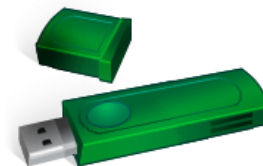


## Saving and E-mailing your Work

### SAVING YOUR WORK

#### *\*Be sure to save your work often\**

If you save your work on the computer's hard drive, consider this temporary storage. We cannot guarantee that your files will remain there for any length of time. If there are problems with a given computer, all data may need to be removed and your work will be lost.



We recommend that you save your work with a USB flash drive (aka jump drive, thumb drive) or email your work to your email account.

The Library Lab Computers have 2 USB ports on the front of each computer that accept these drives.

- Plug your drive into the USB port
- USB port is usually recognized as the "F drive" or "G drive", depending upon which port you plugged your flash drive into
- Save your work to either the "F drive" or "G drive"



### EMAILING YOUR WORK

From your e-mail account you can send a mail message to yourself that either has the document imbedded in the text of the message or in an attachment (preferred).

Save your work (i.e. document, spreadsheet, image, etc.) to the desktop – be sure to pay attention to where you are saving the document, i.e. desktop, a folder on the C Drive, or F/G Drive (USB port)

- Go to the Internet browser and sign on to your email account (i.e. Gmail, hotmail, etc.)
- In your mail account, compose a message addressed to yourself (or another recipient)
- Select the attachment button (looks like a paperclip) and follow the instructions to locate your document and attach it. Once the document is attached to your message, send the message.

#### **OR**

- Locate your document and open the file. Highlight what you want to send and select Copy (under Edit on menu bar) or press Alt x.
- Return to the message you are composing and click on the text portion of message and Select Paste (under Edit menu bar) or press Alt v. The text will then be embedded in your mail message and you can send the message.

### NEED HELP?

Please see Library staff for assistance. We can answer basic questions to assist you with saving or emailing a document, or help trouble-shoot any other problems you may have.