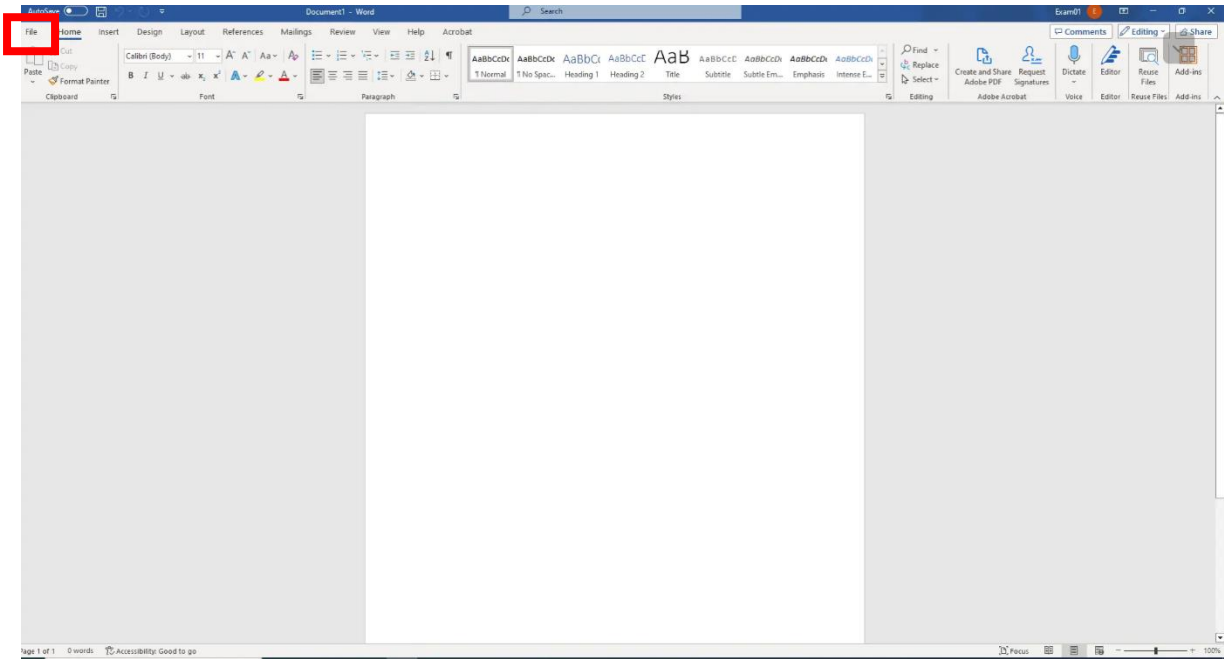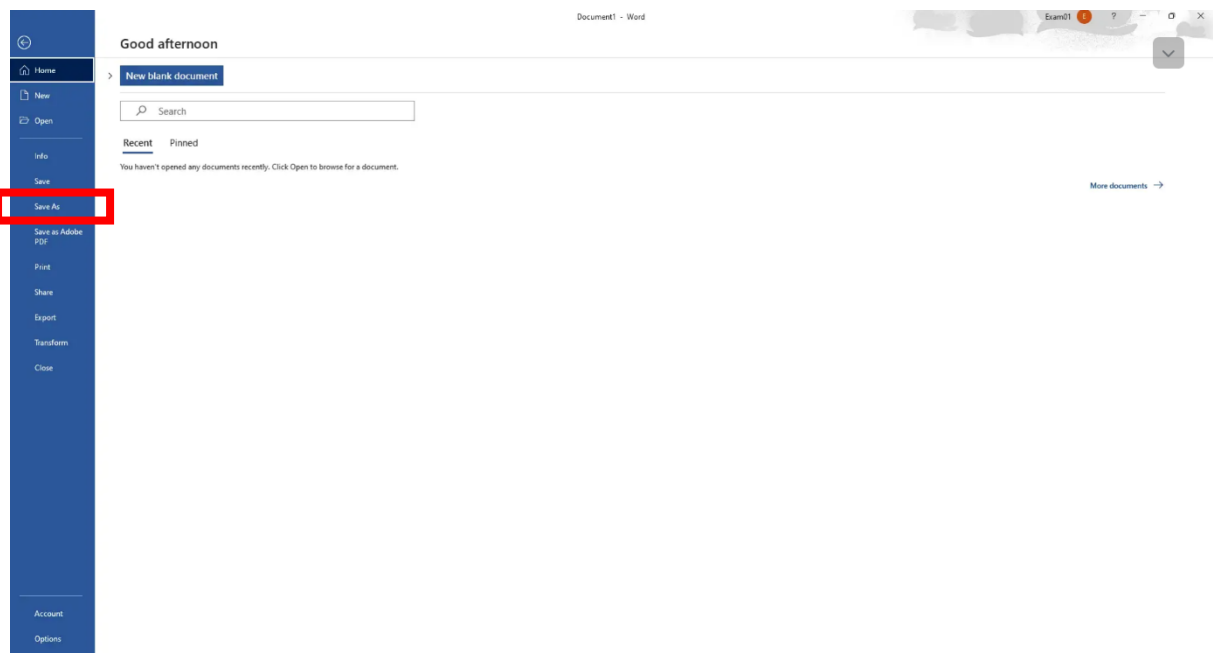# How to Save Documents

