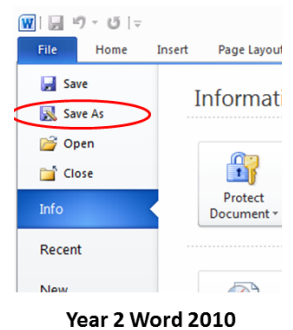
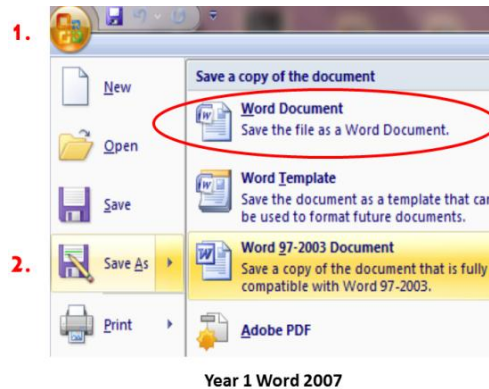


# Saving and Opening Documents Backed Up in Active Directory

Saving and managing documents is important for both teachers and students. Documents saved into the **'My Documents'** folder will help keep documents backed up on District AD computers.

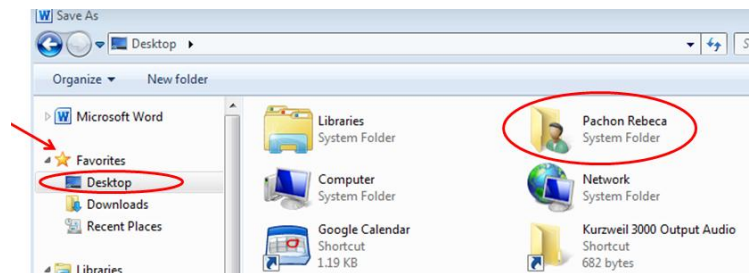
## Saving a new document or changing location of an existing document:

1. Using Microsoft Word as our example, click the **'File'** tab (Word 2010) or **'Office Button'** (Word 2007) in the upper left hand corner from the main menu bar.
2. Choose **'Save As'** from the pull down menu. Slide over to the right (Word 2007 only) and click on **'Word Document'** (to save the file as .docx) or **'Word 97-2003 Document'** (to save the file as .doc).



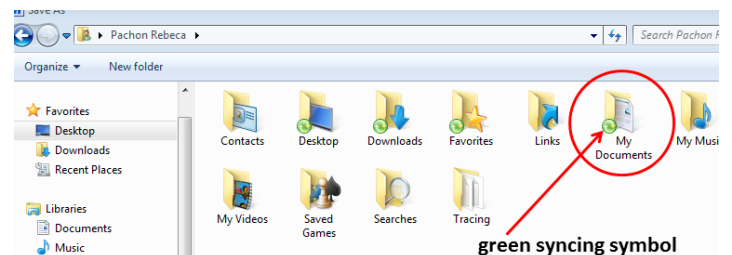
3. This will open the **'Save As'** dialog box which allows you to specify where you want Word to save the document. We will want to save into the **'My Documents'** folder. You can find the **'My Documents'** folder in both **'Desktop'** and **'Libraries'**.

- a. **Desktop:** Under **'Favorites'** click **'Desktop'**.



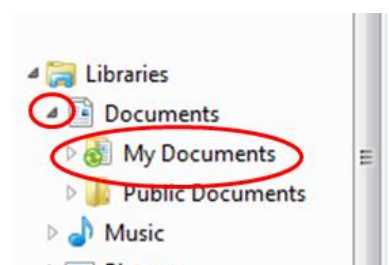
- i. Select and double-click your **'Named Folder'** (the one with your last/first name on it).

- ii. Select **'My Documents'**. It will have a **green syncing symbol** to show these folders backed up to the District's Active Directory server.

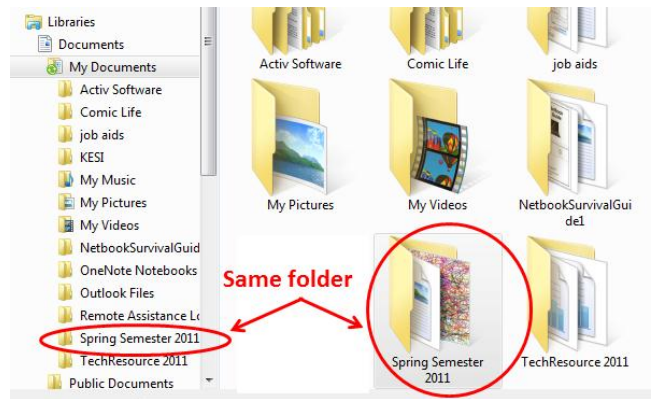


- b. **Libraries:** Under **'Libraries'** click the small triangle next to **'Documents'** to expand the selection.

