# 3 Ways to Save & Back-Up

Save to your H:drive

1. Click File

2. Click Save As

3. Select H: drive

4. Double click specific
   subject folder

5. File name*

6. Click Save

   Repeat for Flashdrive

Save to your Flashdrive

1. Click File

2. Click Save As

3. Select your Flashdrive

4. Double click specific
   subject folder

5. File name*

6. Click Save

   Repeat for Documents

Save to your Documents

1. Click File

2. Click Save As

3. Select Documents

4. Double click specific
   subject folder

5. File name*

6. Click Save

*File name: name.title.genre

Example: mbrown.ExcitingDay.narrative