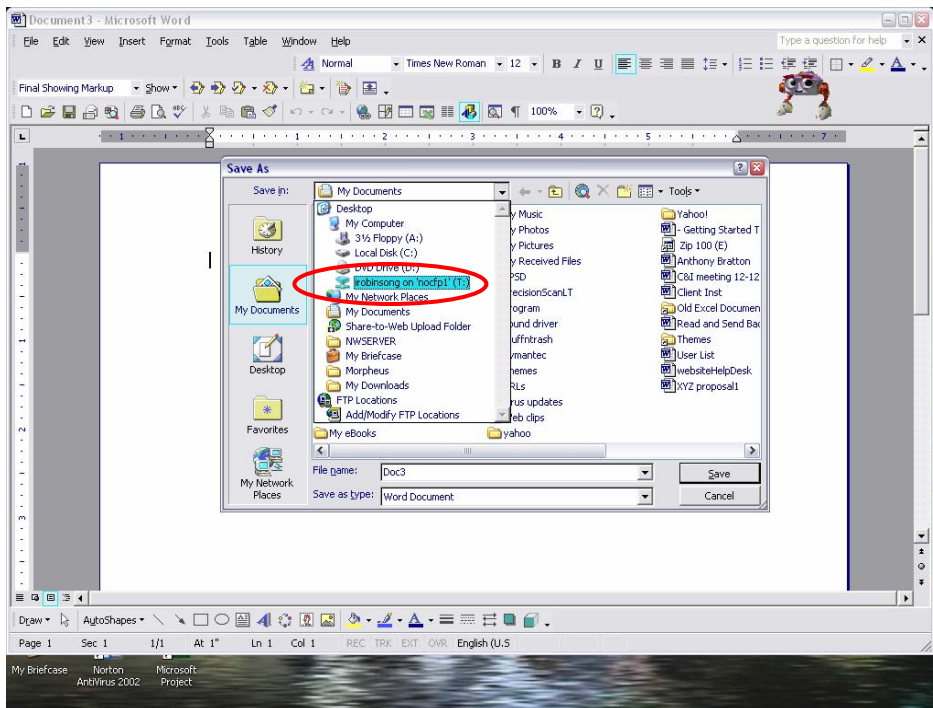
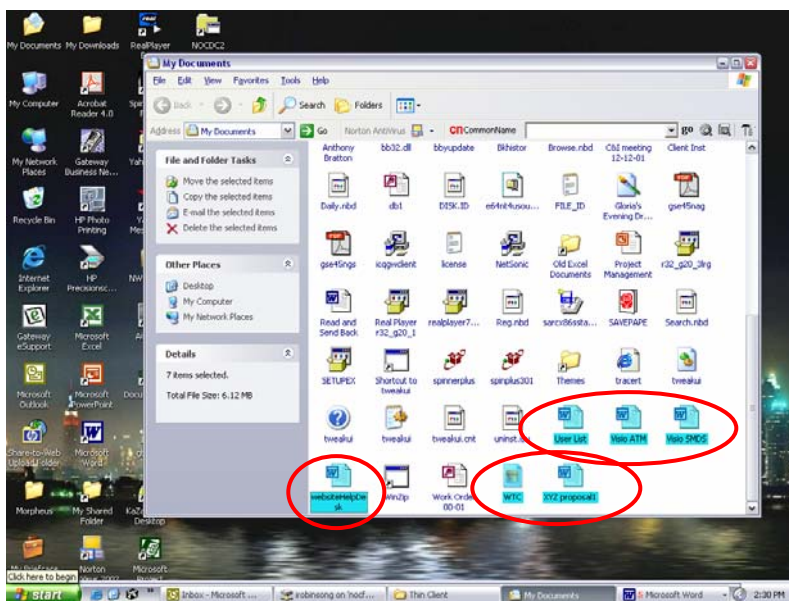


Click once on the down arrow next to *My Documents*, choose the network (T:) drive, and click once on the *Save* button

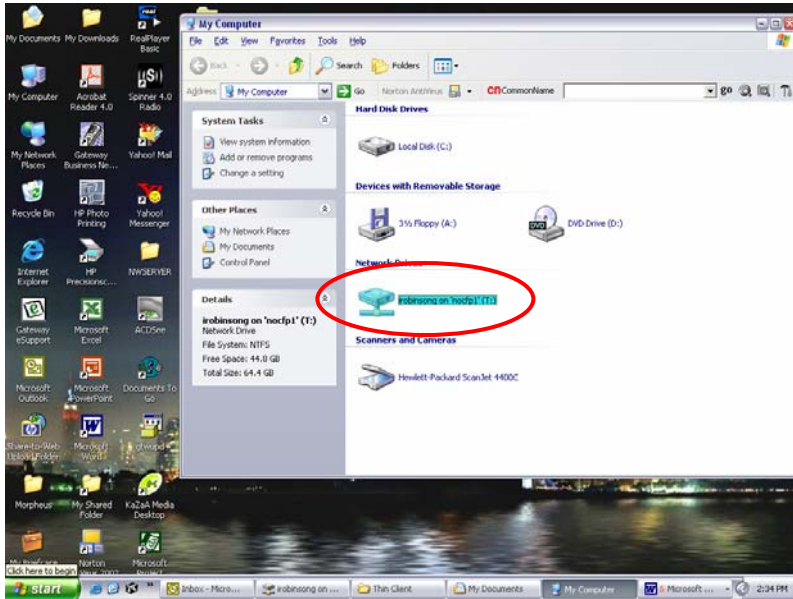


Your document will then be saved on the network (T:) drive space.

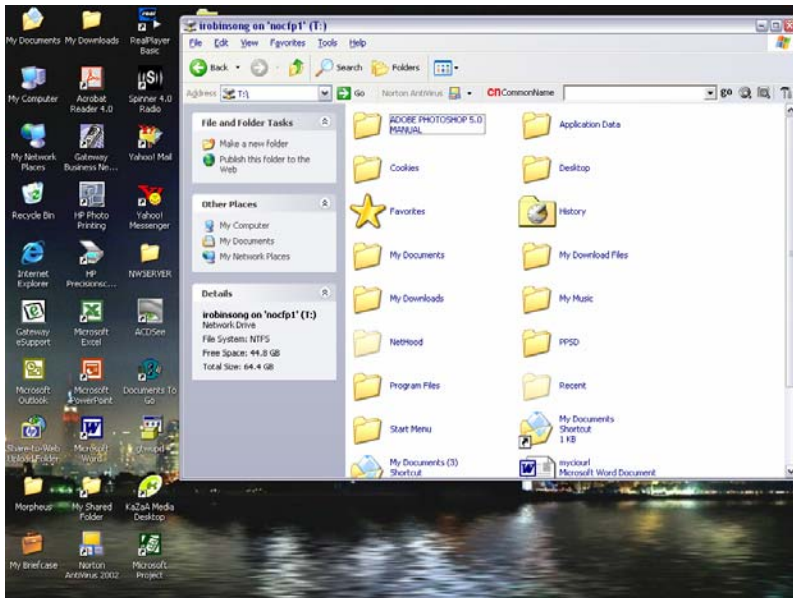
To save existing documents, select the desired document(s), then hold down the **Ctrl** key and press the letter **C** key OR right click and choose *Copy* from the drop down menu to copy the document(s) to the clipboard



Double Click on *My Computer* then double click on your network (T:) drive



Then hold down the **Ctrl** key and press the **V** key OR right click and choose *Paste* from the drop down menu to paste them in your network (T:) drive space



Please contact the Help Desk at X5555 for further assistance.