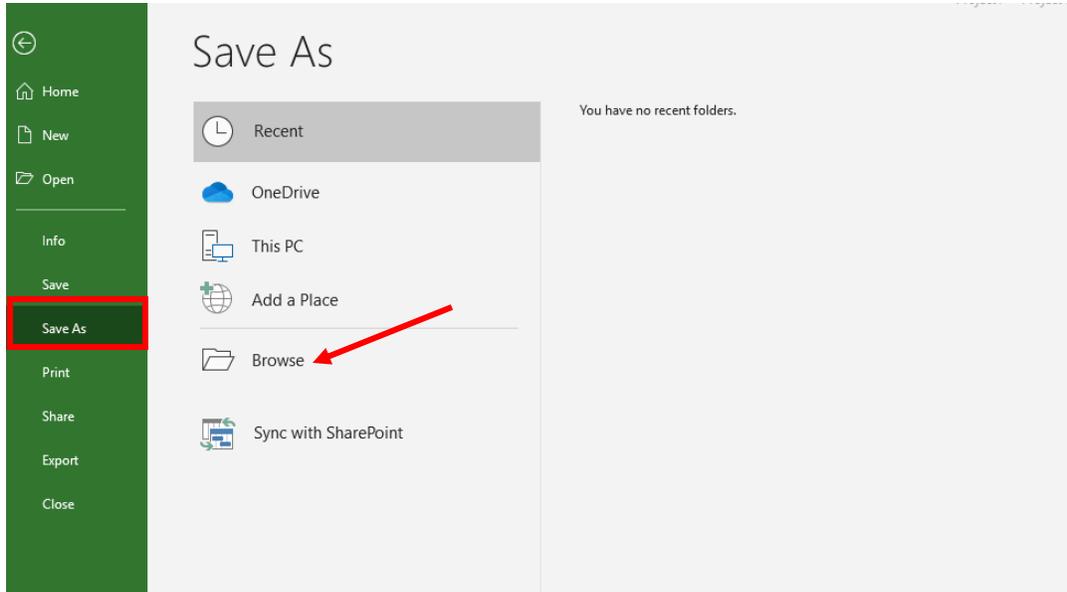
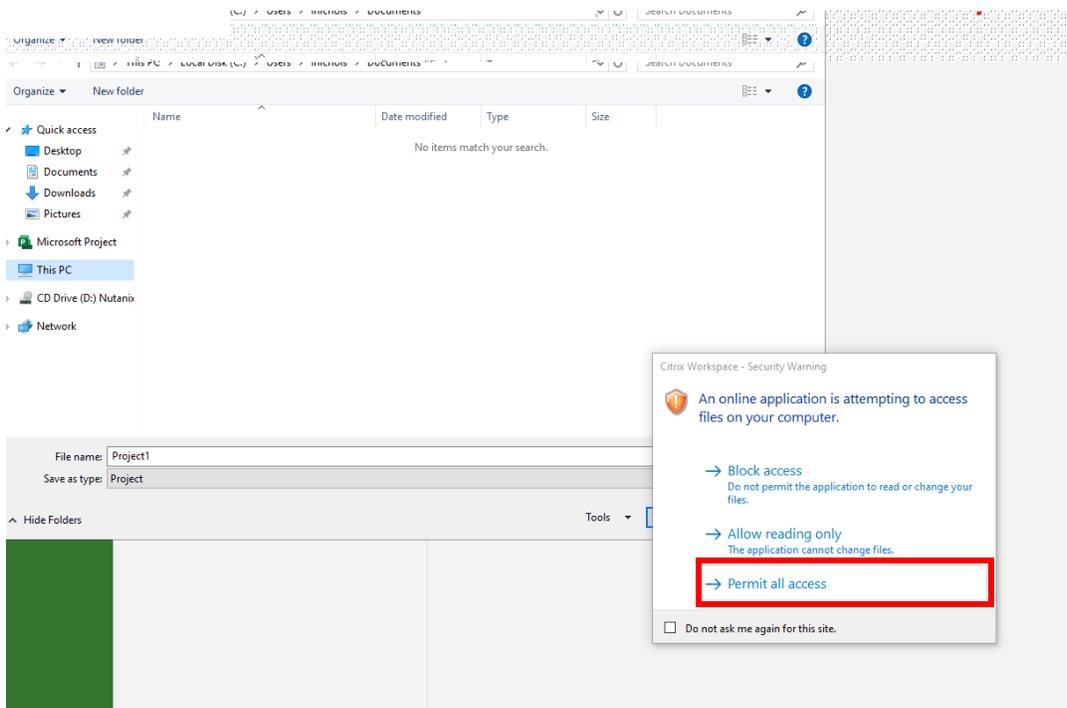


