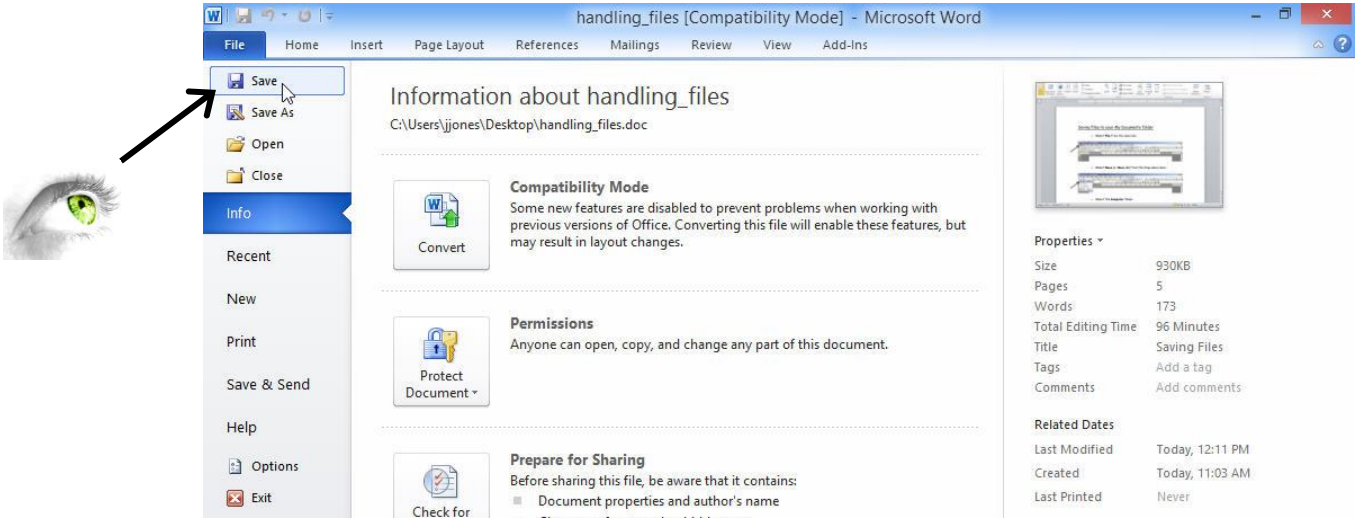


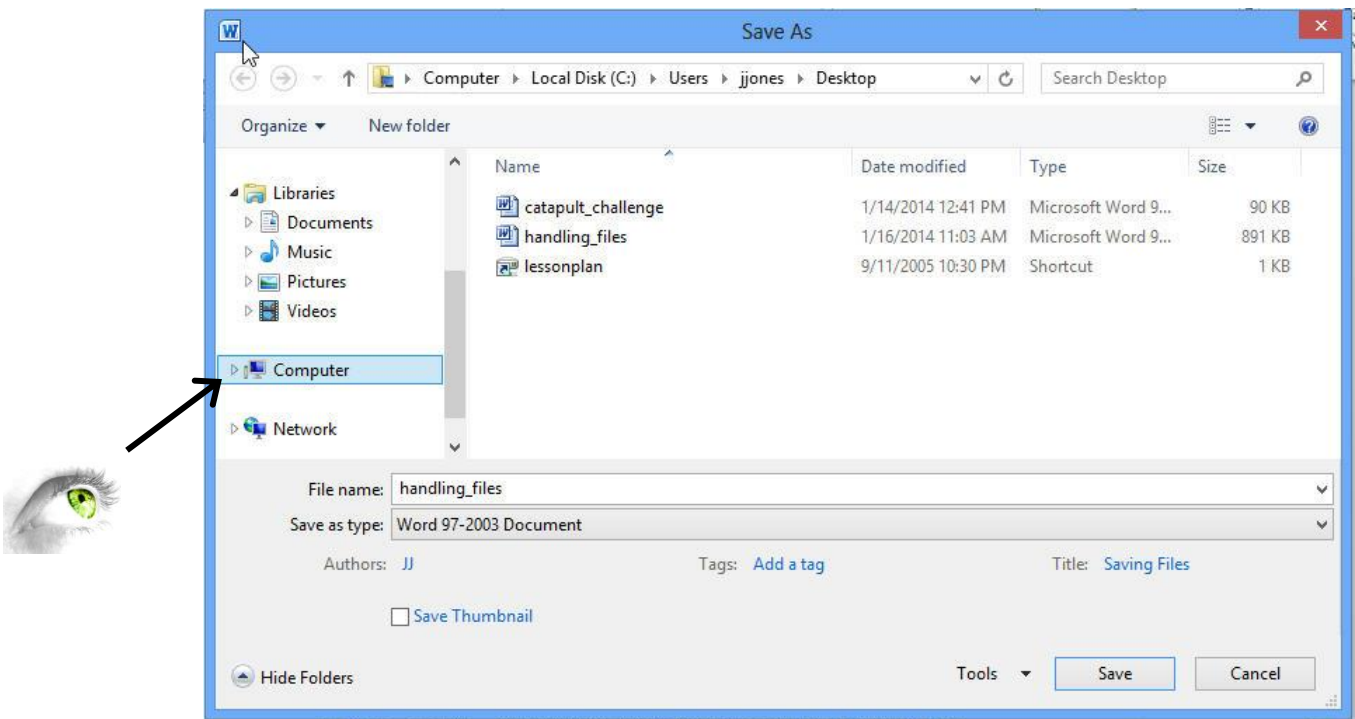
Name: _____ Section: _____
Handling Files