To save an exam document, use the following steps:
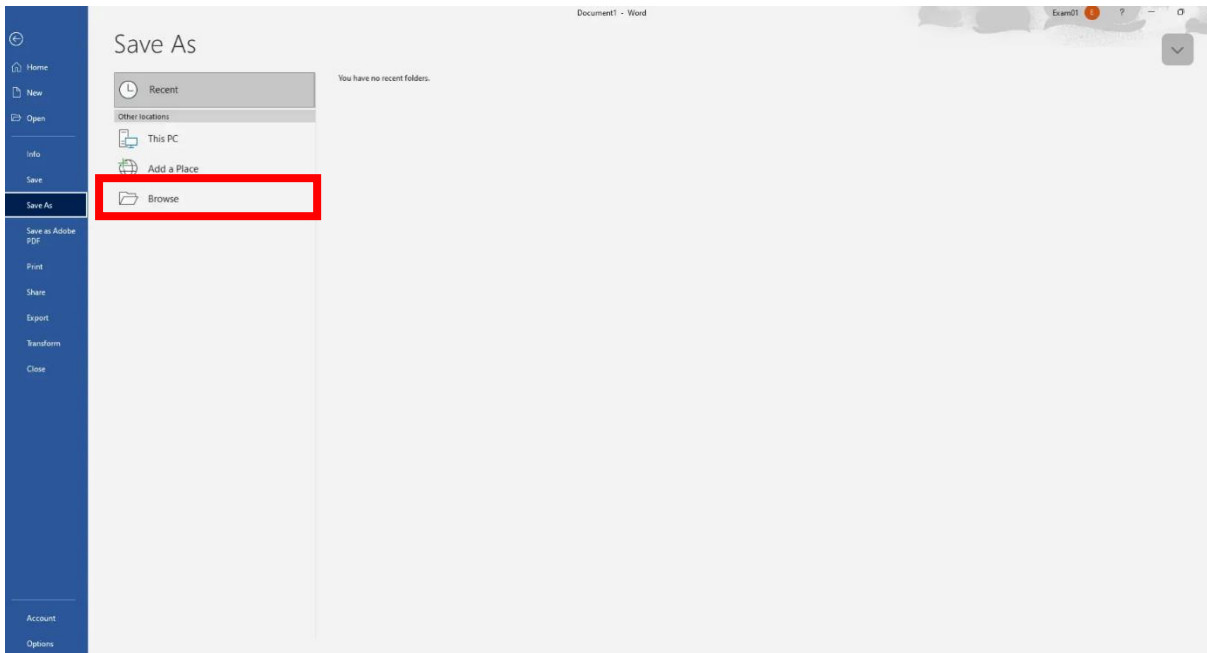
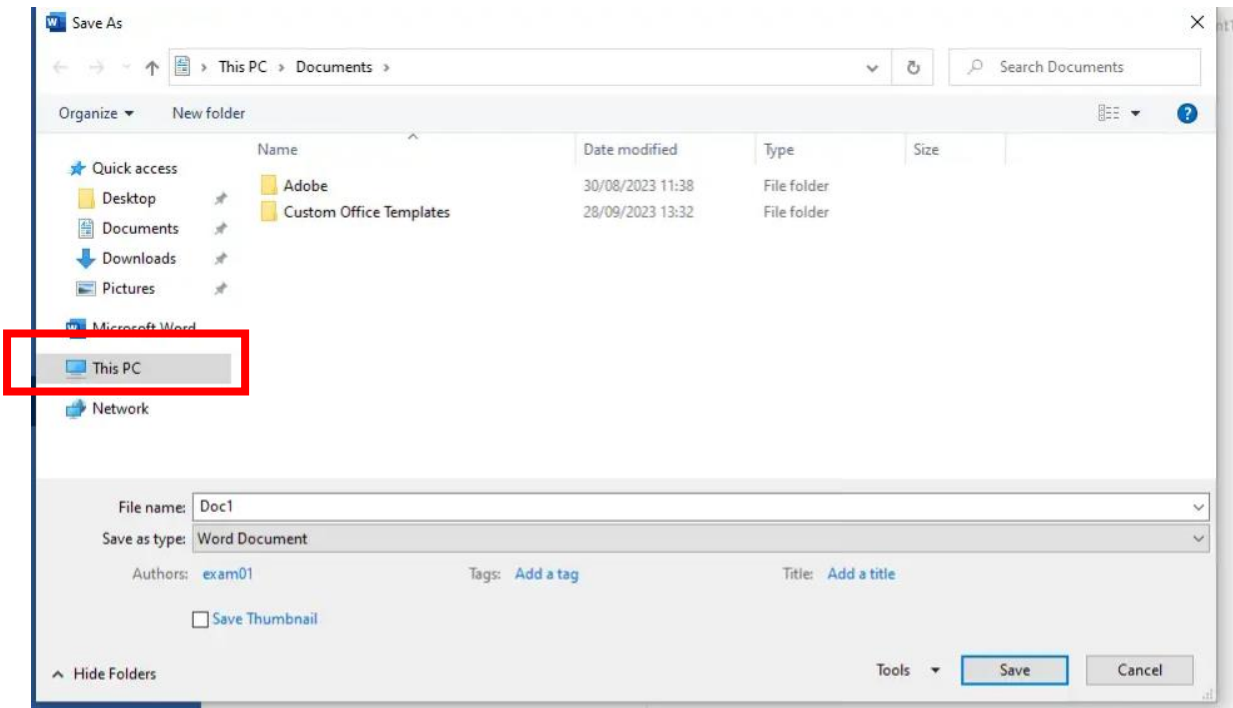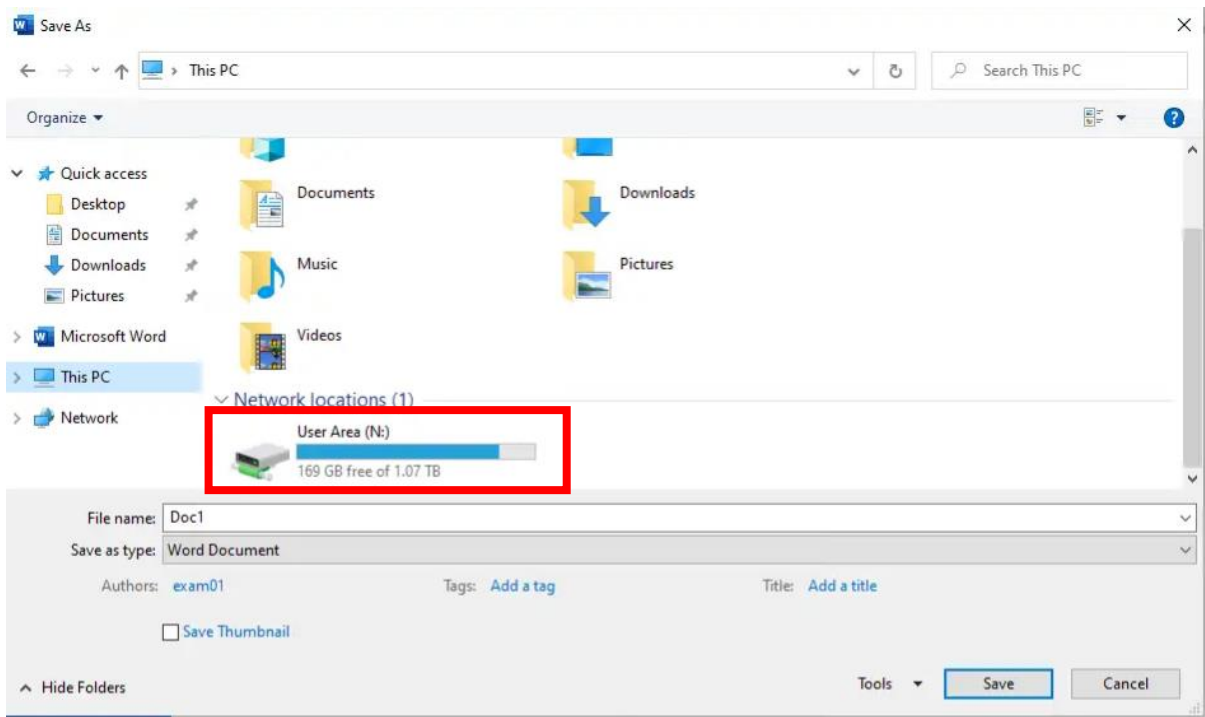1. In Word, click on the "File" tab in the top left.
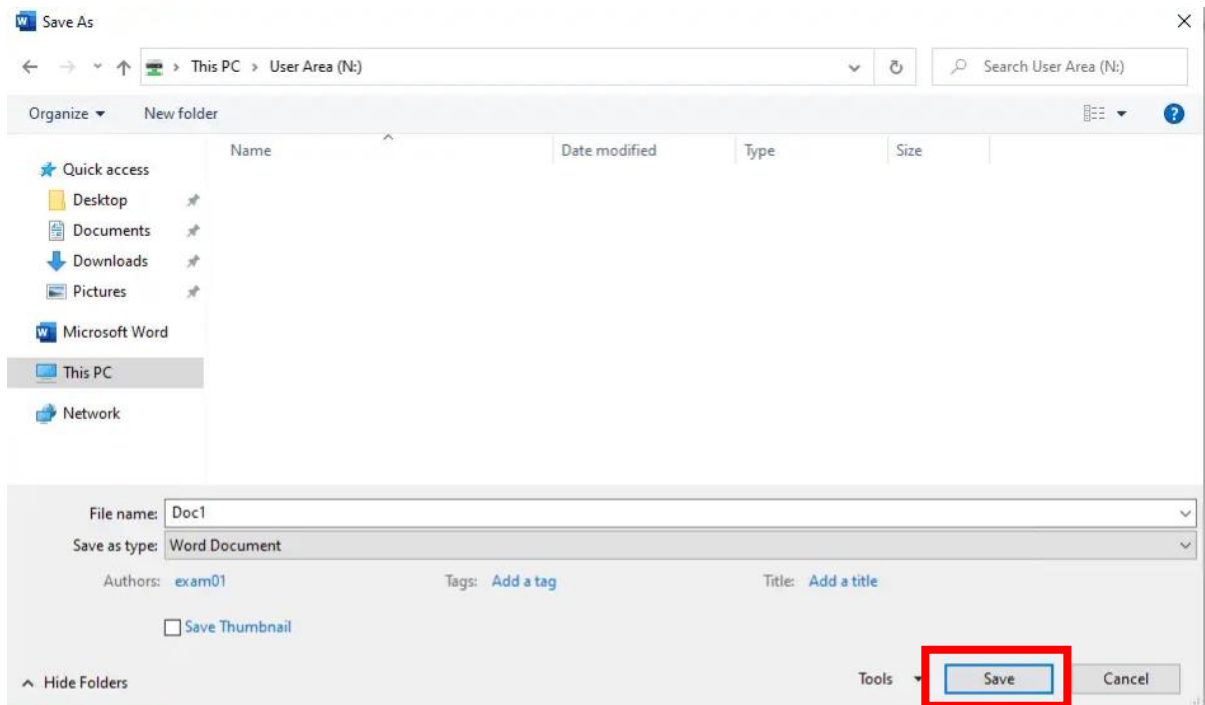

2. Click "Save As".

3. Click "Browse".

4. In the file window that opens, click on "This PC".

5. Scroll down and click "User Area (N:).

6. The student should type in the correct naming convention for their document and click "Save".

7. Once the above steps have taken place, the students can click on the "Save" icon periodically throughout the exam to ensure their work is up to date (this button is in the top left corner of Word). NOTE: Auto-Save does NOT take place on these users, the students will need to ensure they are clicking the save icon periodically.