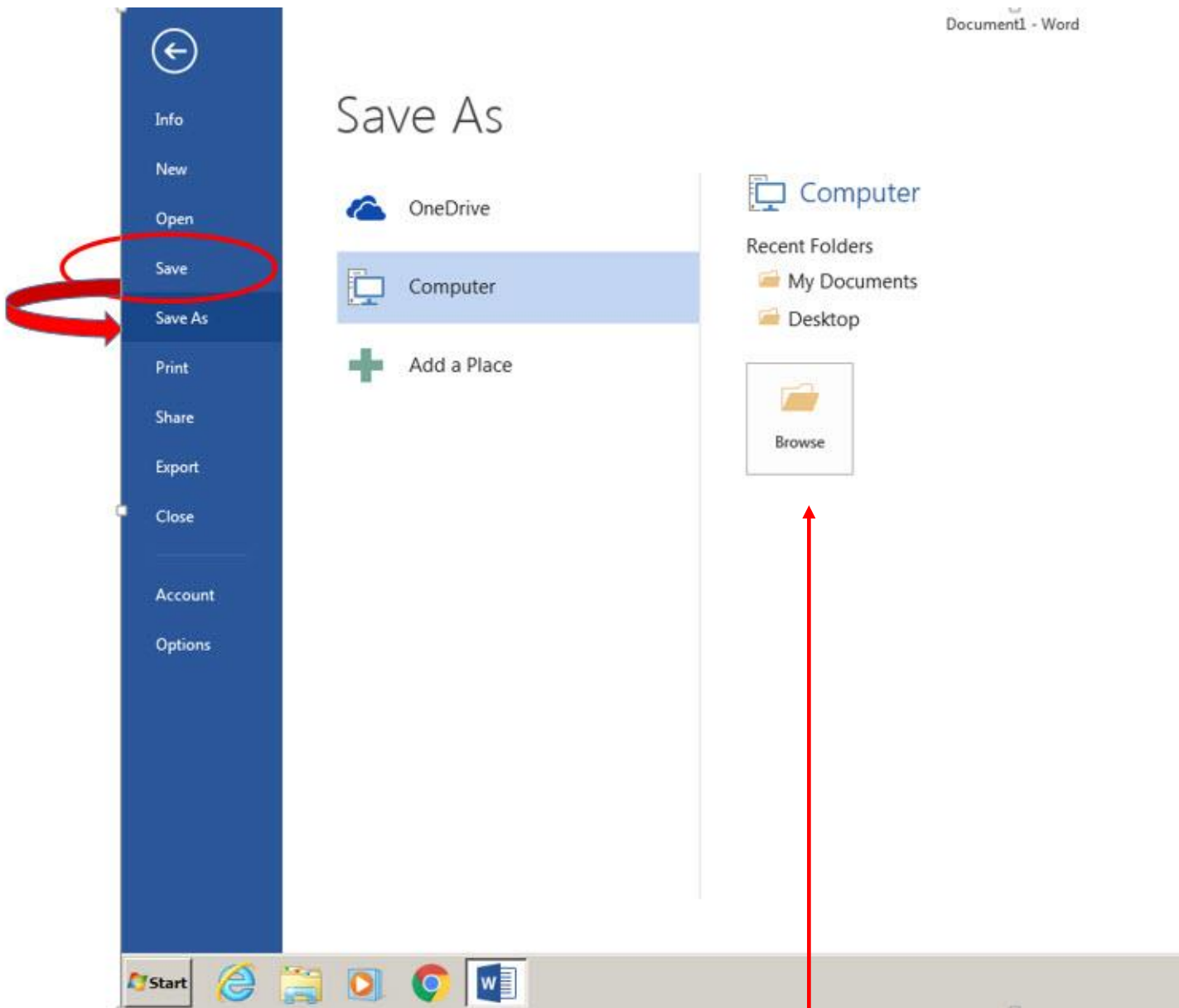


How do I save something to my student folder on the server?

Follow the numbered steps to learn how to save something to your student folder on the server. This particular document was composed in Word 2013. You will use the same steps to save any type of project to your student folder.

