

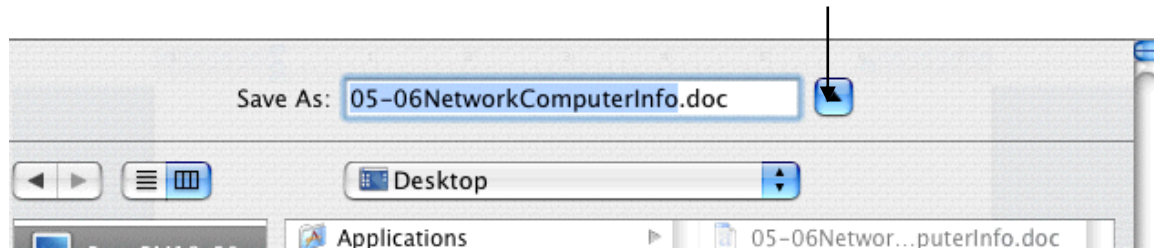
## Saving to Your Network Folder

To save work to your network folder:

Create / open the document, spreadsheet, PowerPoint presentation, etc.

Go to file “Save as”

Make sure the triangle is **flipped up** next to “Save As” box.



Click on “usr13.usrschoolsk8.com” in the leftmost column under “shared.”

Then click on staff and navigate to your folder.

Type an appropriate file name.

Click Save.

