




Saving and Sharing your Work

One of the main advantages of using computers is that you can revise and update documents that you've created. Also, you can easily share them via e-mail, instead of using mail or fax. Just because you're using a public computer is no reason to give up these advantages.

Since in the vast majority of cases it will be Word documents that you'll be saving and sharing, this tip sheet will focus on these. (If you are saving images, take a look at the Working with Images tip sheet.)

Microsoft Word .Doc Files / Saving Locally / Deleting

To avoid accidentally losing your Word document during your online session, you should be sure to save it by clicking the  icon at the top left of the screen. Your file will be saved in .doc format, so that it will be compatible with older versions of Microsoft Word. The file will automatically be erased at the end of the day. If it is a sensitive document, you can delete it at the end of your session by clicking on the Open icon at the top of the page , highlighting your file, and then hitting the Delete key or the  icon.

Using Your Own File Storage Device

Another option is to save your file on a jump drive (also called a flash drive or USB drive). These devices are reliable and fairly inexpensive, and will store many files – they are particularly useful if your files are large. If you own one of these drives you probably know how to properly insert and remove it from the USB port, but if you need help with your drive don't hesitate to ask a library staff member. Our computers are well protected, and so it is highly unlikely that your files will become infected with a virus as a result of using a jump drive here. This is always a consideration, though, and the library assumes no responsibility for loss of files or damage to your equipment.

Online storage

[Google Docs](#) is a relatively new service that lets you create, save and edit files that are compatible with Microsoft Word, Excel (for spreadsheets), and PowerPoint (for presentations). It lacks some of the features that are available in the latest version of these programs, but it does enable you to access your files from any online computer. It takes just a few minutes to create an account, and then you can upload your Word file from the desktop. You might even wish to use the online word processor in Google Docs instead of working in Microsoft Word.

There are many other web sites that offer free online storage for your files. A Google search on “best online file storage” will lead you to many of these.

E-mailing your File as an Attachment

If you have a webmail account (Hotmail / Yahoo Mail, etc.) you can send an e-mail message to yourself, and attach your file to the message. There is also a “Send / E-mail” option within Word itself, but this feature cannot be configured for the library’s computers.