

Saving @ EIT (Windows)

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*)

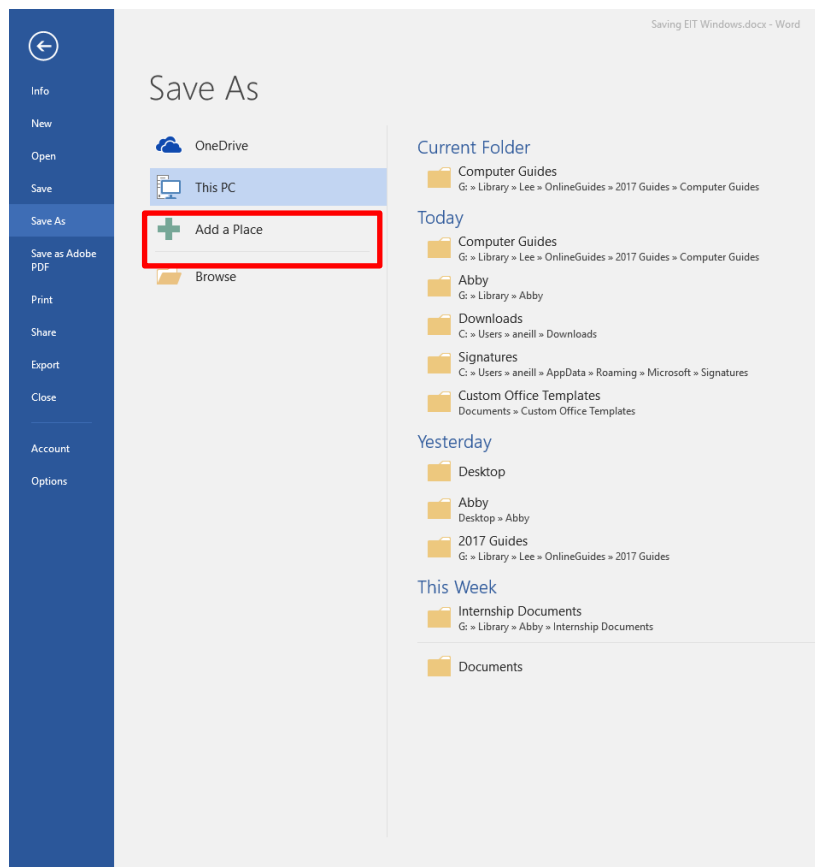
Home & EIT: USB Memory Stick

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.

