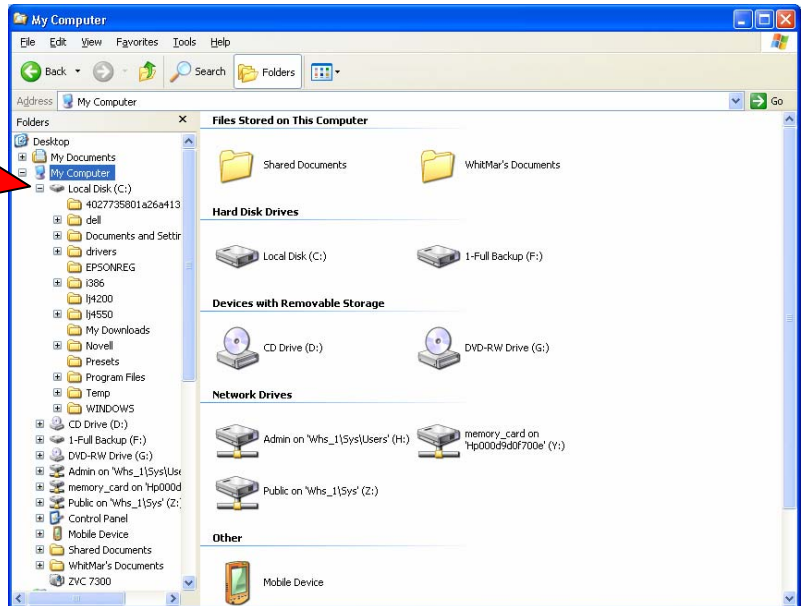


# *Saving to the Server (H:) Drive*

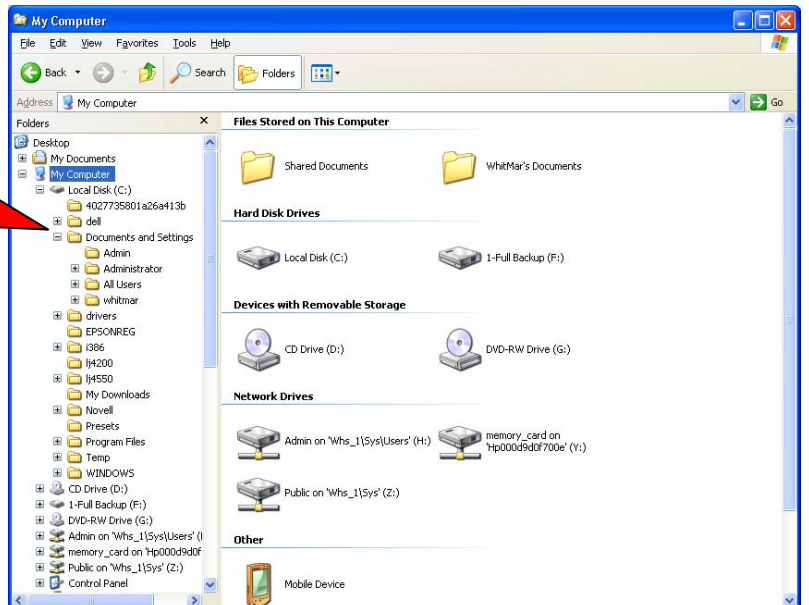
1. Select “Start” from the taskbar on the bottom of the desktop. Right click on “My Computer” from the list. Select “Explore.”



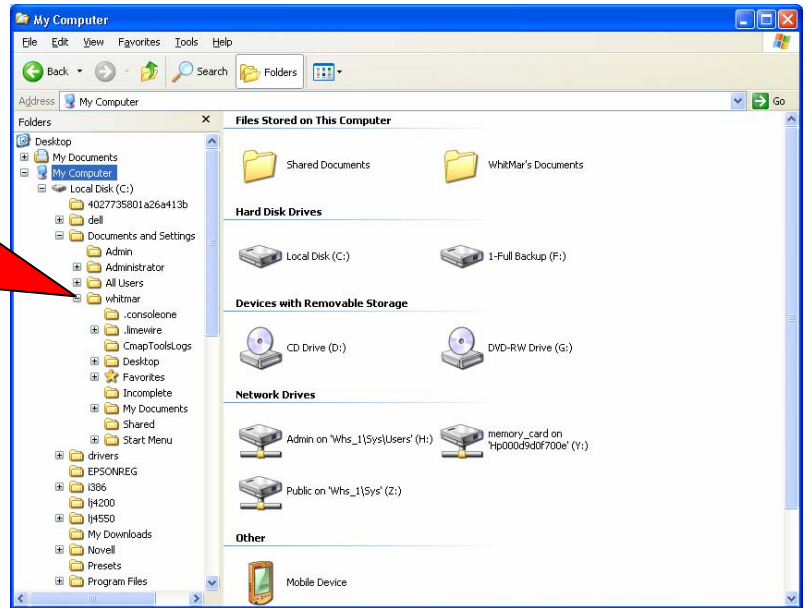
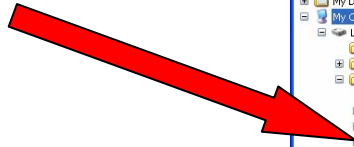
2. Select the + sign next to the “Local Disk (C:)” from the sidebar along the left side of the window to reveal the list of folders inside the hard drive.



3. Select the + sign next to “Documents and Settings.”



4. Select your user folder from the dropdown menu.



5. Drag and drop the “My Documents” folder into the H: Drive under “Network Drives” and the files will copy themselves onto that drive. Repeat the steps above for other documents and folders that you have created.

