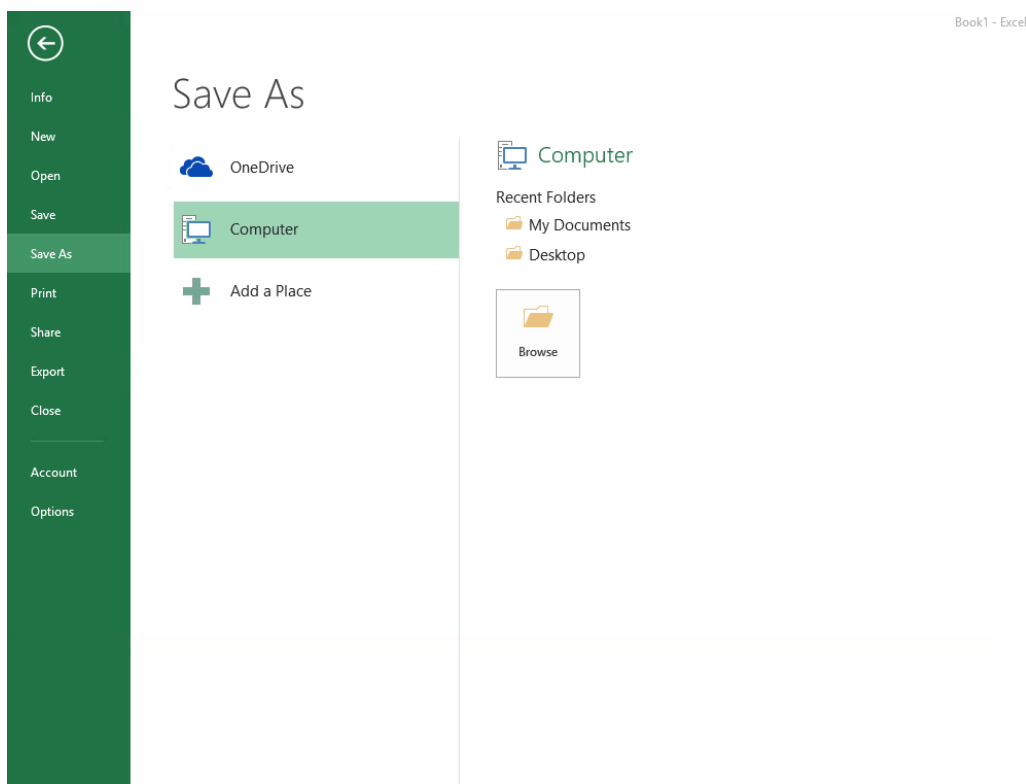


How to Save Files in UCF Apps (local computer)

The document below will show you how to store documents to your local computer.

It is still highly recommend that you store your documents on the Knights Drive as frequent as possible.

Click on “Save as” in any program. Then click browse.