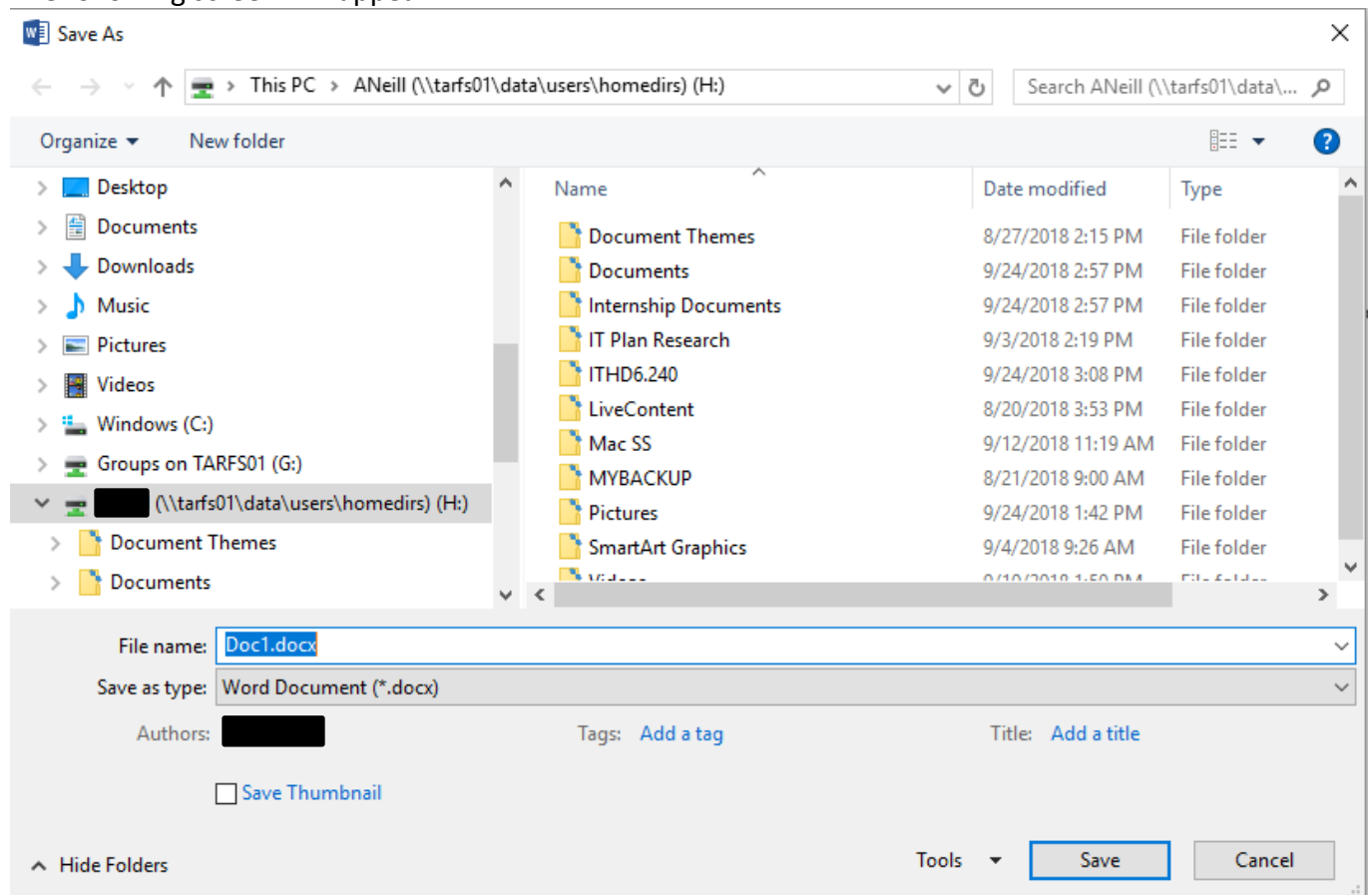
Saving a New Document to your H: Drive

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

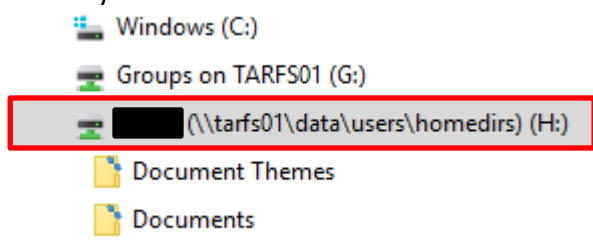
Click on **Save** << Click on the **Browse** button



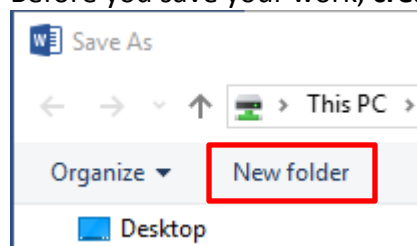
The following screen will appear



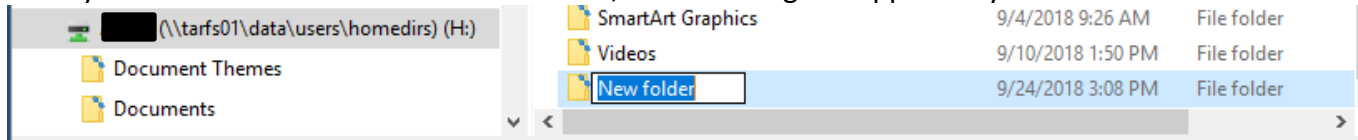
Select your H: Drive



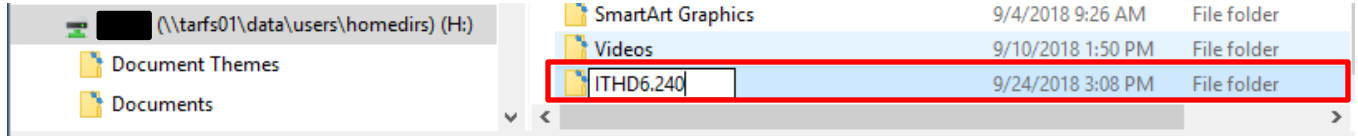
Before you save your work, **create a New Folder** to keep your **H: Drive** tidy, or **save** into an existing one.



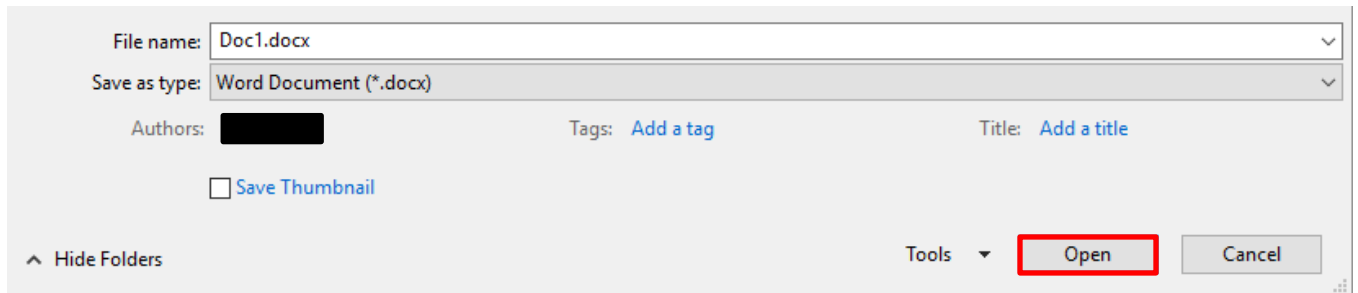
Once you have **clicked** on the **New Folder** icon, the following will appear in your H: Drive