Saving Documents in the Virtual Lab

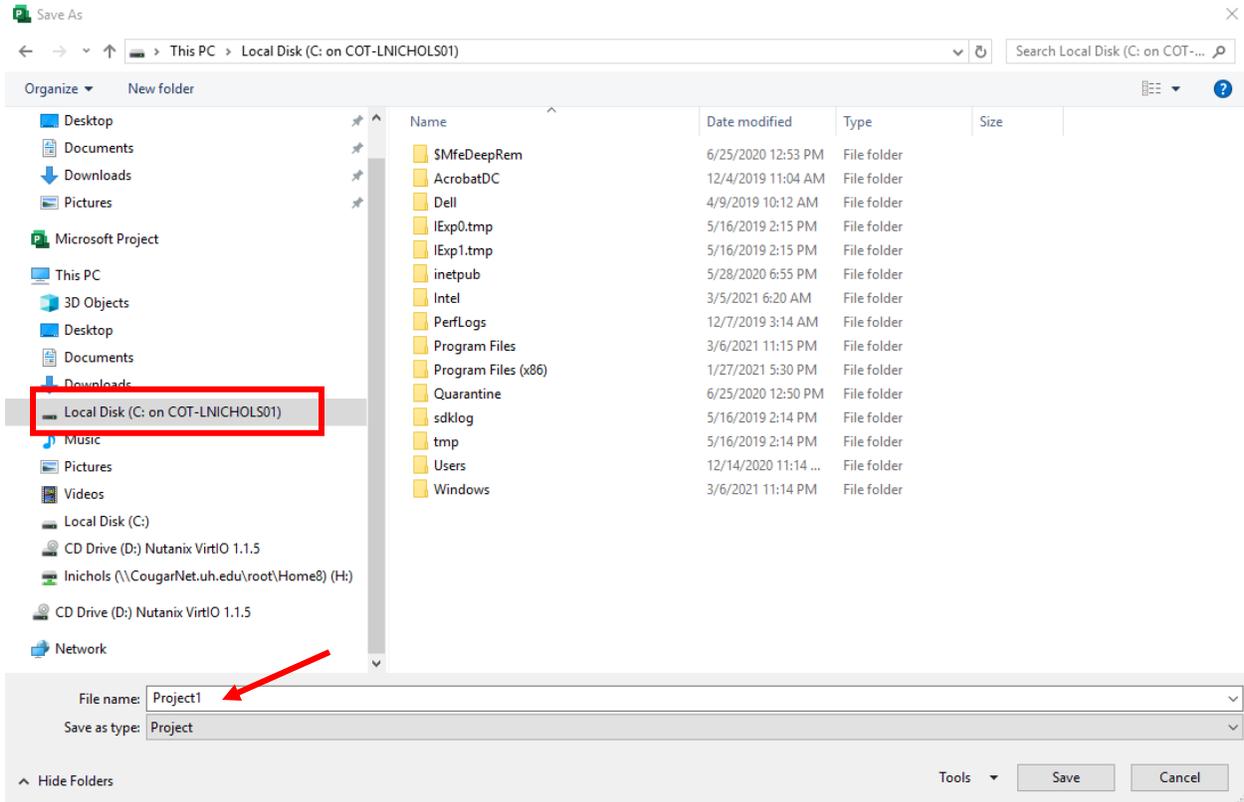
1. Choose Save As



2. Click the Browse button and a message will come up asking you if the application can access your files. Click Permit all access.



3. On the left side of the window, find the Local Disk that has your computer name in parentheses. Click on it and choose where you want to put the file. You can also save it to your CougarNet drive if you want to. Enter a file name and then click the Save button. It should now be saved to your local computer.



Note: if you want this to show up in your documents on your computer, choose Local Drive with your computer name, then Users, then your user name for your computer, then documents (or desktop if you want it on your computer desktop).