

# How to Save Files in UCF Apps (webcourses)

*It is highly recommend that you store your documents on the Knights Drive as frequent as possible. The document below will show you how to do this.*

Click on any file from webcourses via UCF Apps. (See circled file) Double click the file to open it.

The screenshot displays the webcourses@UCF interface. At the top, there is a navigation bar with the user's name 'John Marshall' and links for 'Inbox', 'Settings', 'Logout', and 'Help'. Below this, there are tabs for 'Courses & Groups', 'Grades', and 'Calendar'. The main content area shows the course 'ECO6115-15Spring 0126' and a file browser view for 'Class 1'. The file list includes 'At home', 'Jan 15 - Intro lecture.pptx' (1.51 MB), 'The Pew Center - update - March 2014.pdf' (906 KB), and 'The Pew Center on the States - Pension Report - April 2011.pdf' (488 KB). A sidebar on the left contains navigation options like Home, Assignments, Discussions, Grades, People, Files, Syllabus, Quizzes, Conferences, Collaborations, Chat, UCF Library Tools, and Success Resources. At the bottom, there is a footer with 'BY INSTRUCTURE' and various links. A download bar at the very bottom shows the file 'Jan 15 - Intro lectur...pptx' with a red circle around it.

Click on "Save as" in any program. Then click browse.

The screenshot shows a web application interface with a yellow header. The header contains the text "webcourses@UCF" and navigation links: "Courses & Groups", "Grades", "Calendar", "John Marshall", "Inbox", "Settings", "Logout", and "Help". Below the header, there is a breadcrumb trail: "ECO6115-15Spring 0126 > ECO6115-15Spring 0126 > Files". A secondary header shows "Home", "ECO6115-15Spring 0126", and "Class 1". The main content area is titled "Jan 15 - Intro lecture (1) - PowerPoint".

The "Save As" dialog is open, showing a left sidebar with the following options: Info, New, Open, Save, Save As (highlighted), Print, Share, Export, Close, Account, and Options. The main area of the dialog is titled "Save As" and contains three main sections:

- OneDrive**: A blue cloud icon and the text "OneDrive".
- Computer**: A computer icon and the text "Computer", which is highlighted with an orange background.
- Add a Place**: A green plus sign icon and the text "Add a Place".

On the right side of the dialog, there are three sections:

- Current Folder**: A folder icon and the text "K:".
- Recent Folders**: A list of folders: "K:", "My Documents", and "Desktop".
- Browse**: A folder icon and the text "Browse" inside a rectangular button.

Your file should already be saved and available for access in the "K" drive as shown below.

The screenshot shows a web browser window with the URL [webcourses@UCF](#) and a course page for ECO6115-15Spring 0126. Overlaid on the browser is a Windows File Explorer window titled "Save As". The File Explorer window shows the "Knight Drive (K:)" with a file named "Jan 15 - Intro lecture" circled in red. The file name and "Save as type" are also circled in red.

Name	Date modified	Type	Size
3dsMaxDesign	11/5/2014 4:54 PM	File folder	
Custom Office Templates	11/5/2014 4:55 PM	File folder	
Music	11/20/2014 1:59 PM	File folder	
My SAS Files	11/5/2014 4:54 PM	File folder	
OriginLab	11/5/2014 4:54 PM	File folder	
Pictures	11/20/2014 1:59 PM	File folder	
Revit Architecture 2012	11/5/2014 4:54 PM	File folder	
Videos	11/20/2014 2:46 PM	File folder	
Visual Studio 2008	11/5/2014 4:54 PM	File folder	
Jan 15 - Intro lecture	2/4/2015 8:48 AM	Microsoft PowerP...	1,550 KB
Jan 15 - Intro lecture	2/4/2015 8:47 AM	Microsoft PowerP...	1,550 KB

File name: Jan 15 - Intro lecture (1)  
Save as type: PowerPoint Presentation  
Authors: Eric Schmidbauer  
Tags: Add a tag  
Title: ECO 2023H