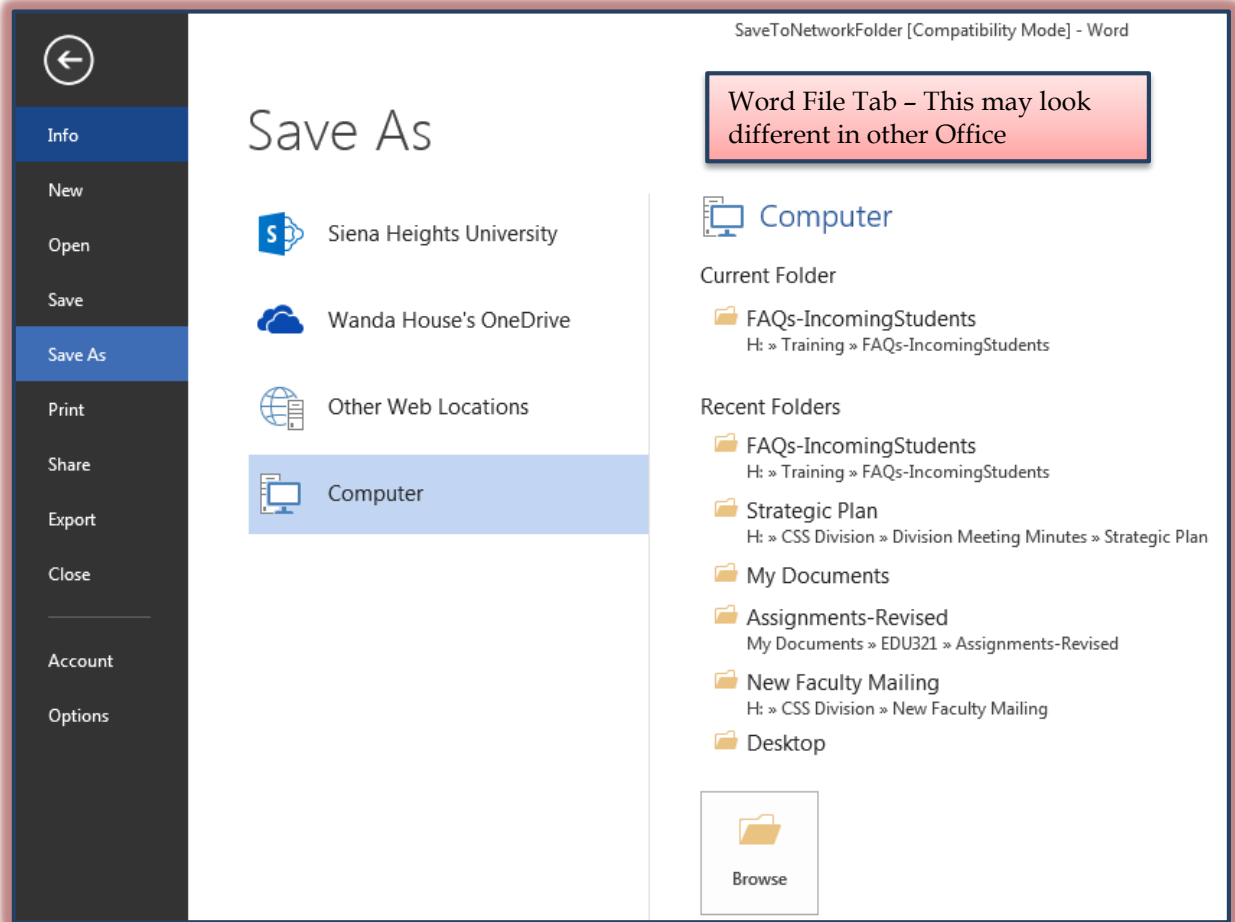


## SAVE TO YOUR NETWORK FOLDER

- ✦ When you are ready to save a document you are working on, click the **File Tab** in any of the **Microsoft Office** programs.
- ✦ Click on **Save** or **Save As**.
- ✦ The **Save As** window will appear (see illustration below).



- ✦ Click the **Computer** link on the left side of the window (see illustration above)
- ✦ Click the link for the folder with your **User Name**.
- ✦ The window should open in the folder where you are allowed to store your documents.
- ✦ If you wish to create a new folder to store documents in, click the **New Folder** button (see illustration at right) in the **Save As** dialog box.
- ✦ In the **File Name** box, input a name for the file. When the dialog box is opened, the name will default to the first line in the document up to the first punctuation mark.
  - ✦ Most of the time this should be changed to a different name.
  - ✦ You should give the document a meaningful name that provides a hint of what the document is about.
- ✦ When all the changes have been made, click the **Save** button.
- ✦ To open a document from the network folder, follow the same procedure, except choose **Open** from the **File Tab** list rather than **Save**.

New folder

✦ Once a document has been saved, you can click the **Save** button on the **Quick Access Toolbar** to save the document again (see illustration at right).



✦ This will save the changes to the document.

✦ The document on the disk will be changed.

✦ To save the file with a different name or to a different location, use the **Save As** feature.