Mac Guide: Microsoft Word 2016 Saving your Document

It is good practice to save your document before you start working on it, and to save it periodically as you continue to add to it. This will 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 re-started)
Home & EIT:	USB Memory Stick

NB: As a precautionary measure it is also good practice to also email your document to yourself so there is always a retrievable copy if there are problems with the other copies.

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 >> The Documents folder is the default drive to SAVE to at EIT >> Please DO NOT SAVE HERE!

You could lose all of your hard work, because the Documents folder at EIT is for TEMPORARY STORAGE ONLY!

🖺 🖬 🗠 🔹 🖪 👻 🗿 How to Save a Word Doc	Q- Search in Document	4 +
Home Insert Design Layout References Mailings Review View		<u>۰</u> ۰
Calibri (Body) • 12 • A + A • Ka • Av E • E • E • VE • • E • E 2 + ¶ AabbccDdEe AabbccDd		
Paste V r abe X 2 X ² A · A · E = = = : · Normal No Spacing Heading 1	Heading 2 Title Subtitle	Styles Pane





LIBRARY AND LEARNING SERVICES | SAVING YOUR DOCUMENT

Image: Image: Image: Image: Image: Image: Applications Image: Desktop Image: Documents Image: Documents Image: Documents Image: Documents Image: Documents Image: Documents Image: Format: Word Document (.docx) scription e XML-based format that Word documents are saved in by default. Cannot store VBA m	
BB III Final Cutocuments Applications Desktop Documents Microsoft User Data Documents Format: Word Document (.docx) scription e XML-based format that Word documents are saved in by default. Cannot store VBA m	
RITES Applications Desktop Documents Downloads ED tarfs01 All Format: Word Document (.docx) scription e XML-based format that Word documents are saved in by default. Cannot store VBA m	
Format: Word Document (.docx) scription e XML-based format that Word documents are saved in by default. Cannot store VBA m	
e XML-based format that Word documents are saved in by default. Cannot store VBA m	•
arn more about file formats	cro code.
ptions Compatibility Report A Compatibility check recommended	
Pd astroduce New Polder	

You need to change to your H: Drive, using the following steps.

- 1. Click on tarfs01
- 2. Click on DATA
- 3. Click on Users
- 4. Click on HomeDirs
- 5. Click on your name

	Save As: Document Nat	me	`				Save As:	IChats	<u>_</u>	
	Tags:						Taga:			
	II 🔠 🗸 🚺 Usors		ĉ	Q Spara	h		[二] 器 ~	Documents	\$	Q Search
artes 2 Applications 3 Desktop 1 Decements 4 Documents 4 Documents 5 Documents 5 Documents 6 Documents 1 Pictures 5 Music 1 Movies 5 Decements 9 Harpento 9 Harp	Atra Strangers HJ Atra Strang		Applications Control System Users		Your username Other user Other user Other user Other user	Parorites A Applications Decktop Documents Maointoch HD Downloads Maointoch HD Downloads Maointoch HD Discures Maointoch HD Discures Discures Discures Maointoch HD Discures Discu		four username	Decktop Decktop Decktop Decktop Downloads Wild Movias Musia Pictures Public	i lõhats
Online Locations	File Format:	Word Do	cument (.docx)	•		Online Locationa		File Format: Word	Document (.docx)	©
Hide extension N	ew Folder			Gan	cel Save	Ulde extension	Now Folder			Cancel

Before you save your work, create a New Folder to keep your H: Drive tidy.

Description	Format: Word Document (.docx)	
The XML-based format that Word documents are saved	in by default. Cannot store VBA macro code.	
Options Compatibility Report)	Compatibility check recommended	
Hide extension New Folder		Cancel Save

Click on the New Folder icon and the following will appear in your H: Drive;

	Save As: S Tags:	aving		
Applications Desktop Documents Downloads Aren	Ster	Groups New Folder Name of new folder:	acl.txt	
All Description	Format:	Cancel Crea	¢	FitnessProgram.xltx FitnessProgram.xltx UveContent
The XML-based format that Word documents an Learn more about file formats Options Compatibility Report	e saved in by default. Cannot store VE	A macro code.		
Hide extension (New Folder)				Cancel Save

Give your New Folder a relevant name e.g. ITHD6.240 << Click create.

New Folder	
Name of new folder:	
ITHD6.240	
Cancel)

Create a name for your file.

	Save As: Saving at EIT Tags:	12120	
ITHD6.240	•	Q	

Click Save.

Options Compatibility Report A	Compatibility check recommended	
Hide extension New Folder		Cancel 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

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



If your save button doesnt show in the toolbar click on the down arrow and click on Save or 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.

- □ (<mark>.</mark>	How to Save a Word Doc	Q~ Search in Document
Home Insert Design Layout References Mailin	igs Review View	<u>®۰ م</u>
Calibri (Body) + 12 + A+ A+ A* A*	E · E · E · A = • A + T AABbccDde AABbccDde AABbCcDc AABb	
Paste \bigvee B I \underline{U} \downarrow abe X_2 χ^2 \land \downarrow \checkmark \checkmark	E = = = * * Heading 1 Heading 1 Heading 1	ting 2 Title Subtitle Styles Pane



