# **Reference**

# **Using the Public Drive**

What does this mean?

**Whenever you want to save a document, or open a document created by someone else in the company, we want you to navigate to the folders on the company server.**

We have set up drive P as the location in which all company files should be kept. When you access drive P[[1]](#endnote-1), you will see folders for each department. Only those employees working in the indicated department have access to files for that department. Therefore, if you work in the Toronto office[[2]](#footnote-1), you can access files for the Toronto office only.

The only exception to this is the General folder, in which all common files such as vacation forms, expense reports, or the employee handbook are stored. Anyone in the company can access these files.

The following section will guide you through the steps to save files in your department folder. We will use the Seattle office[[3]](#footnote-2) as our example. You need only replace Seattle in the steps with your branch location.

## **Saving a File**

When you create a new document and want to save it, perform the following steps:

1. <Insert steps from the Processes and Procedures document>.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add.

You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

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## **Open a File**

When you create a new document and want to save it, perform the following steps:

1. <Insert steps from the Processes and Procedures document>.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

## **Create a File**

When you create a new document and want to save it, perform the following steps:

1. <Insert steps from the Processes and Procedures document>.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view[[4]](#endnote-2). You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

1. Share folder [↑](#endnote-ref-1)
2. My office [↑](#footnote-ref-1)
3. My friend office [↑](#footnote-ref-2)
4. Some views: Layout, Reading, Web. [↑](#endnote-ref-2)