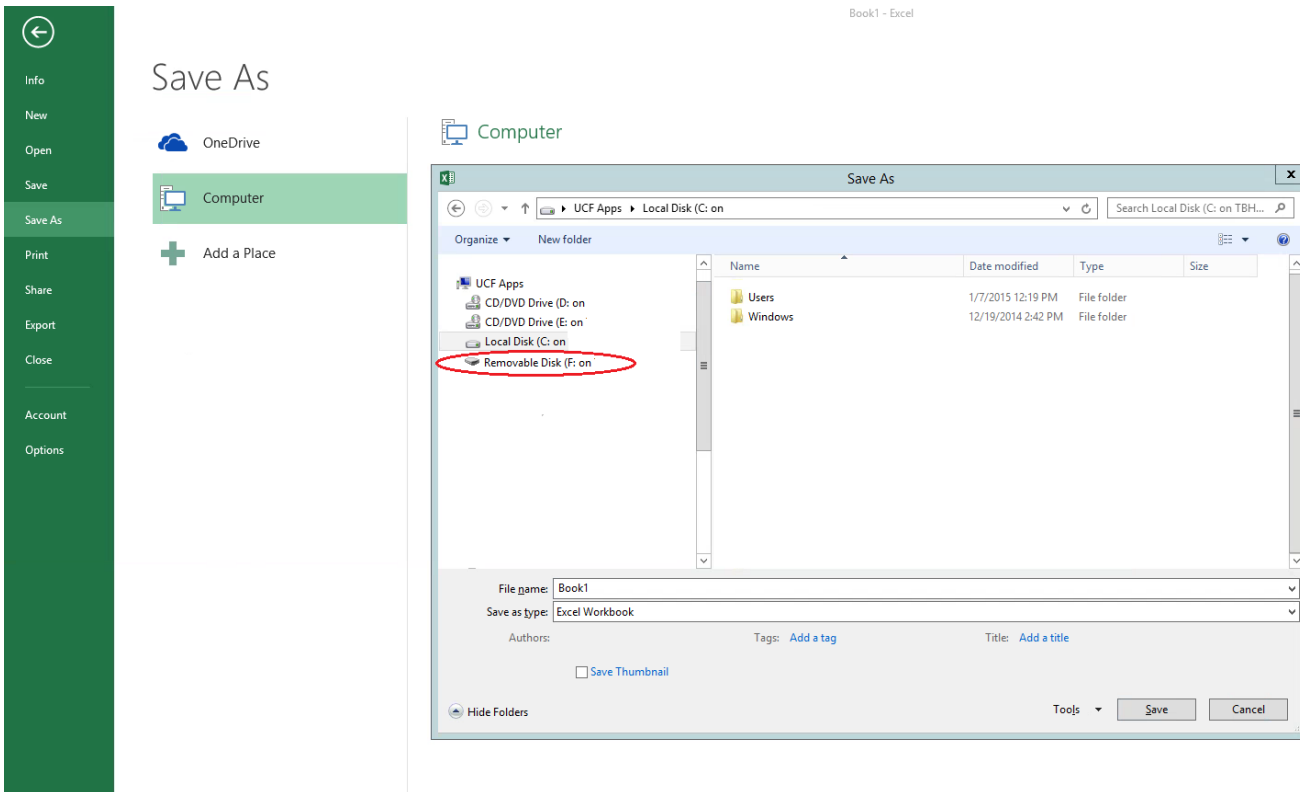


If a dialogue box similar to the one below appears check the “Do not ask me again for this site” box, then click “Permit all access”



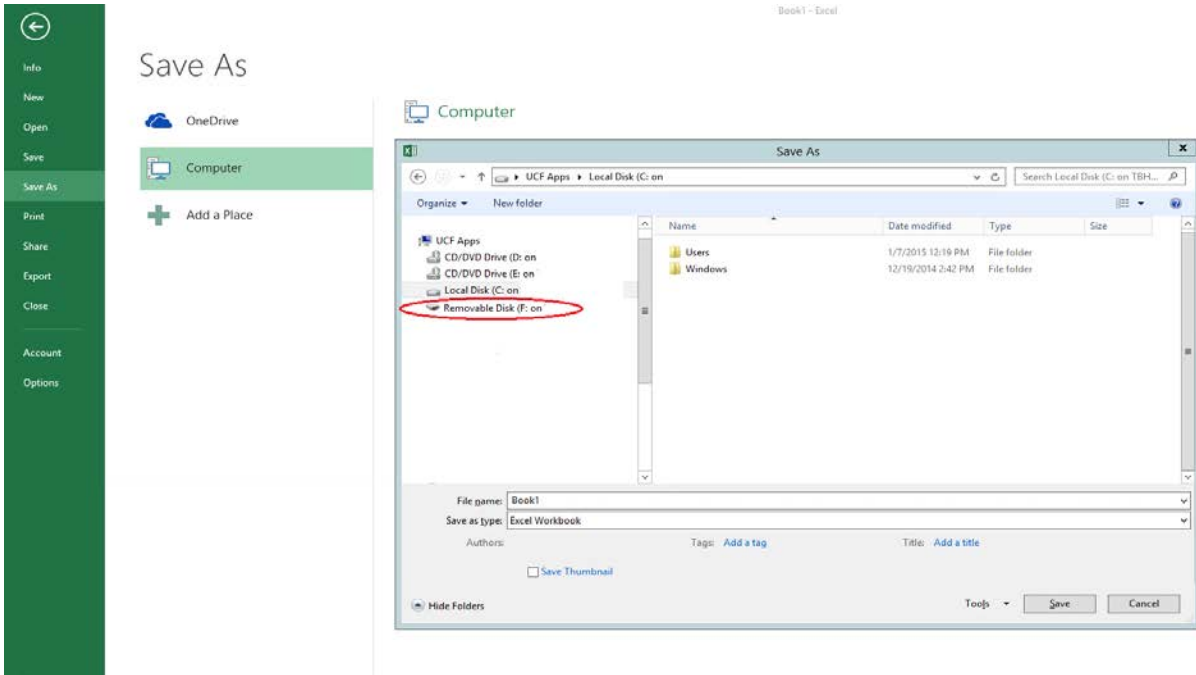
Click on Local Disk (C: on “Name of your computer”) to expand the save options.

Or click on any removable thumb drive (example is circled in red).



If saving to the local C: Select Users, “your user name”, Documents, name your document, and click “Save”.

If saving to a removable drive just click that drive (circled), name the document, and click “Save”.



Your document is now saved on the drive you selected. (See circled example below).

