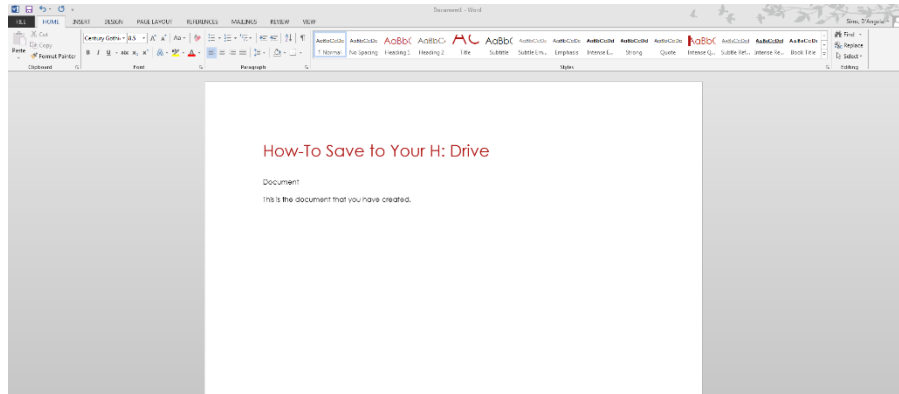
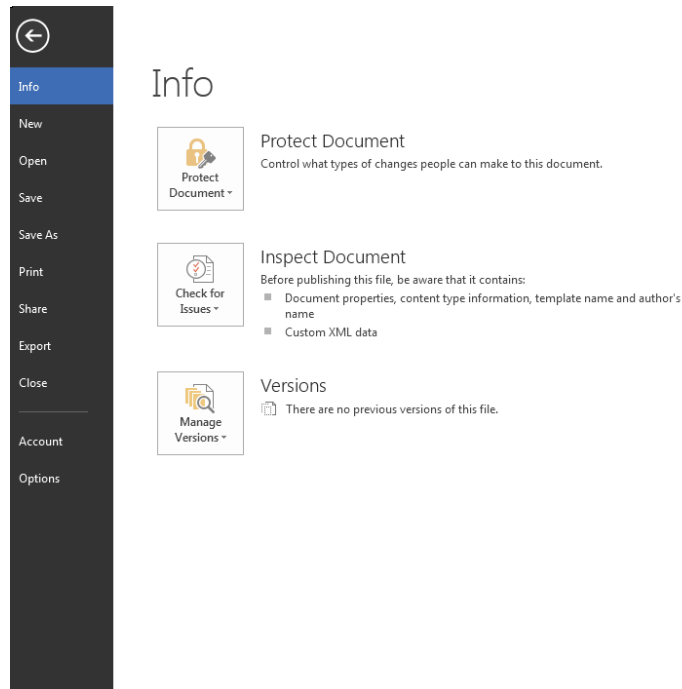


