

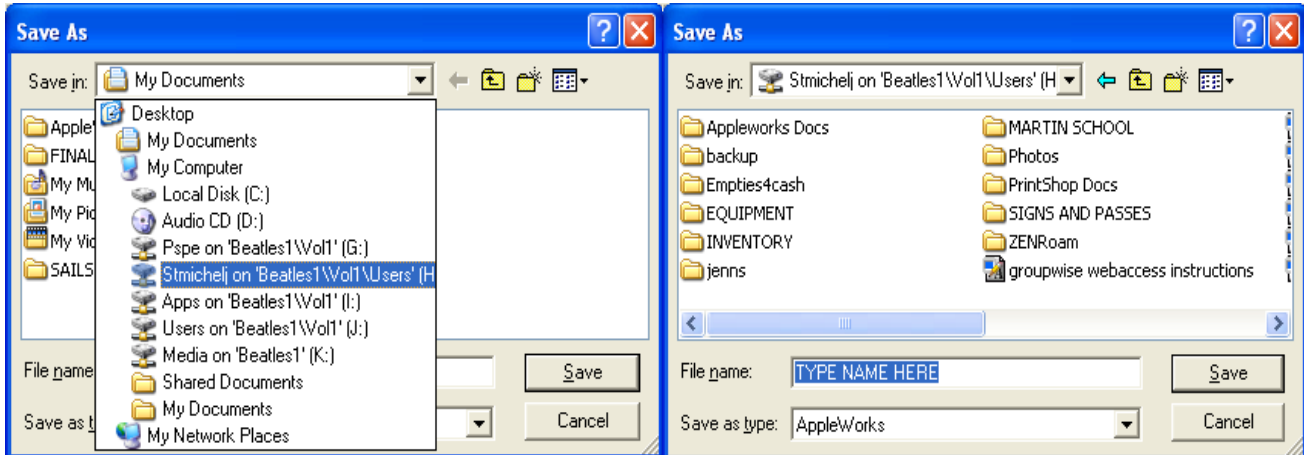
Saving and retrieving files on the HMS server

Hurley Middle School has a computer server (BEATLES1/VOL1) that allows students to save/retrieve files. Once a file is saved to the server, a student may access this file on any computer in the school.

DIRECTIONS FOR SAVING A FILE TO BEATLES1:

PERSONAL COMPUTER

- 1.) Click on **File – Save As**. Click on the arrow in the **save in** window and select your name:
- 2.) Type a file name in the **filename** box and click on **save**:



MACINTOSH COMPUTER

Be sure that you are logged onto the server. Click on the following items, left to right:

BEATLES.VOL1 ~ USERS ~ Your class (CL12, CL13 or CL14) ~ YOUR USERNAME

In the **Save As** box at the top, type a file name – be sure to include the file extension (.cwk, .ppt, etc.)
Click on the blue **save** button at the bottom of the screen.

