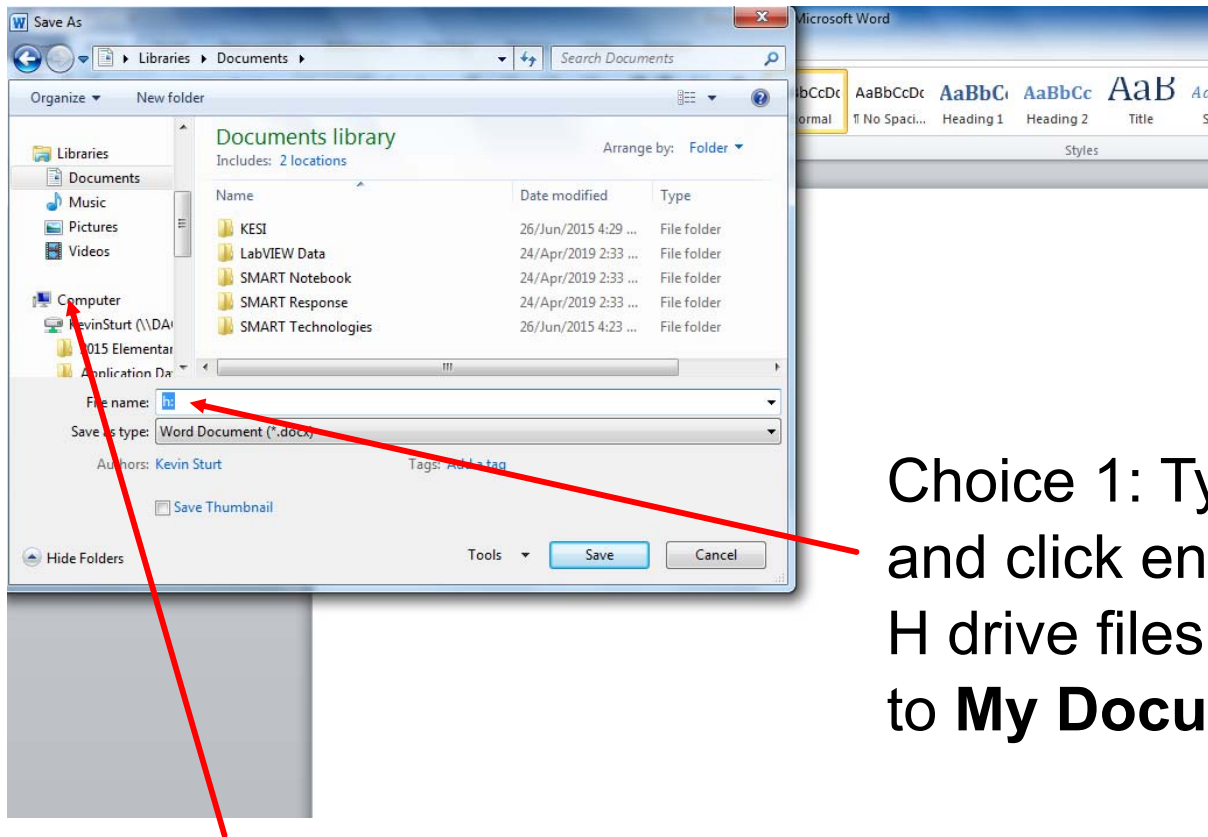


Saving files on Laptops

1. To save something in progress: **Alt - F** (ile) - (save) **A(s)**

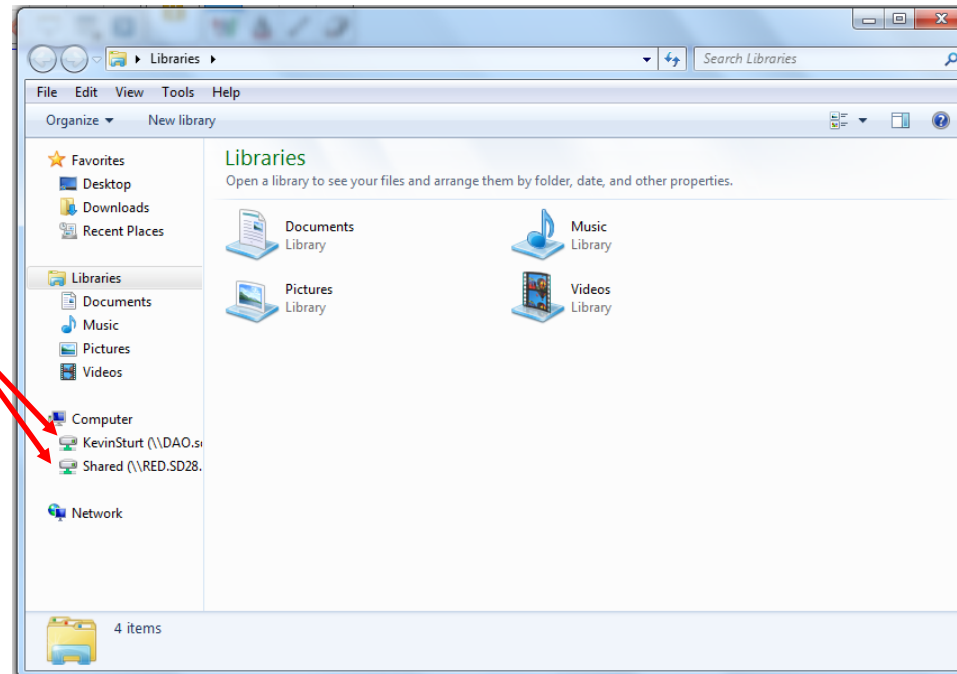


Choice 1: Type **h:**
and click enter to get
H drive files and save
to **My Documents**

Choice 2: Scroll down to "**Computer**" and notice the
H: (with your name) or S: (shared) drive options.
Shared drive also contains Sandbox folders!

2. Opening a file saved in H: drive or S:
(Shared) drive directories: Hold down **Ctrl-Alt-X**

Find the
directory
you want
to open



For files that have been saved to the
Sandbox, go to Shared and Sandbox folder.
Find the teacher's folder to find and double
click on the file to open.