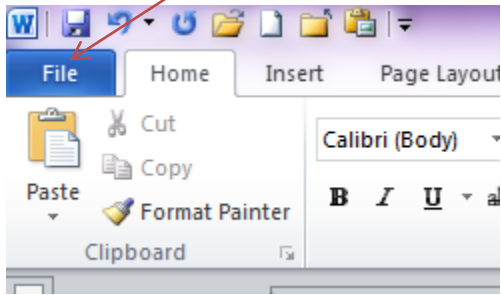
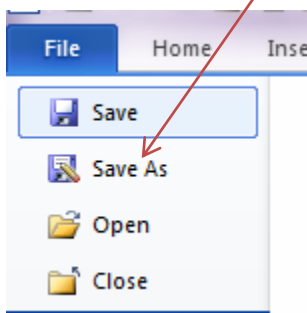


Saving Files to Your Personal Server Folder

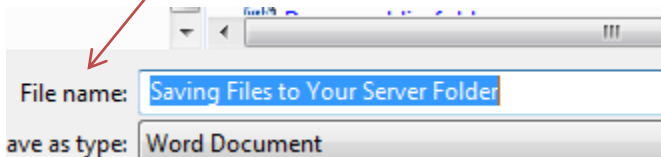
1) Choose the "File" tab, upper left:



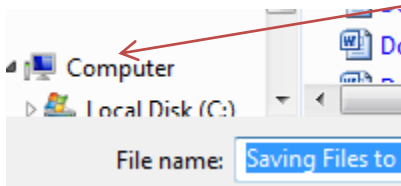
2) Then choose the "Save As" option:



3) Name your file:



4) Find your server folder by double-clicking on "Computer" in the left column:



5) Double-click on the folder with your user name (it may appear in the left-hand box, or in the main box above where you named your file).

6) Then choose "Save":

