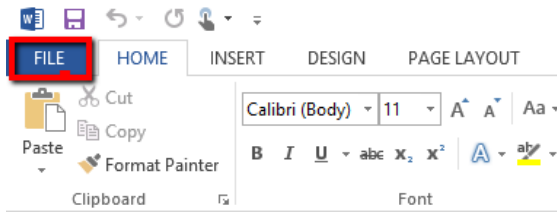

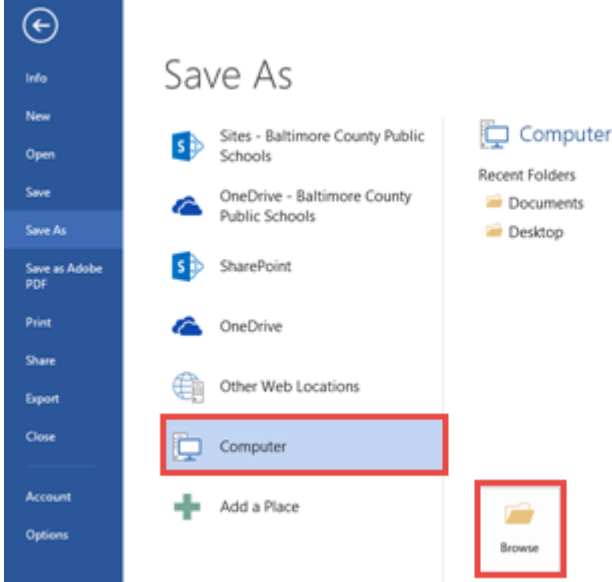


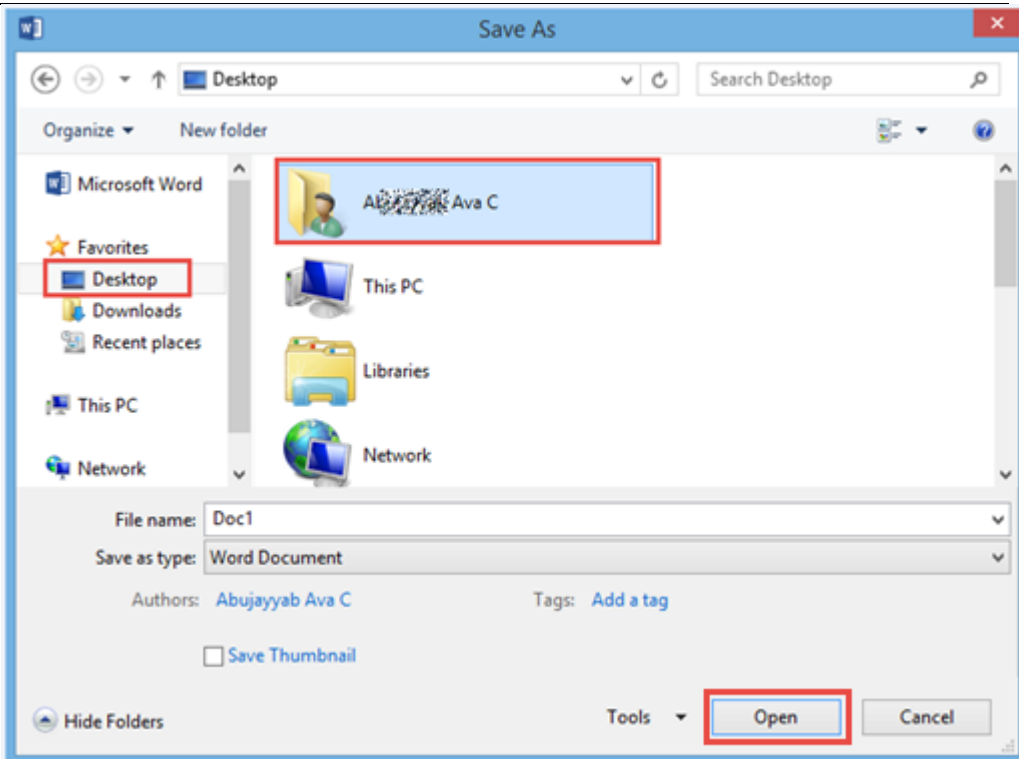
## Saving Work to the Downloads Folder

This save location is local to the harddrive of the device.

