

How to Save a File on a Public Computer

- Always begin by selecting Save As
- Then select Computer from the left hand menu
- Your choices will be displayed on the right
- If you would like to save the file to a thumb drive, please select Removable Disk (E: drive) and Save
- If you would like to save the file to your personal network drive, please select the drive titled with your user name and Save
- You can also save the document to the desktop, ONLY if you intend on emailing the document to yourself immediately
- NOTHING saved to the computer itself (desktop or otherwise) will be there indefinitely