

Saving and Printing Procedures for MS/Sr High Building

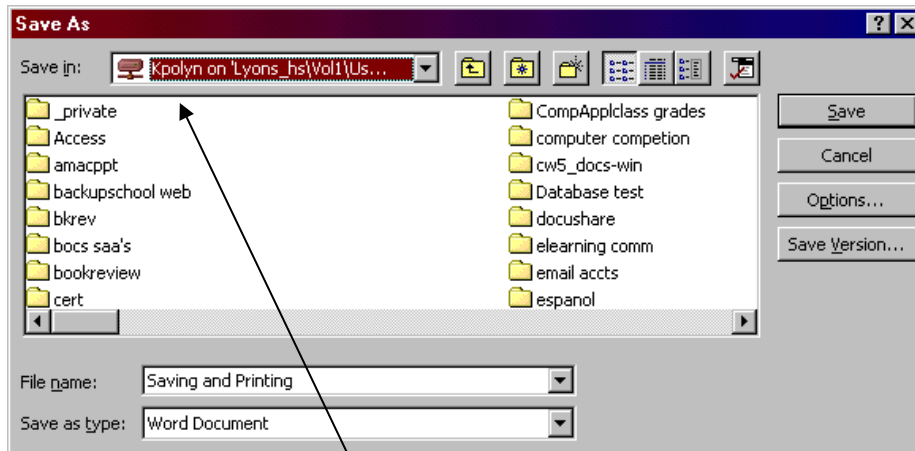
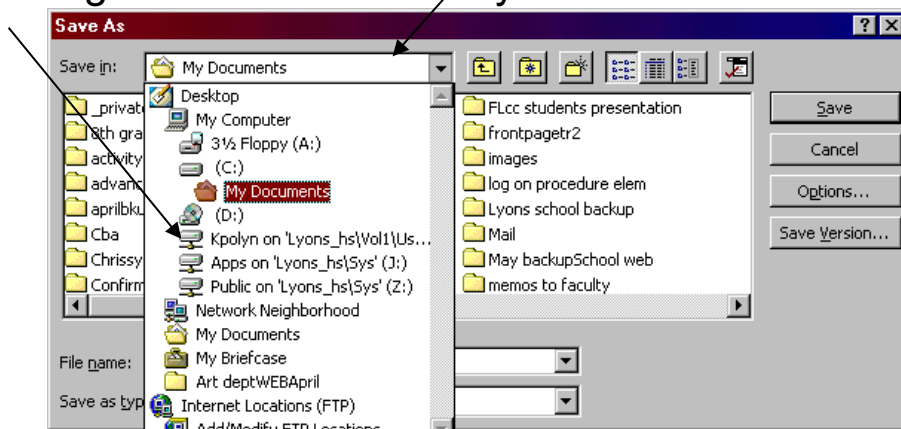
All teachers and students have their own home directory to save to.

To SAVE

Select Save as command or click on toolbar button

Navigate on Window save in box - to home directory.

Navigate to Home directory



Save in home directory.

Printing

Each workstation has a default printer on the network.

Select print command and document will print to default printer.