Step 1:

Click the blue box that says **File** in the top left hand corner of the screen.



Your Screen should look like this after you have clicked it:



Step 2:

Click **Save As** on the left hand menu.

A dialogue box will appear

on your screen:



Step 3:

In the left hand box,

scroll down until you find **Computer**,

double click on it.

Step 4:

Find the drive that begins with your graduation year, followed by your last name, and double click on it.

It will be located under **Network Location**.

Step 5:

Backspace whatever is in the **File name** box out, and replace it with your last name followed by the assignment name.

For example: Watson Short Story

Then click **Save**.