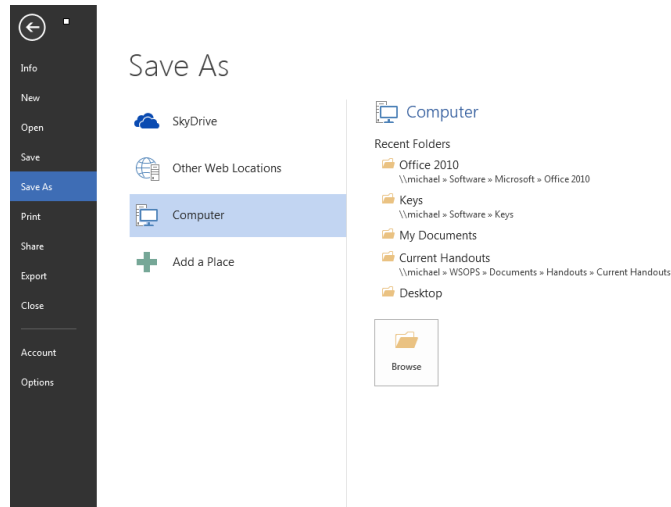
How-To Save to Your H: Drive



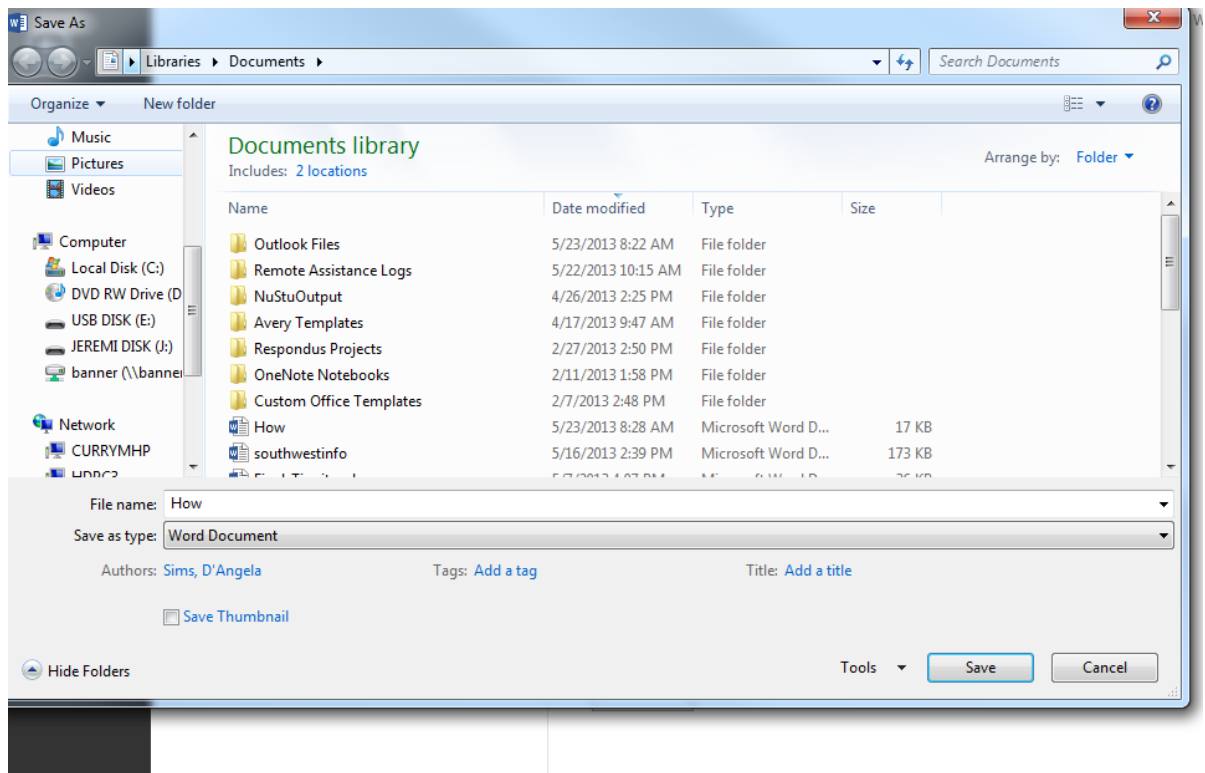
1. Here is your document. In the Upper Right Hand Corner Click on "File"



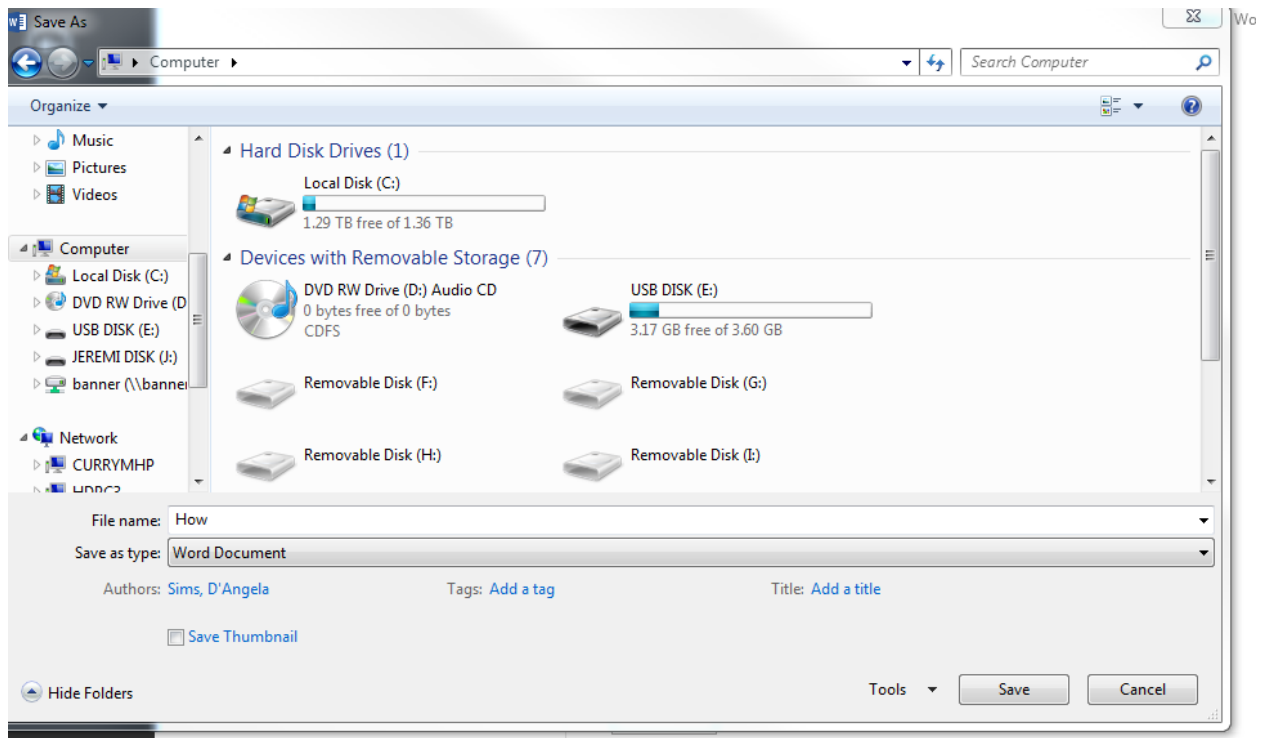
2. When you click on "File" you will get a page like this. Click on "Save As"



3. When you are on the "Save As" screen, click on "Browse"



4. A box like this will pop-up. On the Left Hand Side, your H: Drive will be available. You should see your name, with an "H" in parentheses.



5. Your H Drive will appear within this screen. Double click on the icon. Rename the File, where it says "File Name" and Click "Save" in the Lower Right Hand Corner.