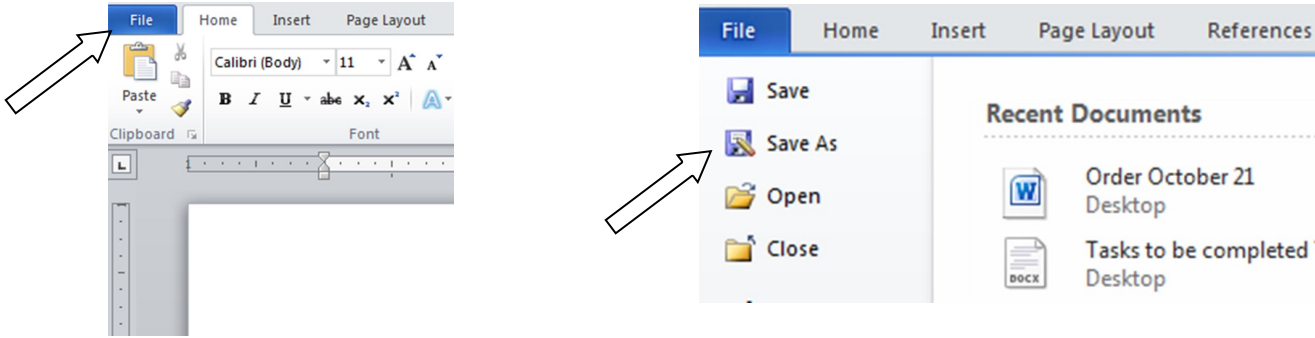
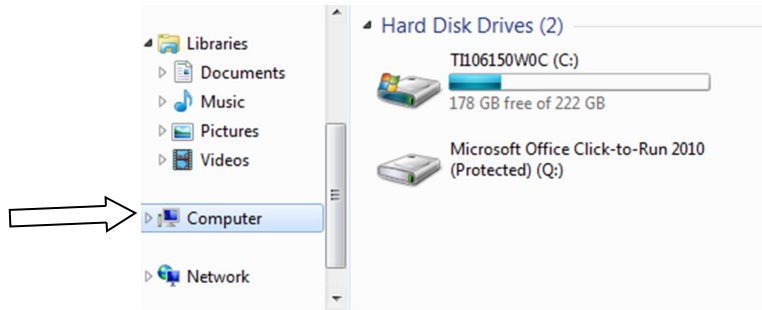


HOW TO SAVE TO THE SERVER

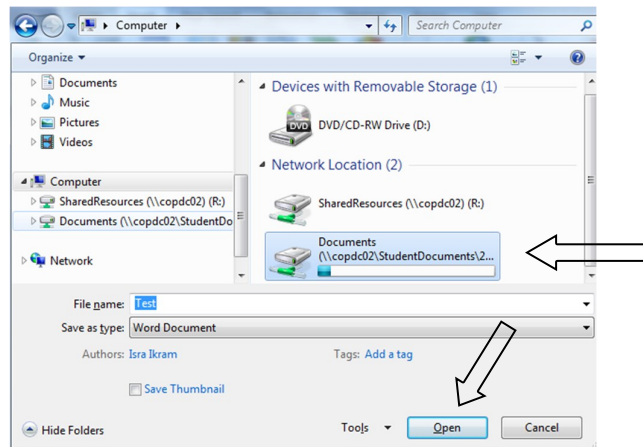
Step 1: In the top menus, choose "File" and click on "Save As"



Step 2: On the left side of the screen, scroll down and click on "Computer".



Step 3: On the right side, click the drive labeled "Documents". Then click "Open"



Step 4: Check to see that your document folder (with your username) is listed in the top toolbar. Select a file name for your document. Click the "Save" button.

