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!

Want more information?
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twist@eit.ac.nz

EIT
EASTERN INSTITUTE OF TECHNOLOGY
TE AHO A MĀUI
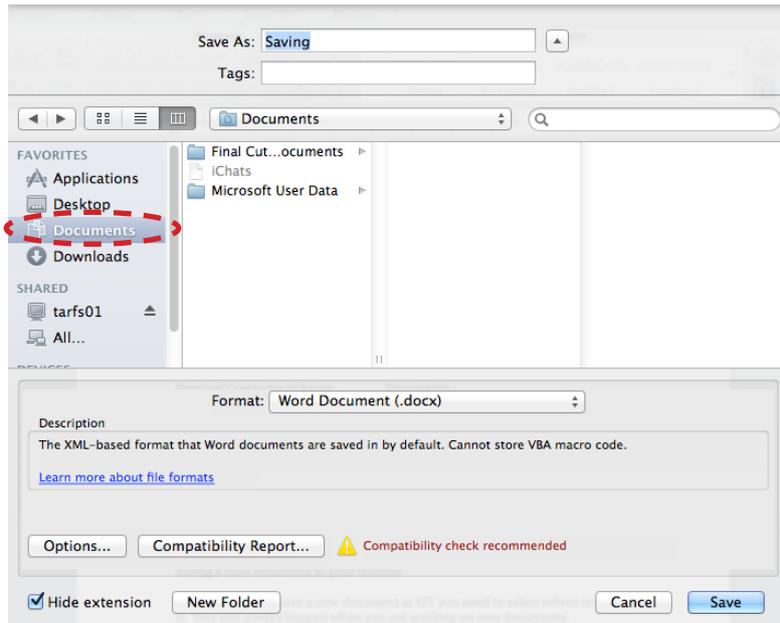
You need to change to your H: Drive, using the following steps.

