
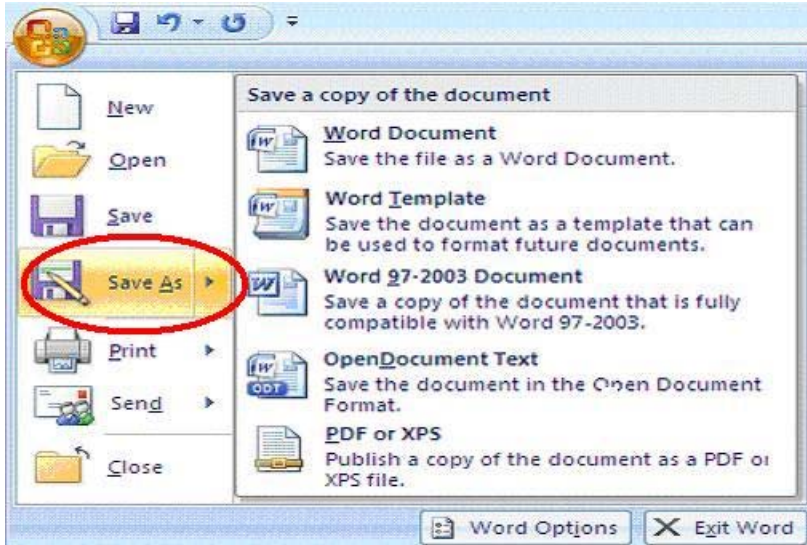


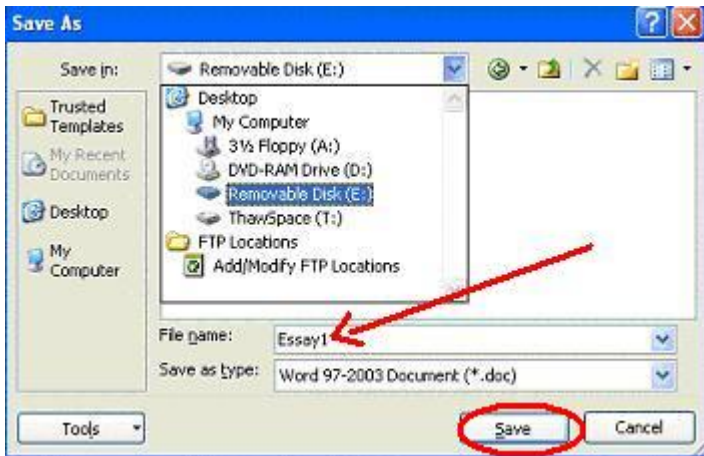
How to save using a flash drive

Open **Word** and start creating your document.

In the upper left corner, click on the Microsoft Office Button. 
In the drop-down box, click on **Save As** and choose the format you want. If you're using an older version of Word, go to File > Save As.



Find the place you want to save to -- your flash drive, or a space on the computer.



Give the document a **File Name**, and then click **Save**.

Save your homework and projects

Anytime you use a computer to write for a class, save your homework as an **electronic document** using one of these three methods:

- Use Google Documents
- Email it to yourself as an attachment
- Save it to a flash drive

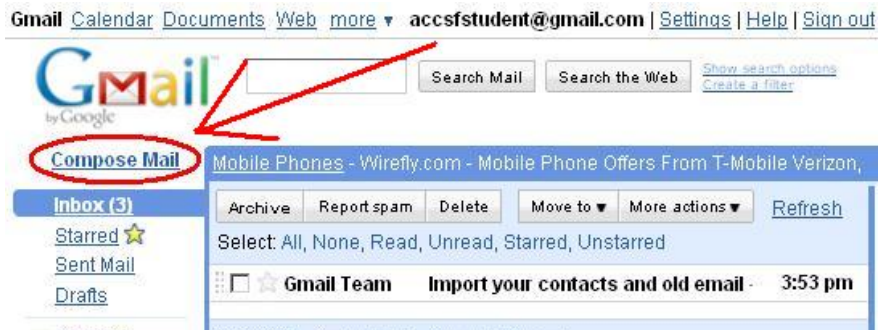
For essays and other things that are important or took you a lot of time to create, save it **two different ways**, in case one copy gets lost or damaged.