Saving files to be accessed from any computer

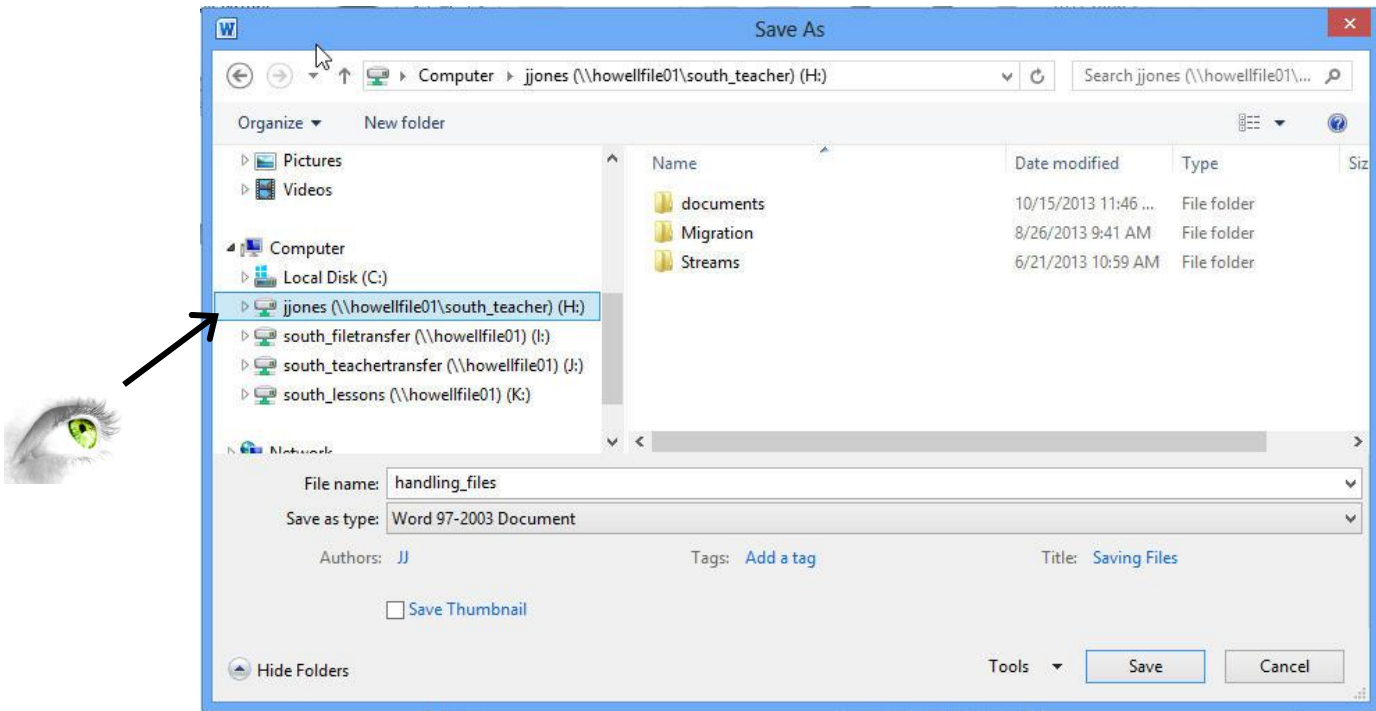
1) Select "Save" or "Save As" from the "File" menu bar