1. Click on tarfs01

2. Click on DATA

3. Click on Users

4. Click on HomeDirs

5. Click on your name
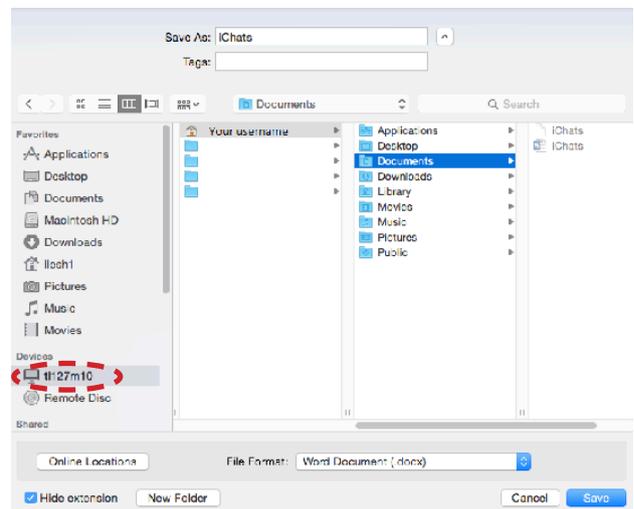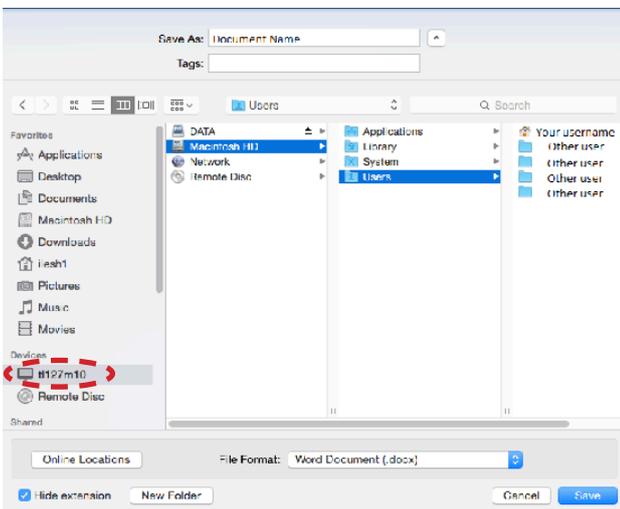
Before you save your work, create a New Folder to keep your H: Drive tidy.
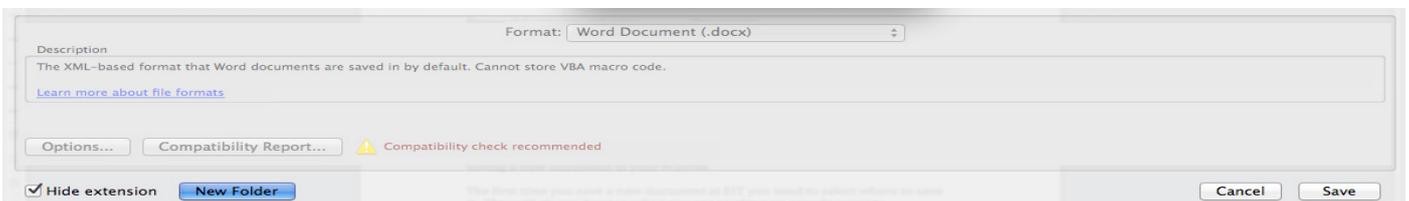
Click on the New Folder icon and the following will appear in your H: Drive;
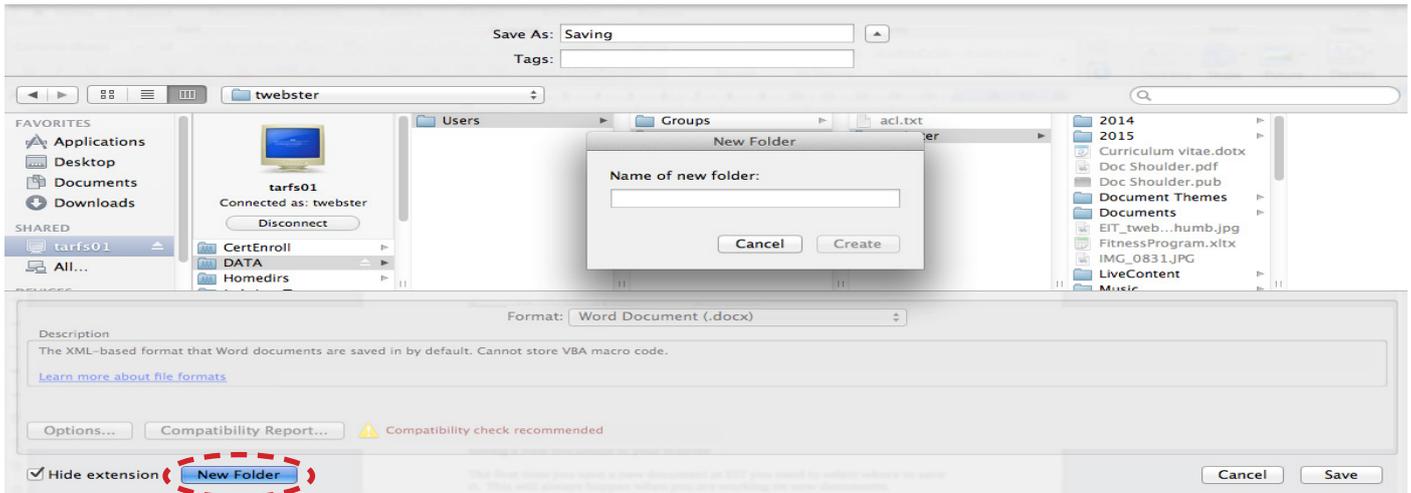
Give your New Folder a relevant name e.g. ITHD6.240 << Click create.
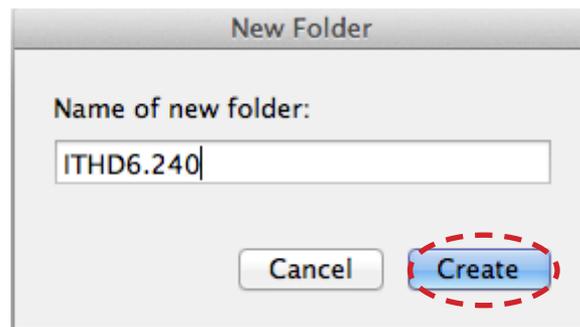
Create a name for your file.
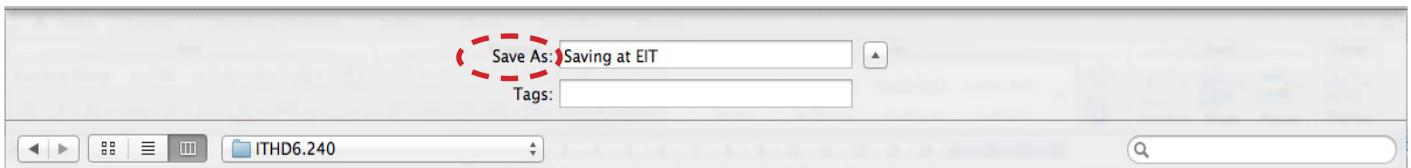
Click Save.
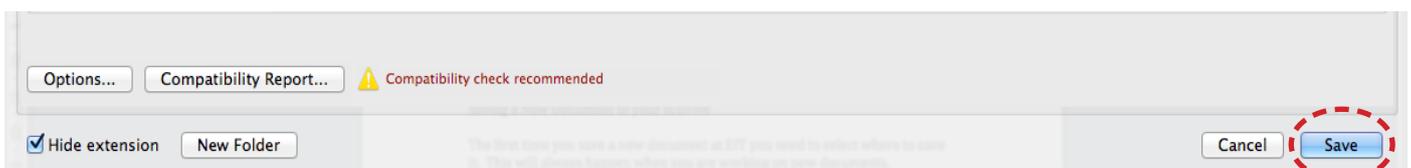
NB: If you are at home or are using a USB to save a new document, make sure it is saving to the right location as mentioned above.

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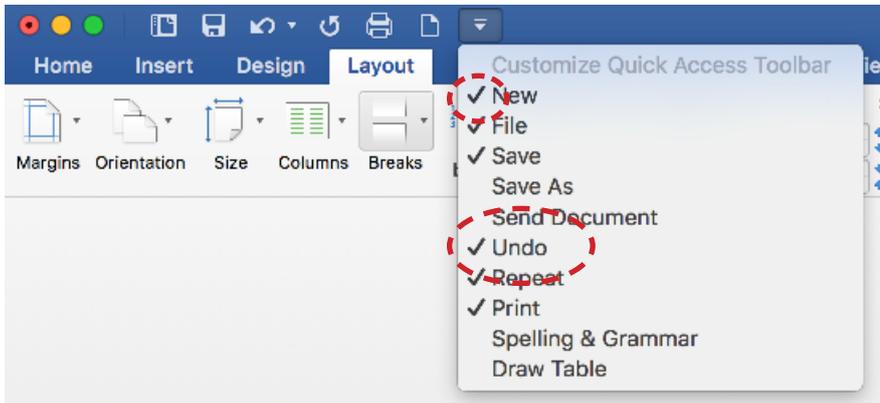
Once you have finished making your changes to your document click on the Save icon at the top and it will save to same place it saved previously.