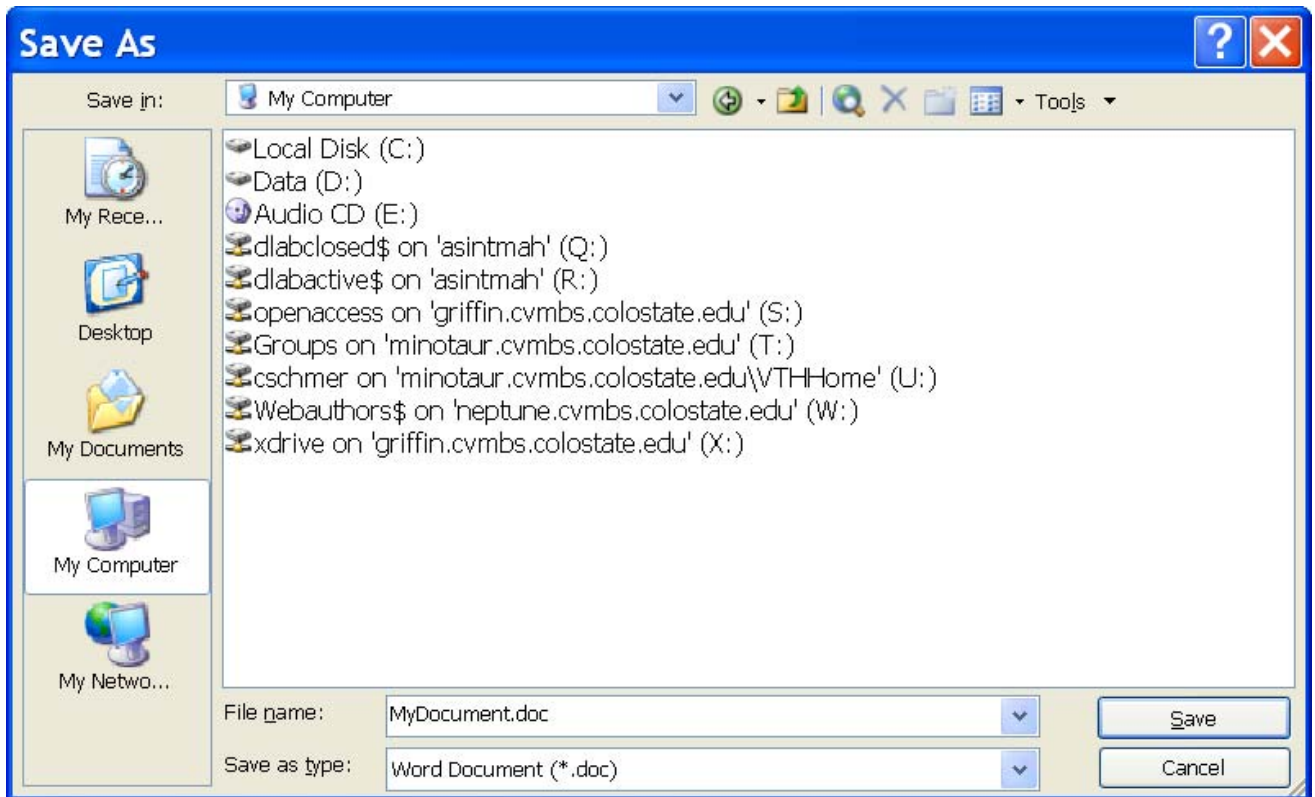
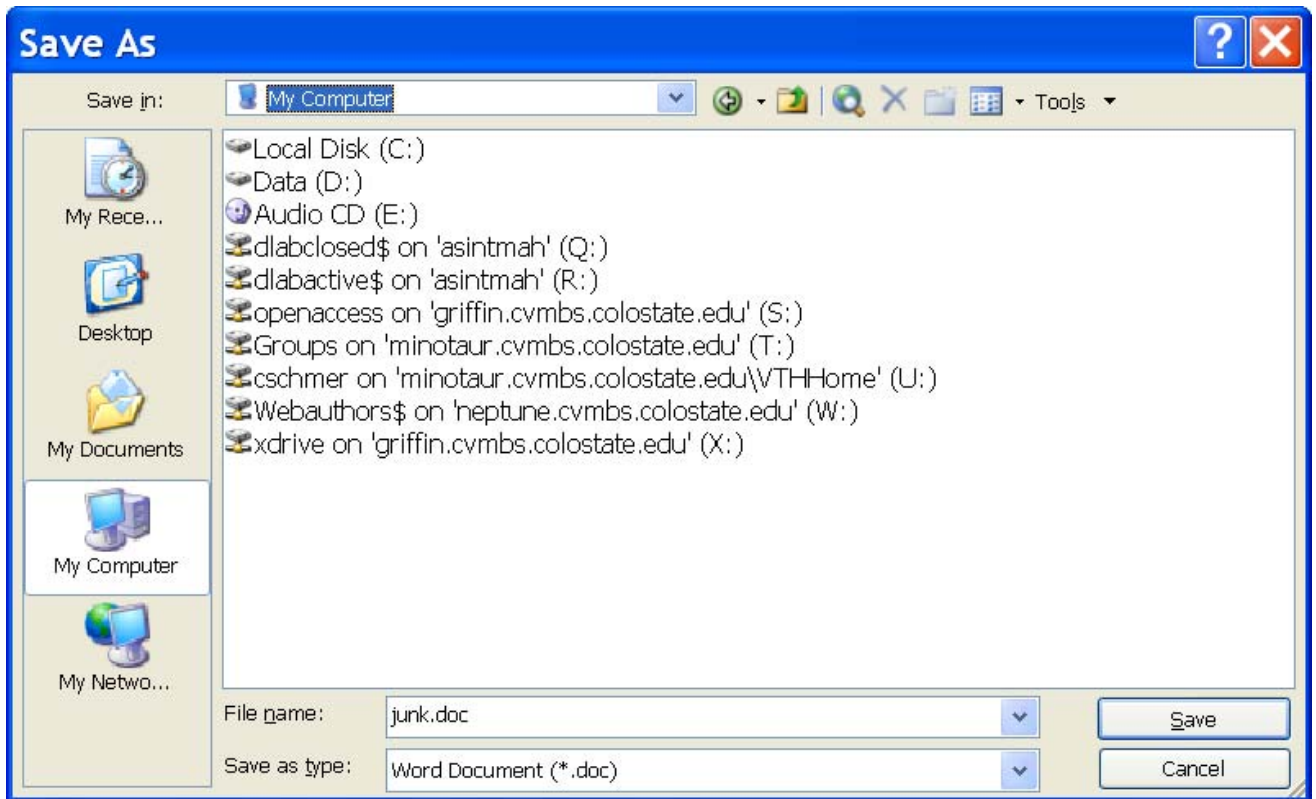


Creating a Back-up Copy of Microsoft Office Documents on a Network Drive

1. Create the desired document (word, excel, powerpoint) on your own computer
2. When ready to save your document, click File, Save.



3. Use the drop down arrow in the **Save In** area to place your document in the area of your choice, ie Local Disk(C:)>Documents and Settings>My Documents folder or Local Disk(C:)>Desktop etc.
4. Enter a descriptive name for the document in the File name text box
5. Click Save
6. Once Saved, click File, Save As
7. Use the drop down arrow in the Save In area to place your document on your U: drive Your U: drive (network drive) is named with your userid as shown below **youruserid on 'minotaur.cvmb.colostate.edu\VTHHome'(U:)**



8. Click Save

Note-Each time you revise a document on your computer, save it on the U: drive as well. You'll be asked if you want to replace the existing file with the one you just revised. Select yes.