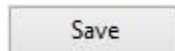
2) Select the "Computer" folder



3) Choose your student username network drive



4) Hit the "Save" button



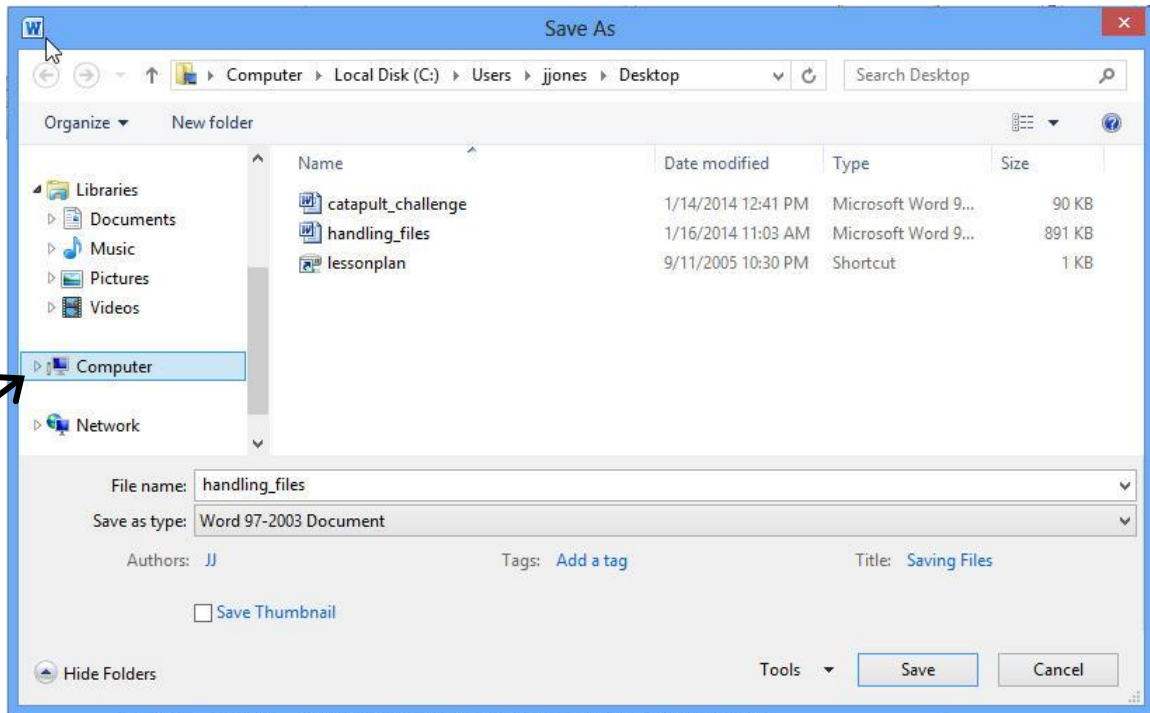
Saving files to the school shared folder

south_filetransfer on 'howellfile01'(I:)

