

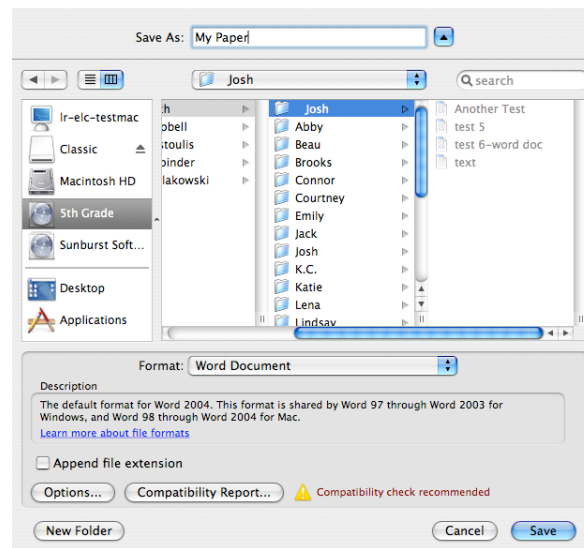
Saving to the Desktop and Copying a Document to the Server

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A bug in Microsoft Word 2004 will occasionally cause Word to produce an error when a document is saved to the server. While the document might be able to be saved multiple times with no issue, periodically Word will report: “*There has been a network or file permission error. The network connection may be lost. (file name).*” Word will then be unable to save the document to the server.

There is a workaround for this issue until the bug gets patched. Follow these directions to save the document to the Desktop then copy the document to the server.

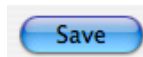
When Word encounters this issue, it will open a Save slip, like shown below, and expect that you want to save to the same directory as where the document is located.



We want to save the document to the Desktop then move it to the server. Click the **Desktop** button that is in the sidebar, as shown above and below:

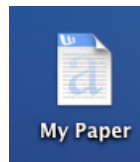


You can then click the **Save** button to save a copy of the document to the Desktop:

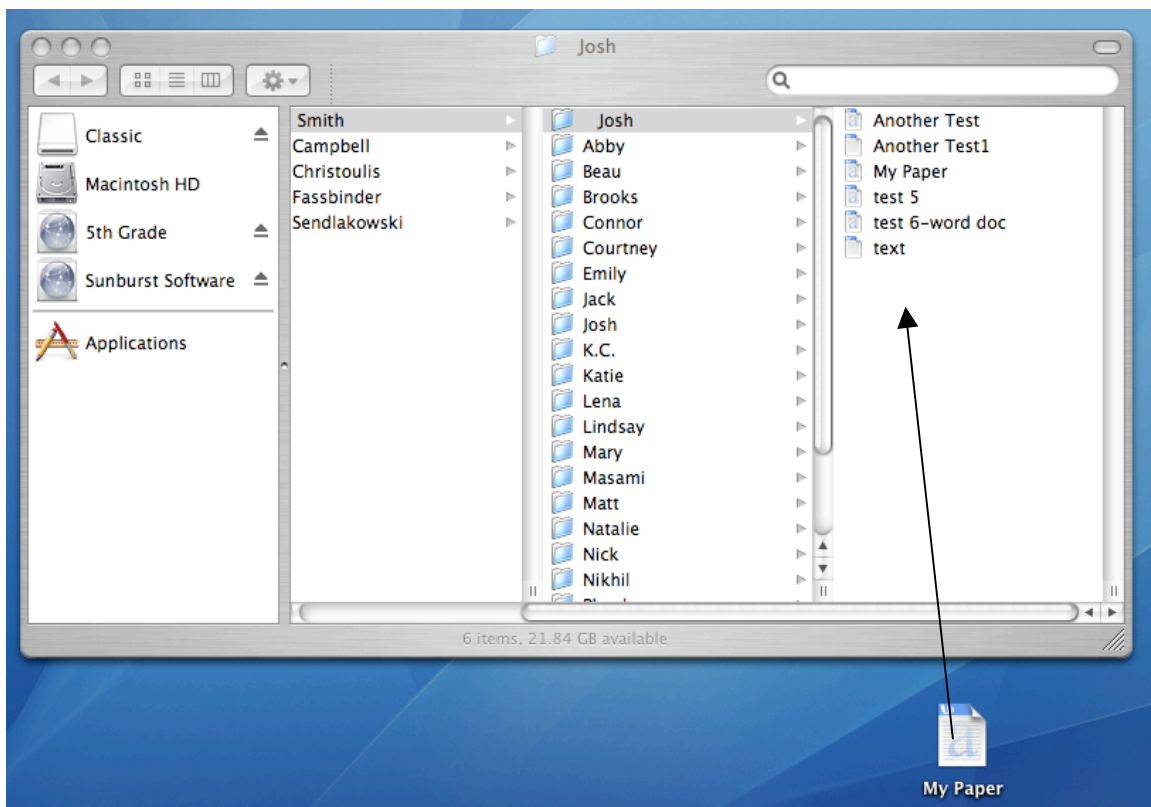


Continue to work and save, keeping in mind that you are saving your document to the Desktop, and not the server. When you are finished, save your document and then quit Word.

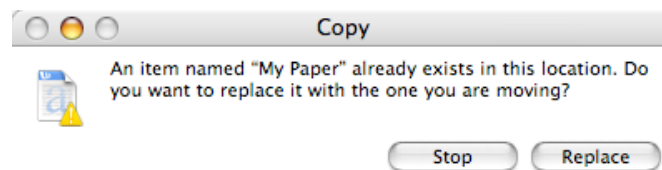
When you return to the Finder, a copy of your document will be on the Desktop:



Double-click on the appropriate server icon to open the window; in this case, I am using the fifth grade account, so I will double-click the **5th Grade** icon on the Desktop. Next, I will navigate to the appropriate folder on the server, where I save my work. Finally, I can drag and drop the file into my folder:



If I was previously able to save the document on the server, there will already be an older copy on the server. The Finder will prompt you to decide whether you should replace the file:



Click the **Replace** button to complete the copy of the document from the Desktop to the server.