

FOR PC USERS – SAVING FILES IN MICROSOFT WORD

When you're working on a project, you will want to save your work as you go.

You can periodically save changes while you're working. The quickest way to do this is by using the shortcut "CTRL + S." This will automatically save all changes to your document under "Save." The following will show you how to save an original copy of your document in word format (.Doc)

1. Click on "File" in the top left hand corner.

2. Login into your D2L account and click on the course you wish to pair.

3. Scroll down until you see the Pearson logo. Do not click on the green Pearson sign but on the Pearson's MyLab and Mastering words.

If you do NOT see the Pearson logo, please contact Rebecca Chandler, Rebecca Chandler M.Ed. Instructional Technologist rchandler@vcccd.edu, (805) 289-6184

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