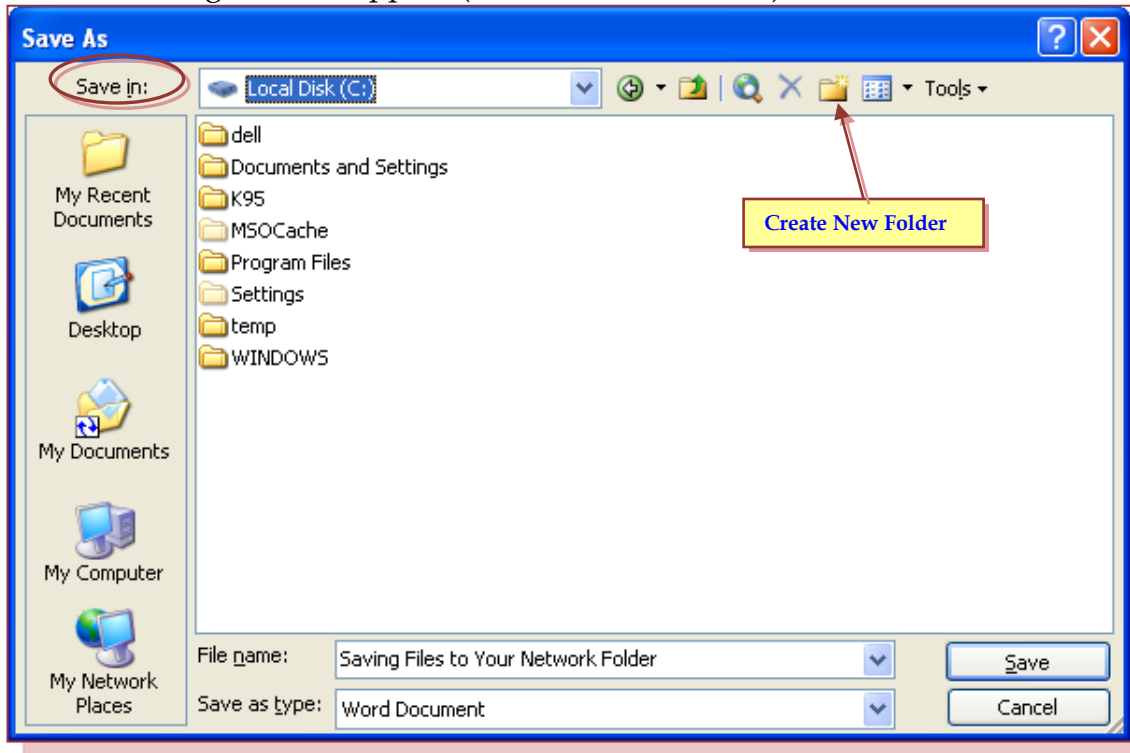


SAVE TO YOUR NETWORK FOLDER

(XP Professional)

- † When you are ready to save a document you are working on, click the **Office Button** (see illustration at right).
- † Click on **Save** or **Save As**.
- † The **Save As** dialog box will appear (see illustration below).



- † Click the **Save in** drop-down arrow in the **Save As** dialog box (see illustration above).
- † Click the option **[your username] studentfiles' on 'olympus-SQL (H:)**.
- † The window should open in the folder that contains your name.
- † If you wish to create a new folder to store documents in, click the **Create 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 **Office Button** list rather than **Save**.
- † 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.

