

## SAVING FILES TO YOUR NETWORK FOLDER

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### *(XP Professional)*

1. When you are ready to save a document you are working on, select **File** from the **Menu Bar**.
2. Click on **Save** or **Save As**.
3. The **Save As** dialog box will appear.
4. Click the **Save in** drop-down arrow in the **Save As** dialog box.
5. Do one of the following:
  - a. Click the option **[your username] on 'Genesis/Users**.
  - b. Click on **Users on Genesis** and select your folder from the list of user names.
6. The window should open in the folder that contains your name.
7. If you wish to create a new folder to store documents in, click the **Create New Folder** button in the **Save As** dialog box.
8. In the **File Name** box, input a name for the file.
  - a. When the dialog box is opened, the name will default to the first line in the document up to the first punctuation mark.
  - b. Most of the time this should be changed to a different name.
  - c. You should give the document a meaningful name that provides a hint of what the document is about.
9. When all the changes have been made, click the **Save** button.
10. To open a document from the network folder, follow the same procedure, except choose **Open** from the **File** menu rather than **Save**.
11. Once a document has been saved, you can click the **Save** button on the **Formatting** toolbar to save the document again.
  - a. This will save the changes to the document.
  - b. The document on the disk will be changed.
  - c. To save the file with a different name or to a different location, use the **Save As** feature under the **File** menu.