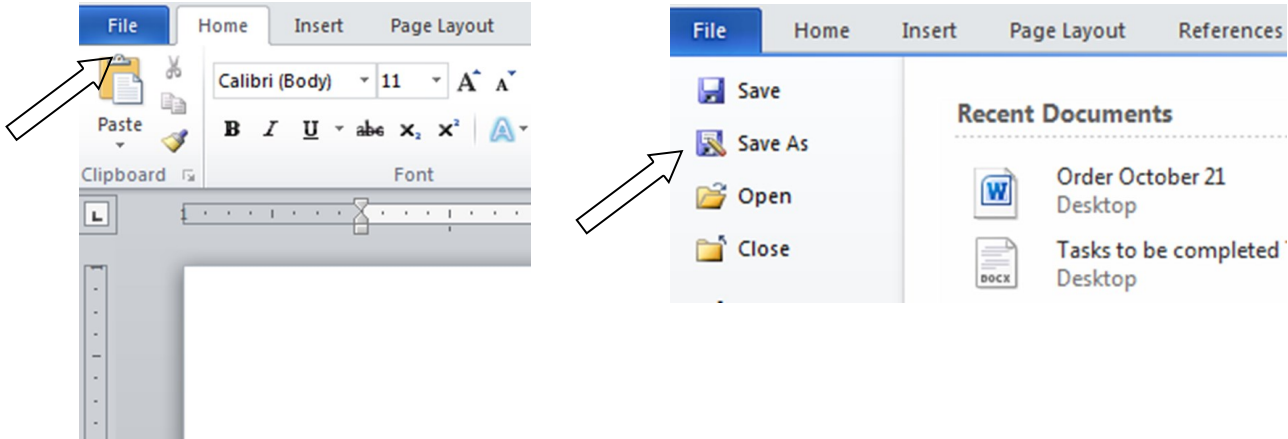
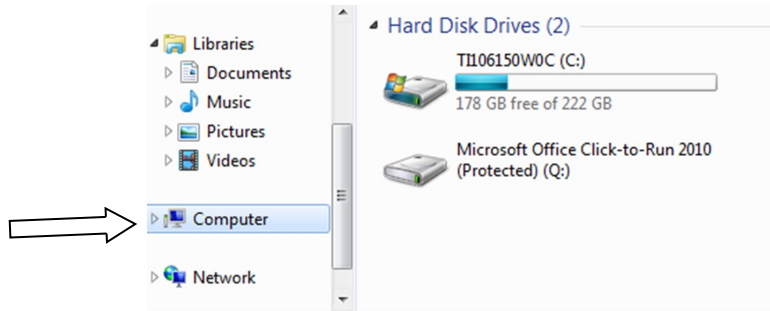


HOW TO SAVE TO THE SERVER

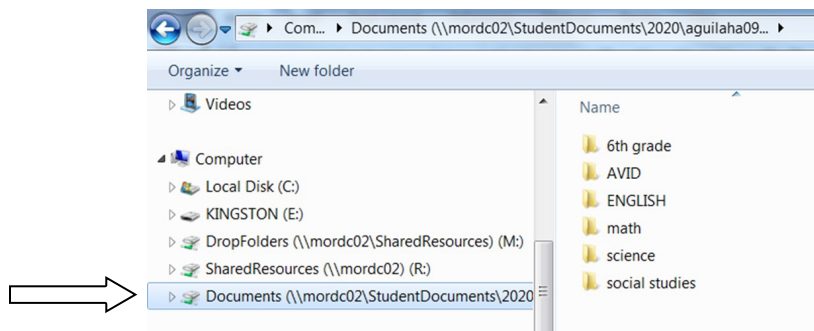
Step 1: In the top menus, choose "File" and click on "Save As"



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



Step 3: Under "Computer", find the drive labeled "Documents". This is where your files will be saved.



Step 4: Select a file name for your document. Click the "Save" button.