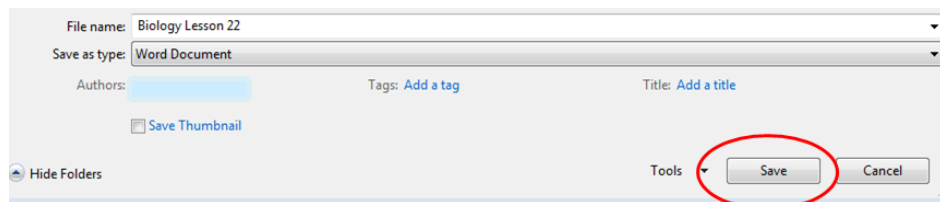
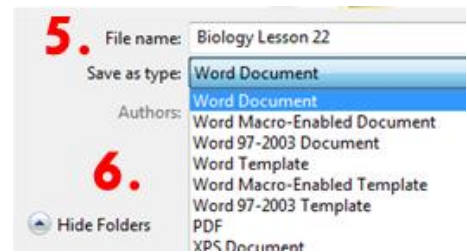
- i. Click on **'My Documents'**. It will have a **green syncing symbol** next to it to indicate these folders are backed up on the District's Active Directory server.



- Double click on the folder you would like to save your document into. You will find the folders on the left side, and in the center window. **They are identical.** Once the folder is open, you may save into it.



- Type the name of your document in the 'File name' dialogue box.
- Make sure you save the document in the correct format for your intended audience in the 'Save as type' pull down menu: 'Word Document' (to save the file as .docx) or 'Word 97-2003 Document' (to save the file as .doc).
- Click 'Save'.



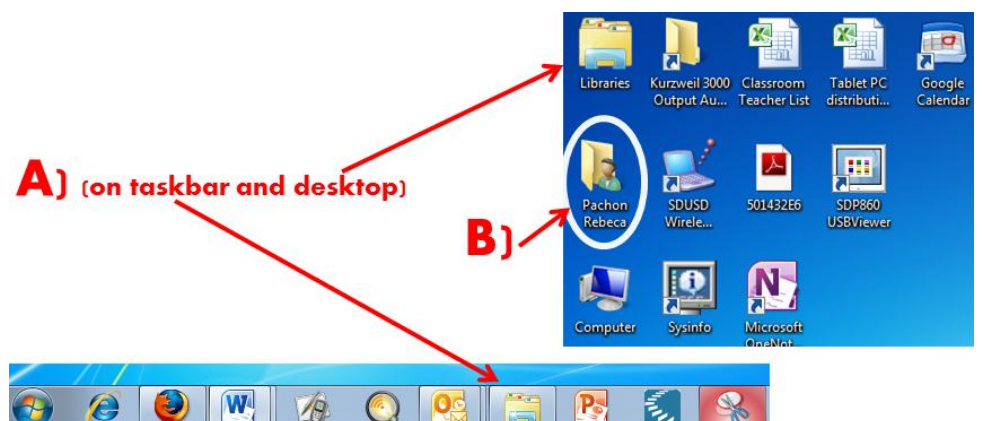
## Opening

Finding and opening your files is easy if you save them into the 'My Documents' folders consistently. Setting up folders and using them consistently should be taught to students and practiced by teachers.

- From your desktop there are a couple of ways to get into your 'My Documents' folder shown here. You will open either:

A) 'Libraries' (on your desktop and taskbar)

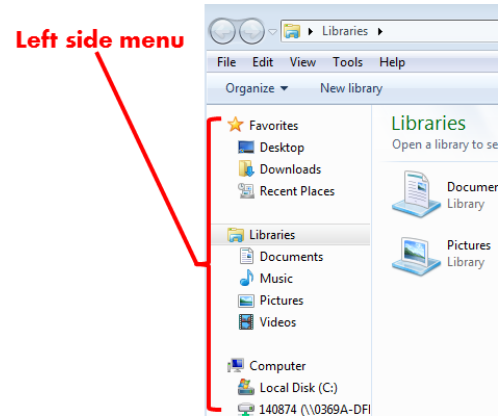
B) 'Named folder' (on the desktop)



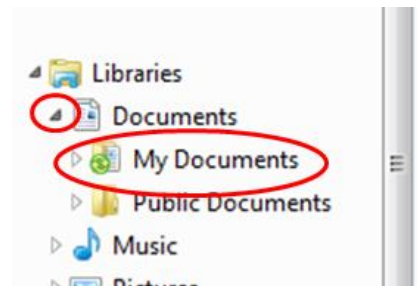


a. If you double click on this icon **(Libraries):**

- i. Use the menu on the left side.  
*Note: The 'Documents' library in the middle window will include both 'Public' and 'My Documents' folders together. It is easier to use the left side menu to ensure you are saving into your 'My Documents' folders.*

