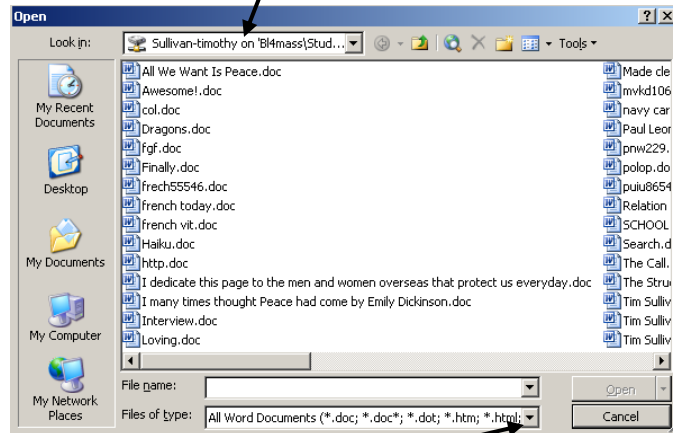
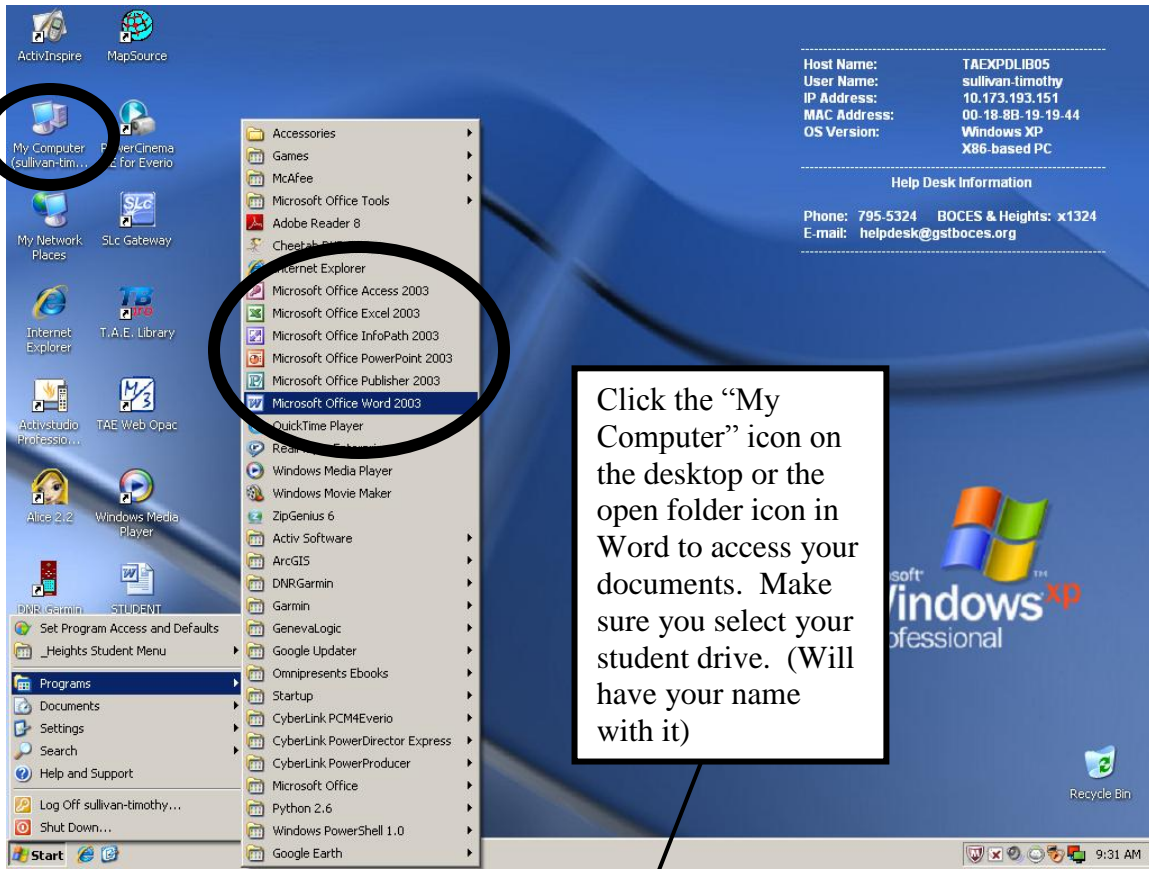