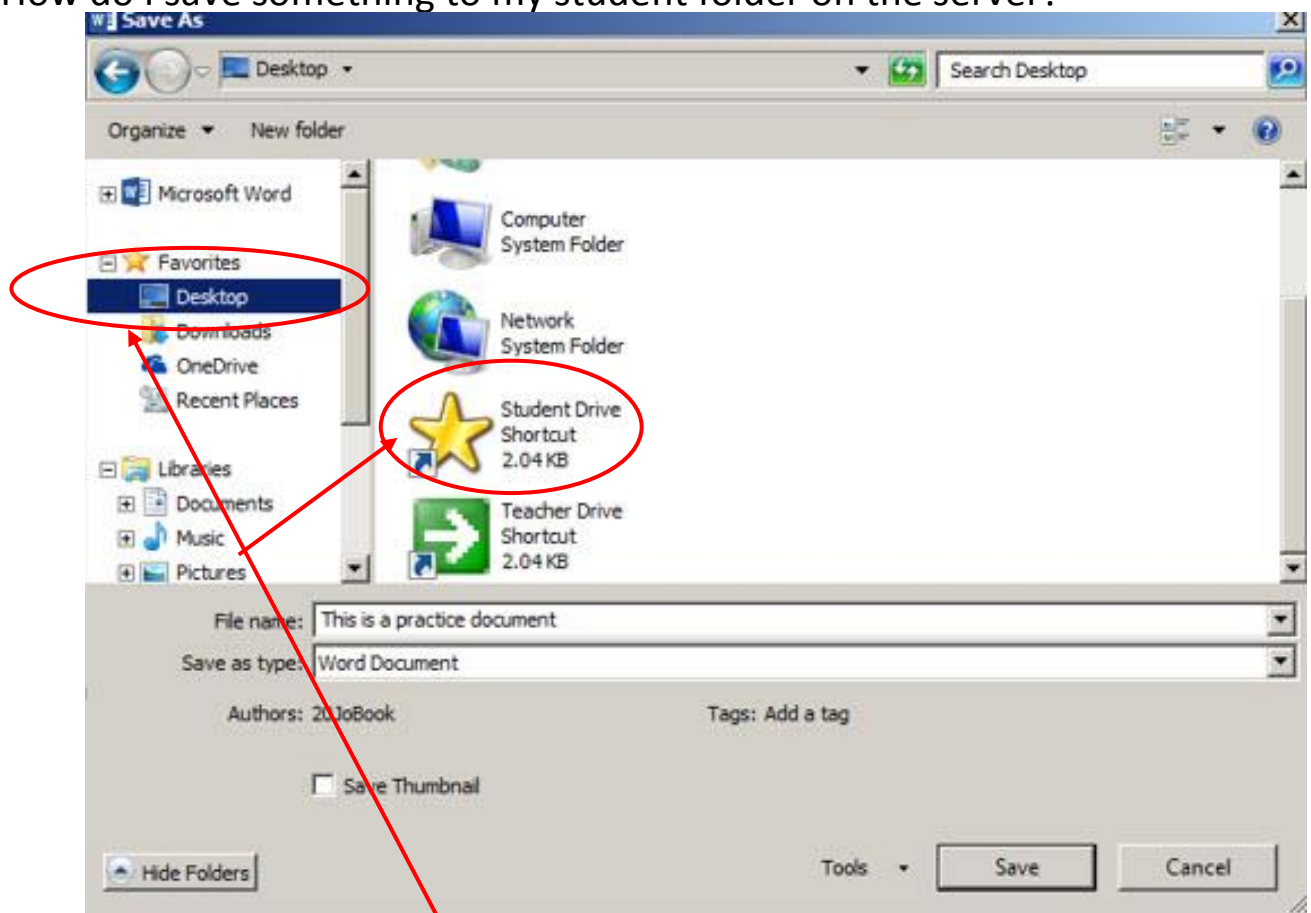
1. With your project open, click File. (Top left tab on this page.)

