

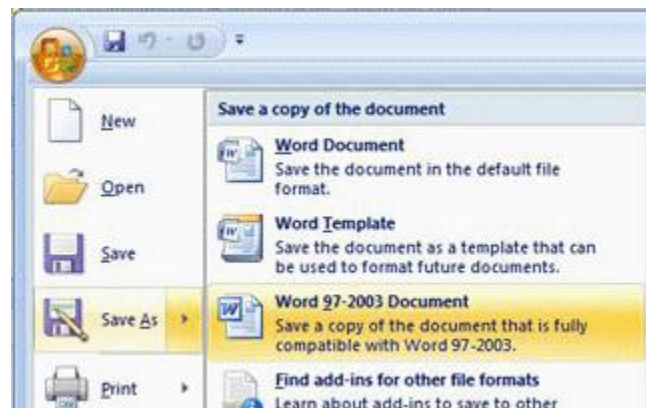
## Windows 7

### Saving to the School Network

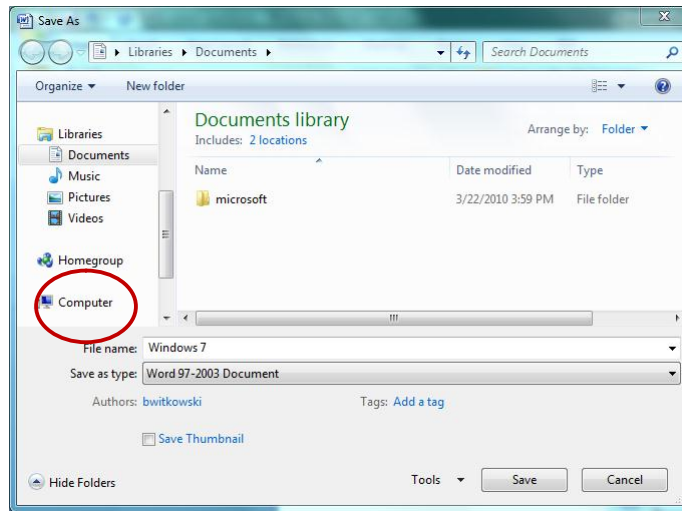
1. By default, the computer will save to the Documents folder, which is on the computer's hard drive. At school, we **must save to our network accounts**. Please use the following instructions.
2. Click on the Microsoft Office icon in the upper left of a Microsoft Office program such as Word and PowerPoint.



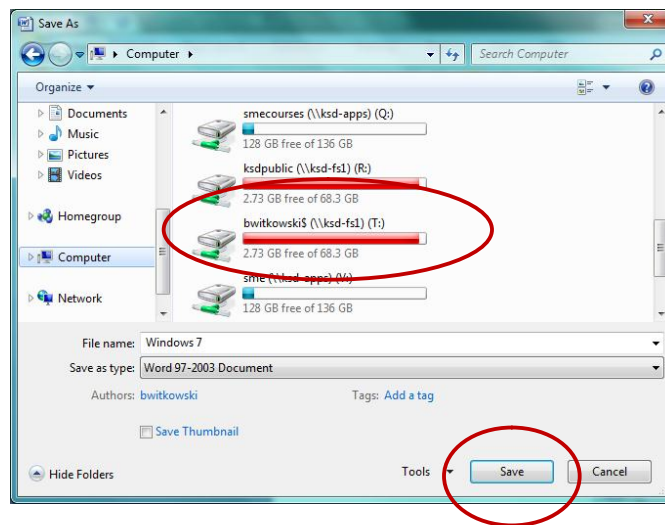
3. Click "Save as" and choose "Word (or other program name) **97-2003 Document**." This is important! Saving in the older format will allow you to open your document with an older version of Office! (Remember that we still have Office 2000 on many of our computers in the District.)



4. At the left of the box, scroll down and click on “Computer.”



5. Scroll down on the right until you see your network drive. Click on it, and then click “Save” at the bottom of the box. **To save to a folder on your network, double click on your network drive to see your folders, click on the folder, then Open and Save.**



6. To open a document previously saved, go to the Microsoft Office button in the upper left, choose “Open,” and follow these steps to locate your network drive and your document.