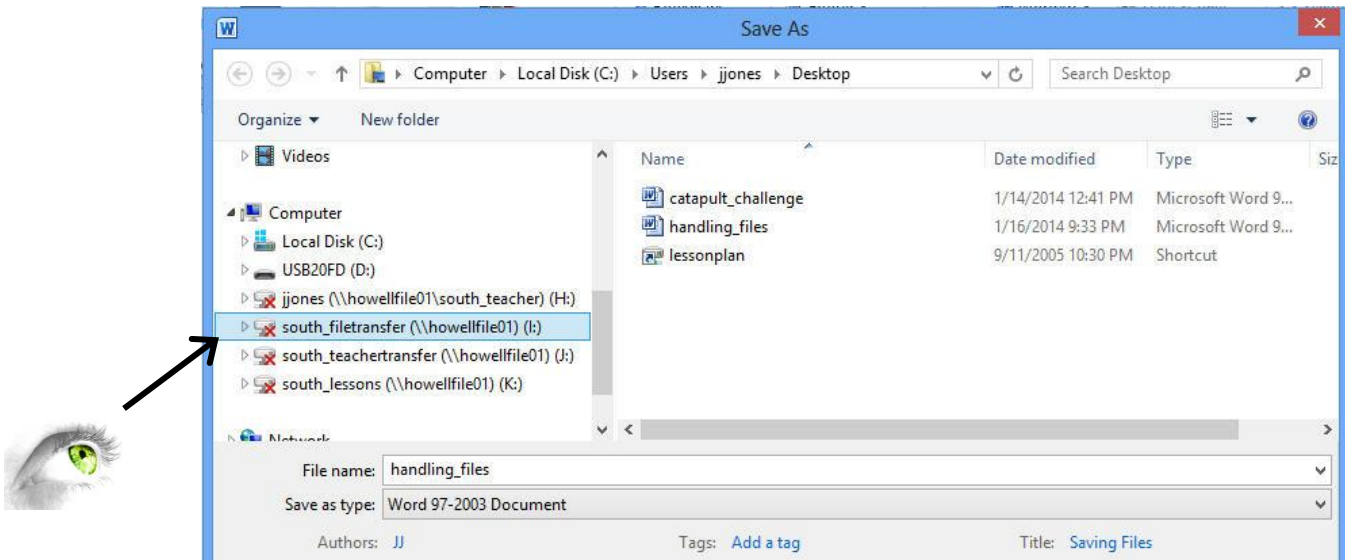
1) Select "Save" or "Save As" from the "File" menu bar



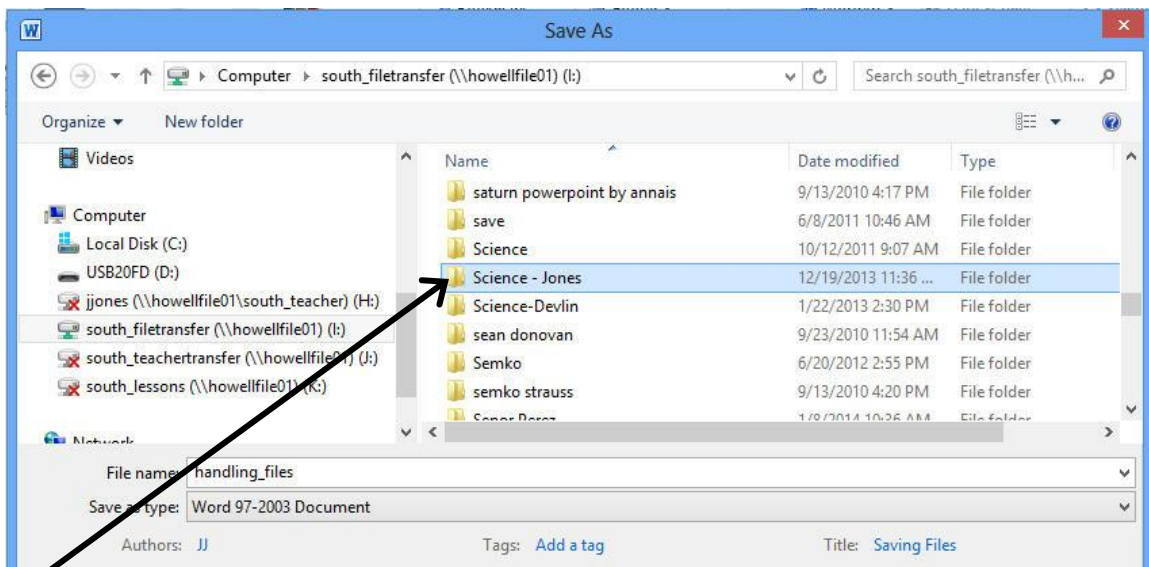
2) Select the "Computer" folder



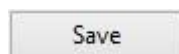
3) Choose the "south_filetransfer (\\howellfile01) (I:)" network option



4) Choose the appropriate sub-folder
○ ("Science - Jones" for this class)



5) Hit the "Save" button



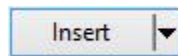
Emailing Files

- 1) Compose your e-mail
- 2) Select the paper clip icon or the attach file link - this will vary depending on your e-mail provider



OR [attach a file](#)

- 3) Locate the file you want to e-mail by browsing the computer folders
- 4) Select the file and hit the "**Insert**" button



Creating/Saving File Names

- 1) Avoid using punctuation or symbols in a file name (+ ' / @ etc.)
- 2) Provide a detailed name. i.e. - do not name a file "presentation" or "assignment"