

## **Pemberley Tutorials**

### Computer Guidelines

**Please do not save your file to a temporary directory if you open a file from an e-mail attachment.** *Do not simply click “Save” after opening the file.* When you open a file from an e-mail attachment, it automatically saves it to a temporary directory, which often results in a lost or deleted file if the file is closed, no matter how many times you save it. Instead, after you open an e-mail attachment, you should *immediately* click “Save As,” not “Save,” and navigate to the appropriate directory folder where you normally store your documents permanently. *Do not click “Save” until you have used the “Save As” function to save the document in your normal directory folder.*

Please send all documents as **Word 97/2003 document files (\*.doc)**.

- Word 2007 permits you to save a file as \*.doc, which is Word 97/2003 compatible, as opposed to the \*.docx extension that Word 2007 uses by default.
- If you do not have Word 97/2003, please send the document in Rich Text Format (\*.rtf). To save a document as \*.rtf, click “Save As,” then “Save as type” or the drop-down menu beneath “file name,” which should provide various file format extensions, including Rich Text Format.

To view corrections to a file, click “View” > “Markup” in Word. A drop-down menu allows you to view “Final Showing Markup,” which includes comments in the margin originating from highlighted phrases in your main documents. Alternatively, right click on a blank spot in the top Word toolbars, and check “Reviewing” to view the Reviewing Markup toolbar.