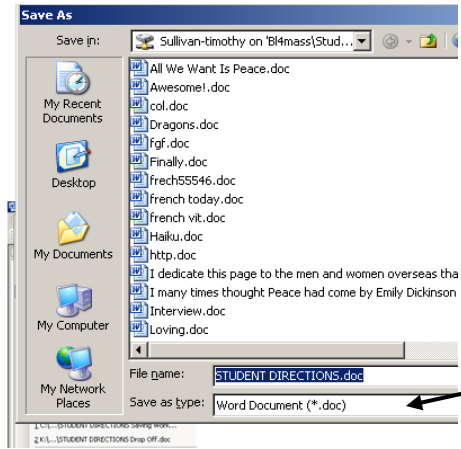
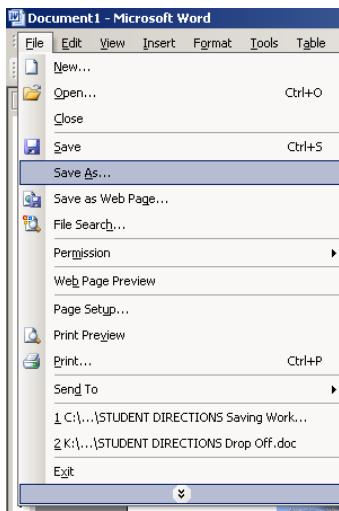
STUDENT DIRECTIONS ACCESSING & SAVING IN OFFICE



Hint: If you can't see all your documents or files use the drop down to switch the "File of type" to read "All Files"

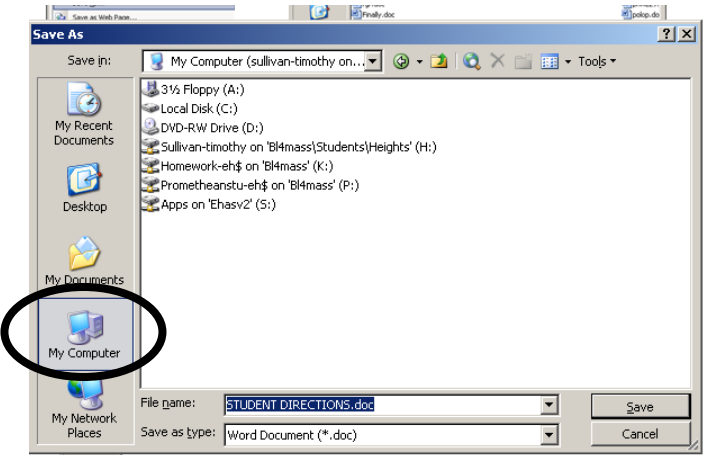
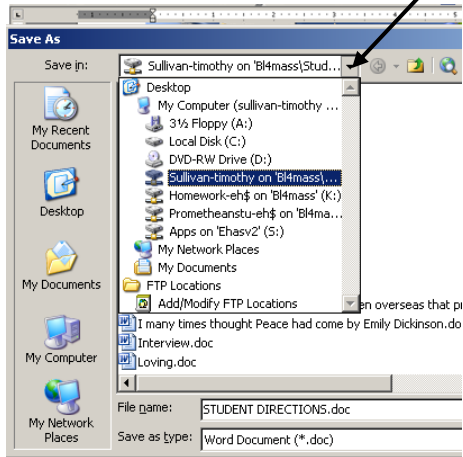
In most Office programs you can click on “File” and then “Save As” to save your documents. Make sure you select your student drive from the drop down menu or from the “My Computer” icon so that you are saving in the correct spot.

Hint: If you bring in a flash drive you will need to save to E: or F: depending on how the computer reads it.



Make sure you save as a Word or .doc file. Even at home this should be an option on most Word processors.

Hint: You can access the homework/drop box as well as a flash drive with the drop down menu.



Saving to Drop Box: Make sure you save your file like this – Last Name_First Name_Name of Assignment.
Example: Sullivan_Tim_3 2 1 Worksheet