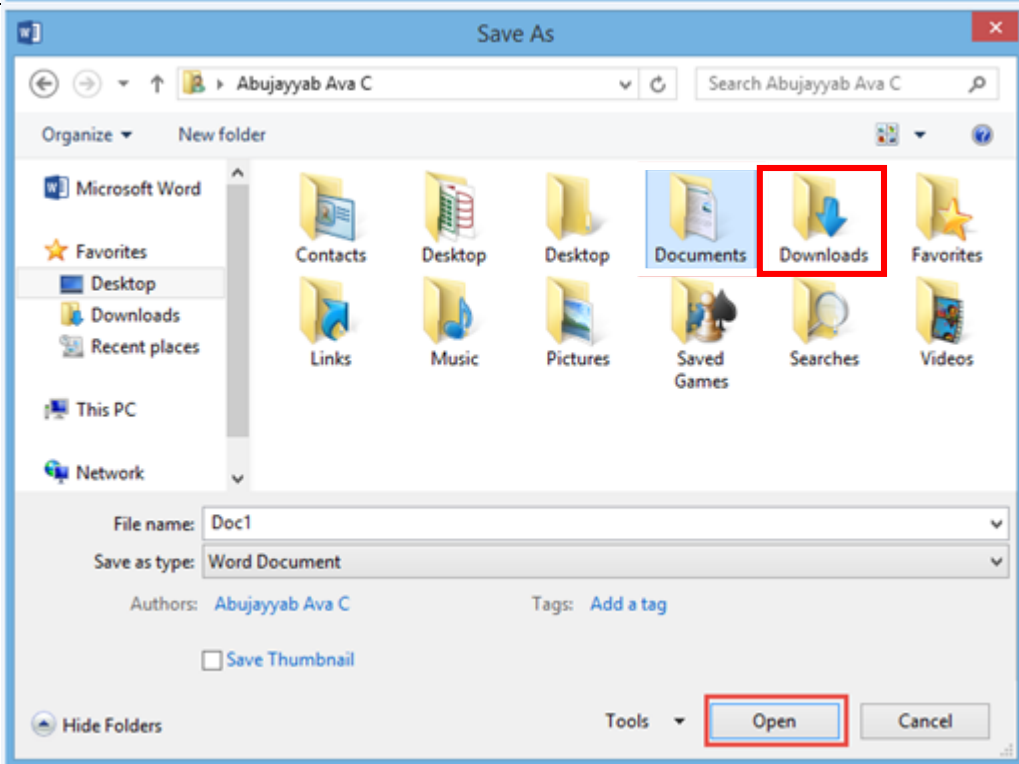
Files saved here are accessible at school and at home even if the device is not on a network.

<p>1. Select "File" in the upper left corner of your program.</p>	 A screenshot of the Microsoft Word ribbon interface. The 'FILE' tab is highlighted with a red box. Other tabs visible include HOME, INSERT, DESIGN, and PAGE LAYOUT. The ribbon shows various icons for editing and formatting, such as Cut, Copy, Paste, and Font settings.
<p>2. Select "Save As" from the left side of your screen.</p>	 A screenshot of the Word ribbon's 'Save As' menu. The 'Save As' option is highlighted with a red box. Other options visible include Info, New, Open, Save, Print, and Share.
<p>3. Select "Computer" and then "Browse"</p>	 A screenshot of the 'Save As' dialog box in Microsoft Word. The 'Computer' option is highlighted with a red box. Below it, the 'Browse' button is also highlighted with a red box. The dialog shows various save locations like Sites, OneDrive, and SharePoint, along with recent folders like Documents and Desktop.

4. Select “Desktop” then scroll to the folder that has your user name displayed and click “Open”.

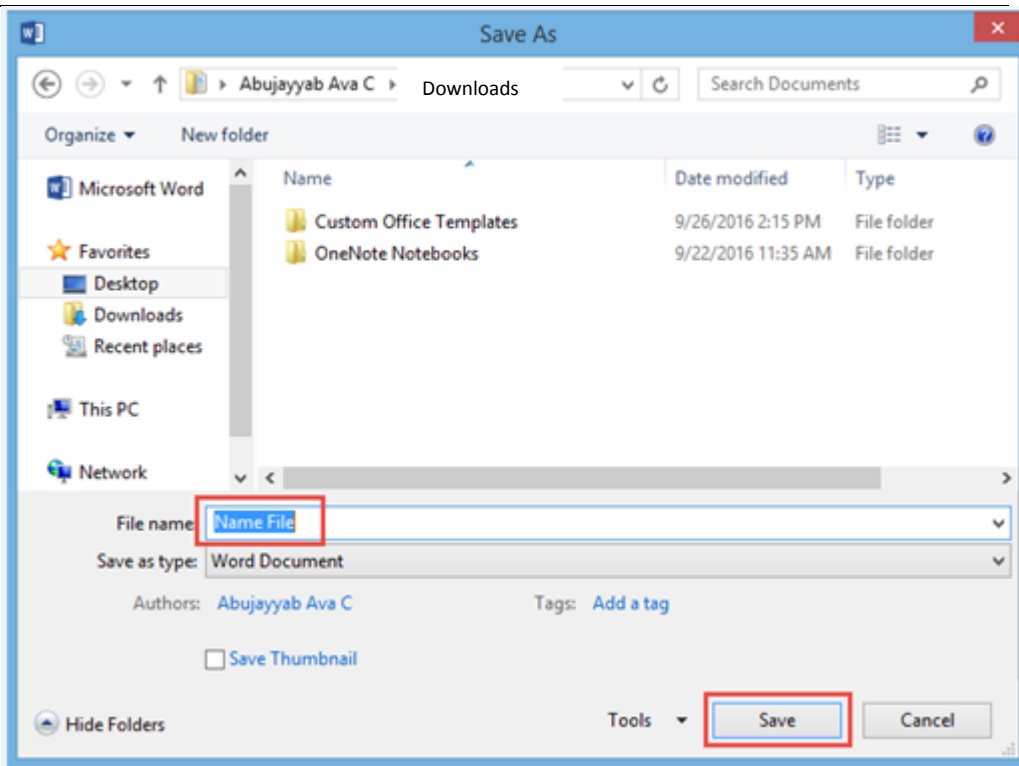


5. Select “Downloads” and then click “Open”.

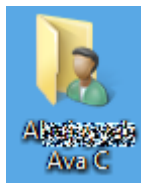


6. Name the file and then click "Save".

*You have the option here to place your file in a folder.*



Files saved here are accessible from the desktop of the computer.



On the desktop there is a folder labeled with your name. Double click to open the "Downloads" folder.