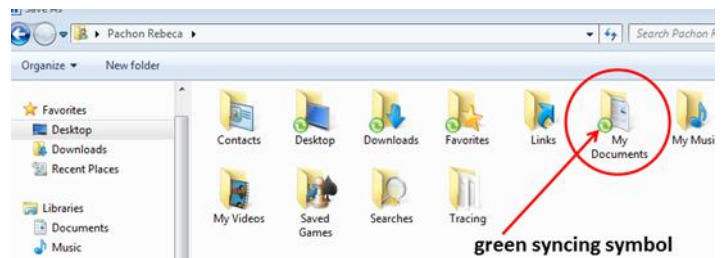


- ii. Click the small triangle next to 'Documents' to expand the selection.
- iii. Click on 'My Documents'. It will have a **green syncing symbol** next to it to indicate these folders are backed up on the District's Active Directory server.

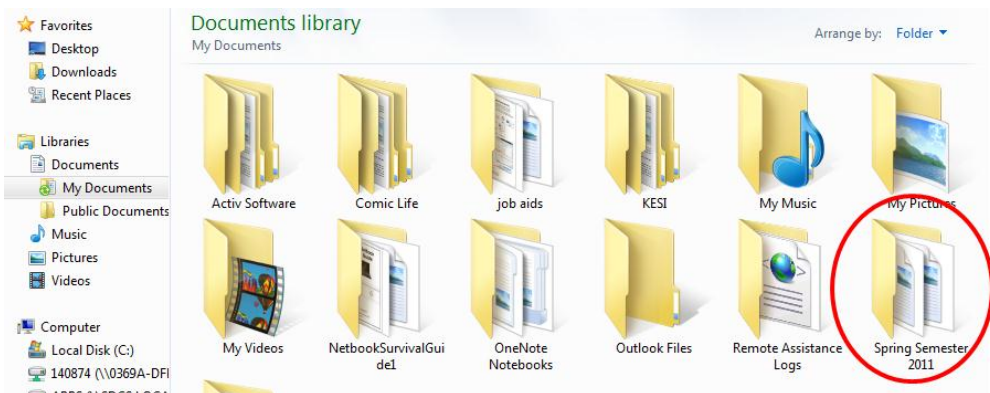


b. If you double click on this icon **(named folder):**

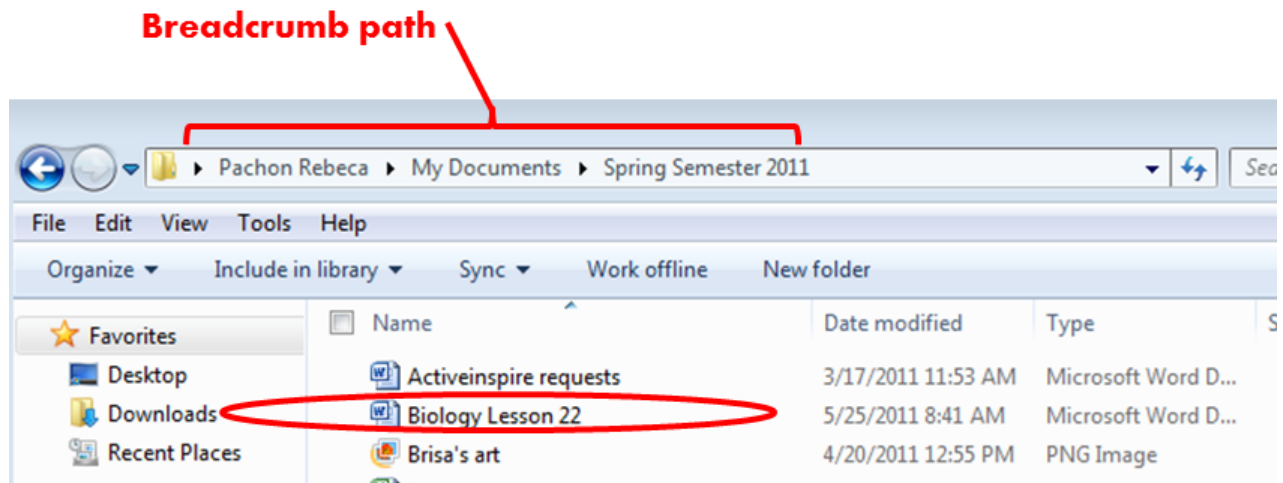
- i. Double click on 'My Documents' in the center menu. It will have a **green syncing symbol** next to it to indicate these folders are backed up on the District's Active Directory server.




2. Double click on the folder you want to open from the center menu.



3. Double click on the document you want to open. *Note: The path up at the top shows where you are in the file structure. This path is called the “breadcrumb path”.*



4. When you hit the 'Save'  button in the upper left side of the document or go to 'File' > 'Save', Word will automatically save the document back into its current folder location. To change the location of a file, you can use 'File' > 'Save as' (see directions above).