

HOW TO SAVE A WORD DOCUMENT ON DISK OR IN EMAIL

When you cannot send a Microsoft Word document to the Pay for Print (or Print Release) station, you can still save your work for future use or future printing.

SUMMARY:

Method 1 –

Save your document on a floppy disk in the A: drive.

Method 2 –

Cut and paste your document into a draft email.

DETAILS:

Method 1 –

You need a 3½-inch “floppy” disk.

1. Insert the 3½-inch “floppy” disk in the A: drive on the computer.
2. Click **File** (located upper left on the bar at the top of the open Microsoft Word document).
3. Select *Save AS*.
4. In the box next to **Save in:** near the top of the new window, use the drop-down menu to select 3-1/2 Floppy (A:).
5. In the box next to **File name:** near the bottom of the new window, type the name you choose to call your file.
6. Click **Save** button.
7. The cursor will turn into an hourglass. Wait until it becomes an arrow again before you exit the program or remove the disk.

Method 2 –

You need to have an online email account.

1. Leave open the Microsoft Word document you want to print.
2. Open your email account.
3. Begin a new message without entering an address in the TO: box.
4. Go back to the Microsoft Word document you want to print and highlight all the text.
5. Click **Edit** (located upper left on the bar at the top of the open Microsoft Word document).
6. Select *Copy*.
7. Now, go to your new email message and click on the body of message.
8. Click **Edit** (located upper left on the bar at the top of the open Microsoft Word document).
9. Select *Paste*. The text from your document should now appear in the body of your email message.
10. Save this email message as a DRAFT.
11. The draft message will remain in your email account.
12. You can now exit from both programs.