2. Click **Save which will automatically default to Save As.**



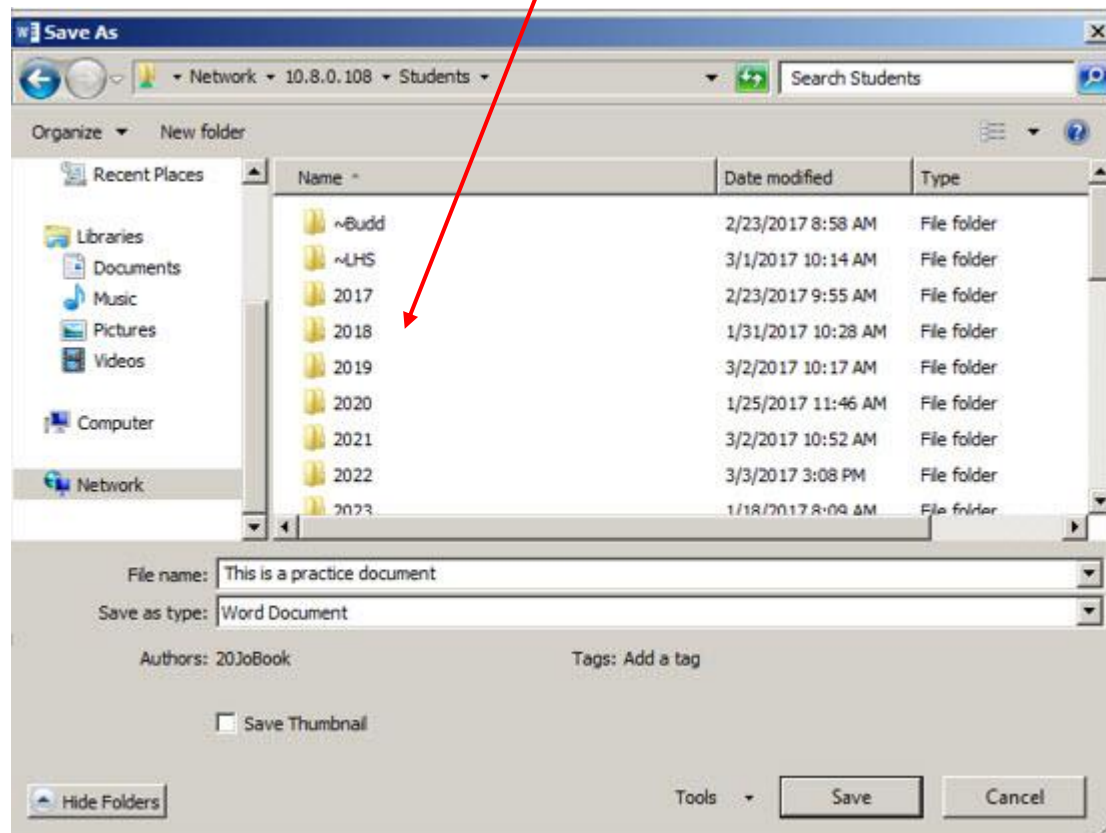
3. Double click on browse .

How do I save something to my student folder on the server?



