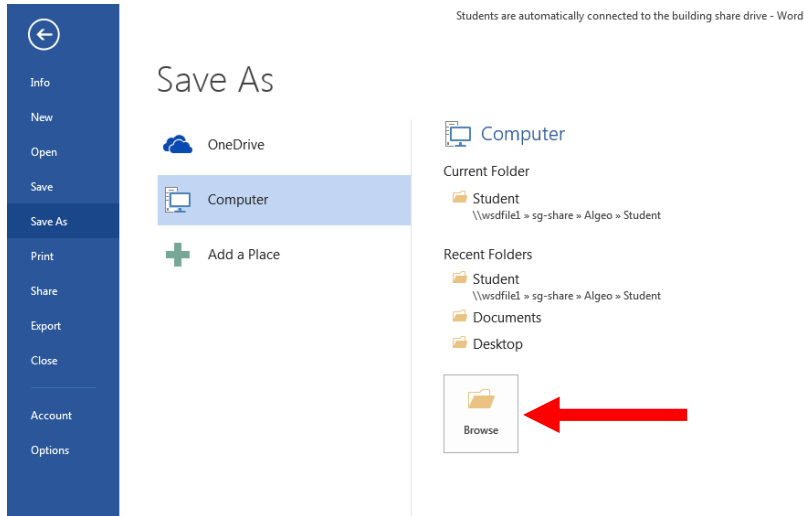


SAVING ON THE ELEMENTARY DELLS

Students are automatically connected to the building share drive (designated as G:) and their personal drive (designated as H:) when they logon. The steps below detail saving from Microsoft Word, however, the same basic steps will apply to any program.

Go **FILE** and select **SAVE AS**

Select **COMPUTER** and click **BROWSE**



Scroll down the left column and select **COMPUTER**

Under Network Locations, there will be the building share drive (G:) and the student's personal drive (H:)

Double-click the desired location

Enter a file name for your document and click **SAVE**