For help with a document or with printing, ask the folks who work in any City College computer lab.

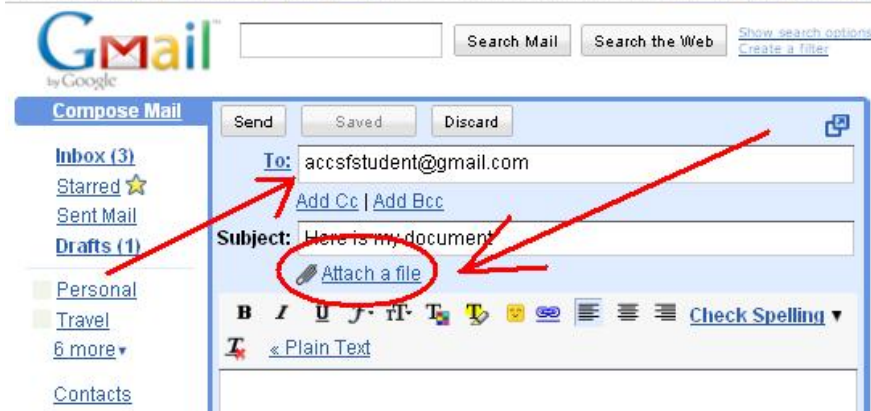
You can get a list of the computer labs and their hours at www.ccsf.edu/Services/ACRC/OpenLabs.pdf

How to send documents to your email

Once a document has been saved onto **any** computer, you can send it to yourself as an attachment. CCSF has extended Gmail accounts to all students. In Gmail, click on Compose Mail:



Make sure you put in your own email address, and then click on **Attach a file**



If you don't see your document you may need to change where it's looking:

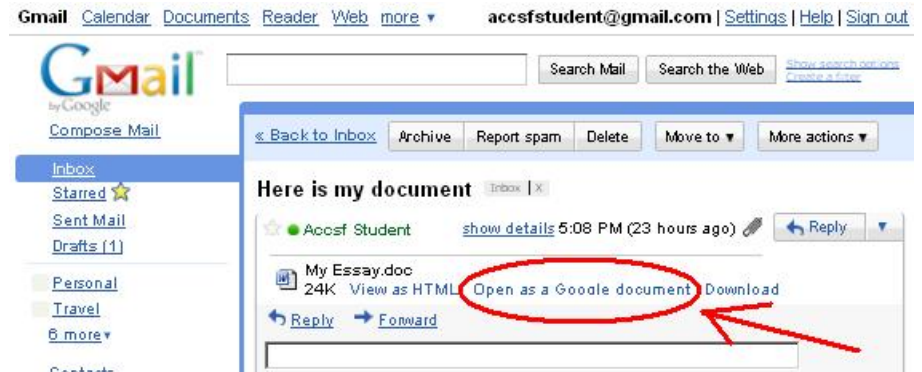


Double click on it to upload it After you've made the attachment, be sure to **Send** the message to yourself!

Yahoo and Hotmail also allow you to attach documents to your email.

Using Google Documents to store homework

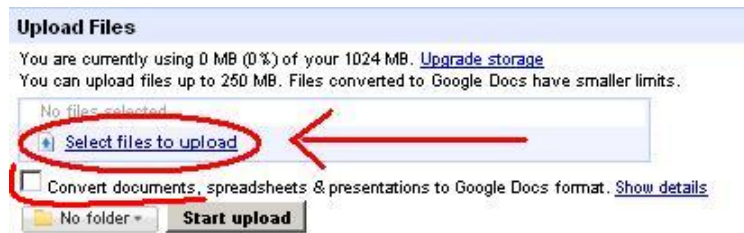
If you sent your document as an attachment to Gmail, you can click on the message and then open your document into Google Documents.



Another way is to go into Google Documents first and then **upload** a document directly from a computer or flash drive.



Click on **Select files to upload**. If you are uploading a Microsoft **Word** document for which the format is important, then **uncheck** the **Convert document** box.



You can also **create** a new document directly within Google Docs

