

Always Save to Your Y-Drive!



- ✓ You **must** enable cookies from Westport Public Schools on your internet browser to access your Y-Drive from home.
- ✓ Westport Public Schools supports **Microsoft Office 2002**. If you have a newer version of Word, please “Save as” Word / Excel / Powerpoint 2007 before you upload the file to your Y-Drive.
- ✓ Use only letters and numbers in file names; **do not** include spaces or punctuation marks in the file name.
- ✓ Be sure to add the **proper file extension** (ie., **.doc** for Word, **.ppt** for PowerPoint, **.xls** for Excel etc.) in order to view the file at school.
- ✓ If you do not have MS Word at home and use a different word processor, make sure to “Save as” Rich Text Format (**.rtf**), Text only format (**.txt**), or Portable Document Format (**.pdf**) in order to print at school. For example, if you have Pages at home, under the “print menu” print to PDF and then save and upload the file to your Y-Drive.
- ✓ If you are bringing your own laptop or netbook to school, be sure to also bring a flash drive (aka thumb drive) in order to print your documents. If you do not have a flash drive, upload the file to your Y-drive as if you were at home.