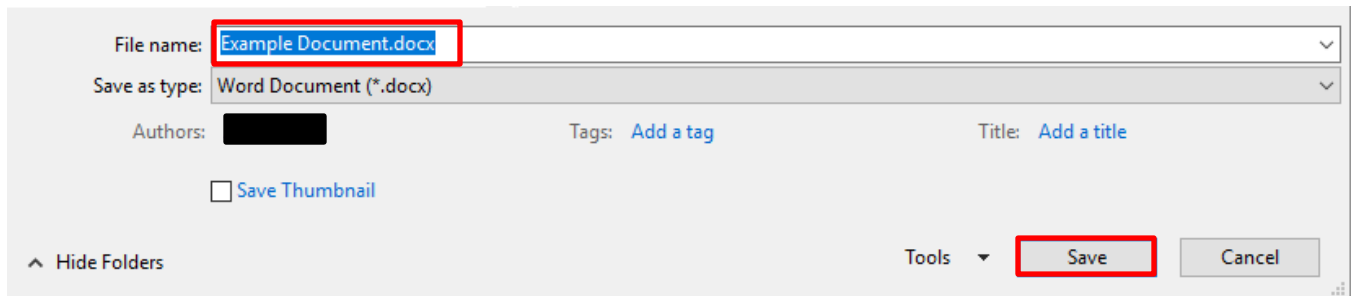
Give your New Folder a **relevant name**, such as a course code e.g. ITHD6.240



Press **Enter** << **Click on Open**



Create a name for your file << **Click on Save**



NB: If you are at home or are using a USB to save a new document, make sure it is saving to the right location as mentioned above.

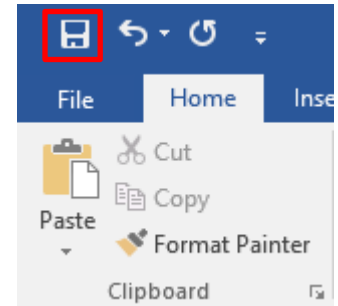
Opening and Saving an Edited Document (Office Suite)

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

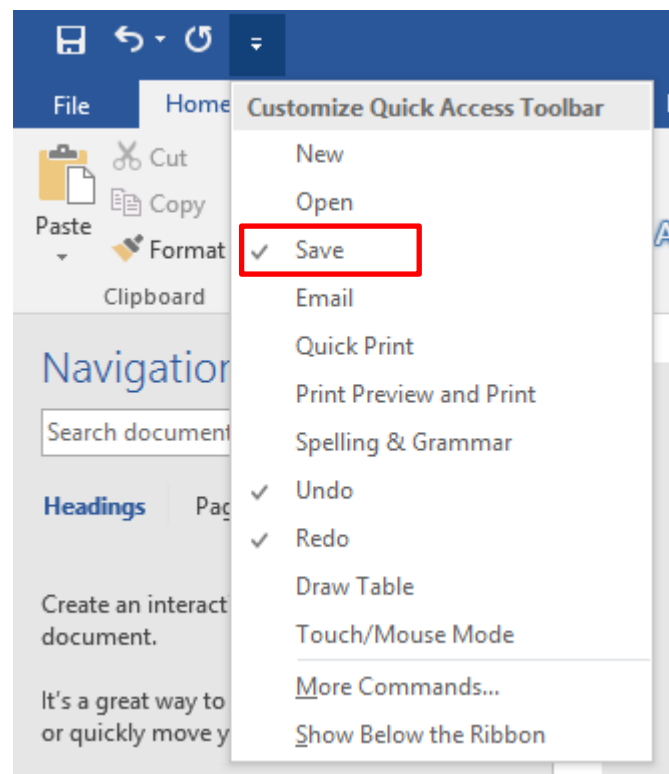
Once you have finished making your changes to your document >> click on the **Save** icon at the top of the ribbon.



If the save icon is not showing at the top of your document, you need to add it to the Quick Access Toolbar.



To add a button to the Quick Access Toolbar, you need to Customise the Quick Access Toolbar by clicking on the down arrow, shown below.



Select Save and the Save icon will be added to your Toolbar. This will update your documents and save where you opened your document from.