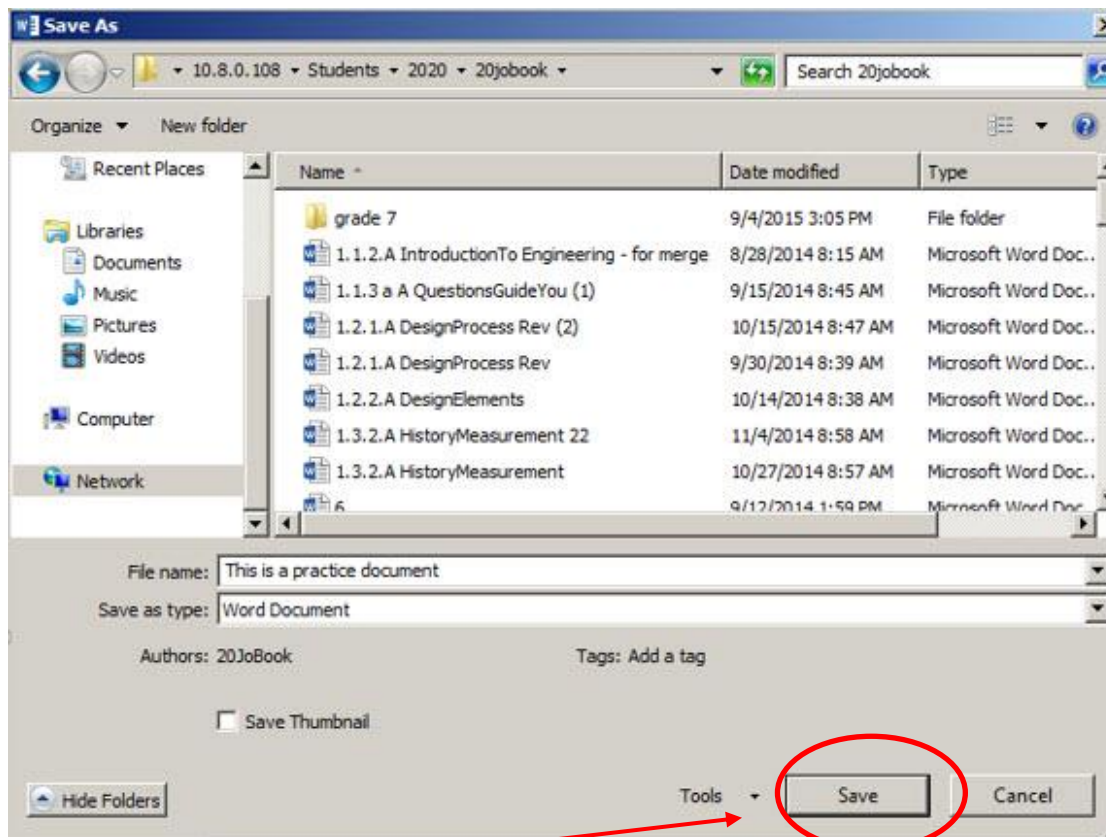
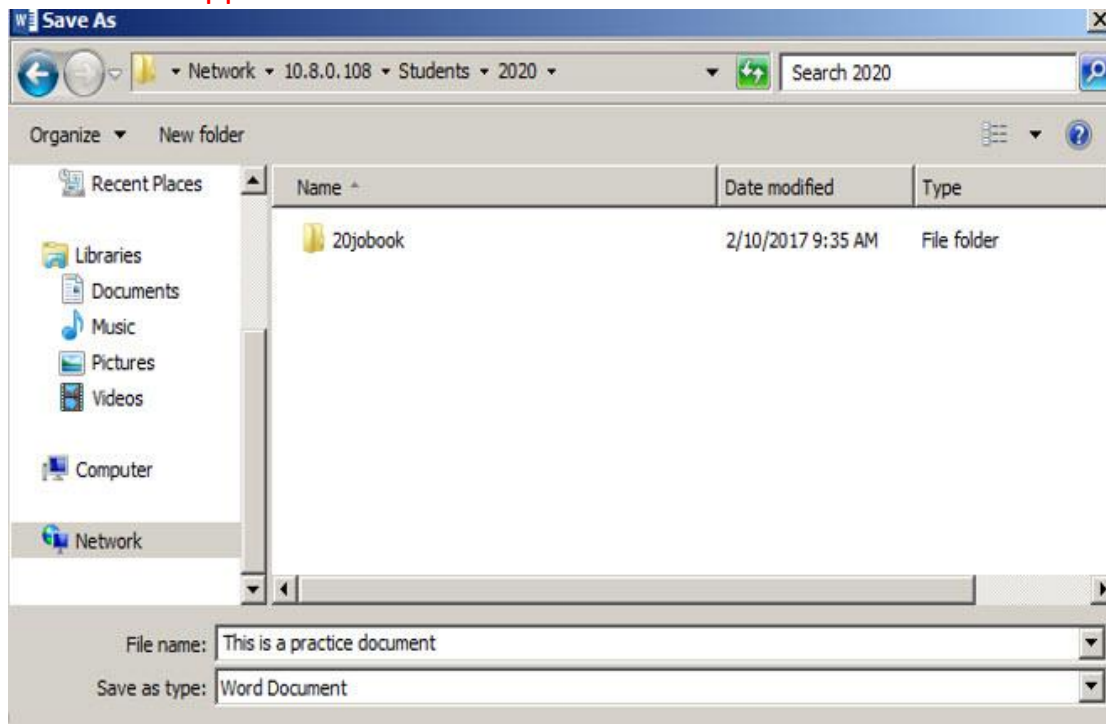
4. Click on desktop and double click the STAR.

5. Double click your year of graduation.



How do I save something to my student folder on the server?

6. Your folder appears! Double click your name and your previously save documents appear.



7. Click SAVE.

CONGRATULATIONS!

You have just saved something to your folder on the server.