

# Saving Your Files

If you plan to work on your assignments here at school and then work on them at home, remember that at school we have Microsoft Word version 2007. Here are steps to saving your files so you can work on them in both locations:

- *If you have an older version of **Microsoft Office** at home, save your file here at school as **Word 97-2003 Document** so that you can work on it at home.*
- *If you have **Microsoft Works** at home, you need to select **Other Formats** and save your file as **Rich Text Format** so that you can work on it at home.*

