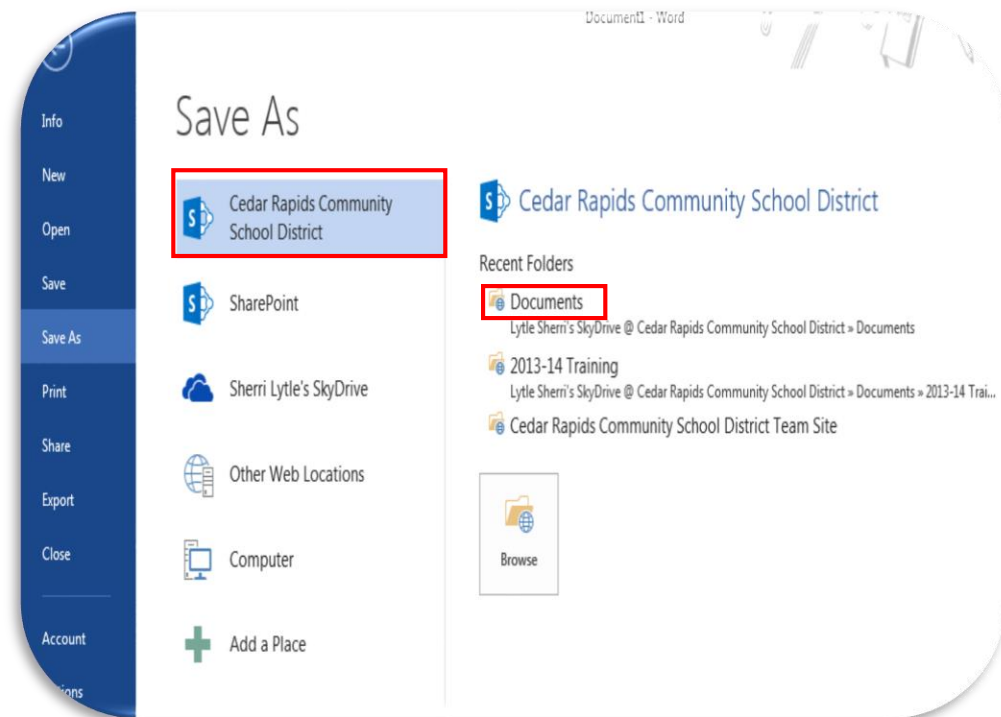


How to Save a Word document on the CRCSD SkyDrive

1. Select **File**.
2. Select **Save As**.
3. Click on **Cedar Rapids Community School District**.
4. Then select **Documents** under Recent Folders.
5. You will see your SkyDrive files and folders. Name the document and press **Save** to the desired location.



How to Save a Word document on a Network Drive

1. Select **File**.
2. Select **Save As**.
3. Click on **Computer**.
4. Then select **Browse** under Recent Folders.
5. You will see your Network files and folders.
6. Name your document and press **Save** to the desired location.

