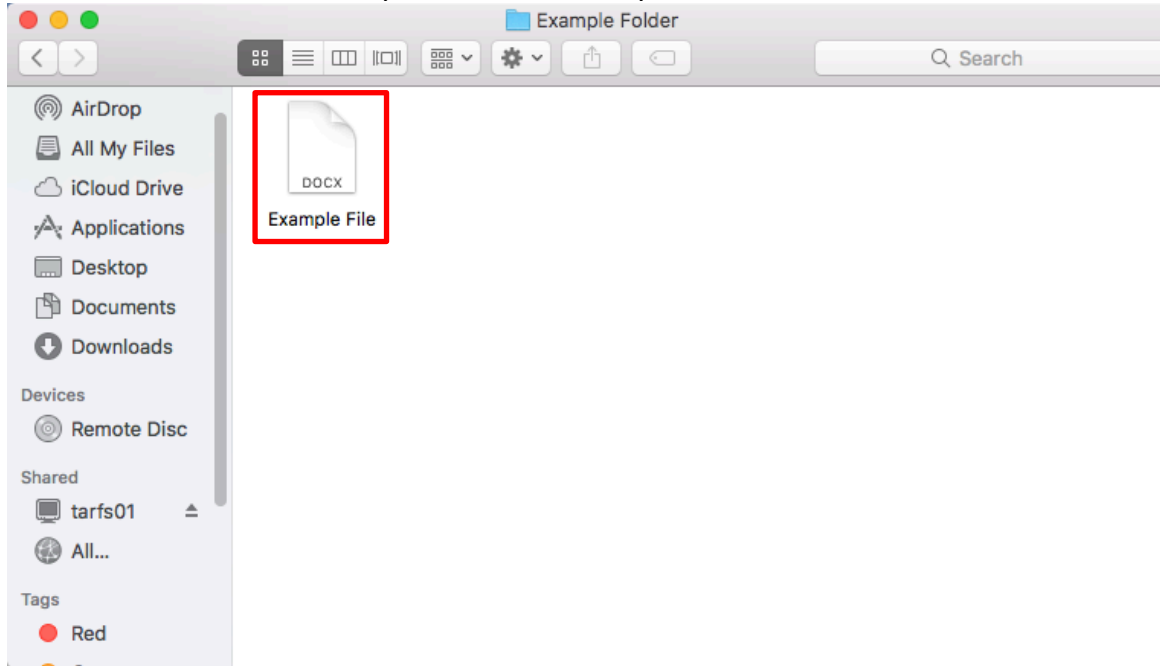
Right Click << Click on Copy



Go back to your **new folder** you have made in your **H: Drive** << **Right Click** << **Click on Paste Item**



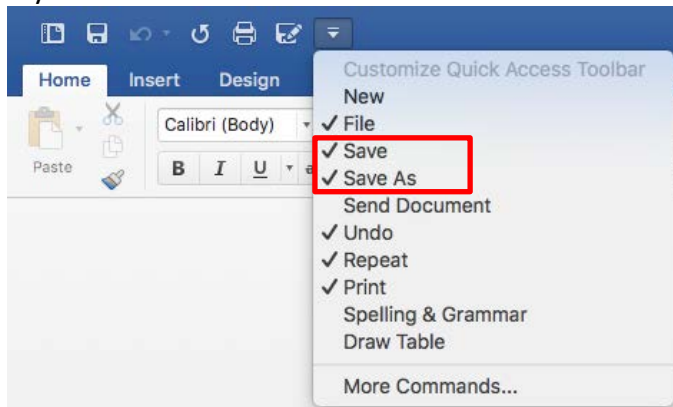
The file will now be saved in your new folder on your **H: Drive**



Opening and saving an edited document

Browse to the location of your document and **open** your document. It will open up in Word automatically.

If your **Save** button doesn't show in the toolbar click on the down arrow and click on **Save** and **Save As**.



Once you have finished making your changes to your document click on the **Save** icon at the top and it will save to same place it saved previously.

