



## **Saving Work**

\*\*Every piece of work that you do MUST be saved in multiple locations. This not only saves you from losing all of your hard work, but also allows you to continue working on multiple devices.

\*\*You should always save to your “Home” folder, a USB or Google Drive

### **SAVING TO “HOME” FOLDER ON MAC COMPUTERS**

1. You each have a “Home” folder that is named as your student number.
2. Save your work to the desktop

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3. Click on your “Home” folder (usually found in the bottom toolbar)
  4. Drag your saved document from the desktop into your home folder

### **SAVING TO “HOME” FOLDER ON A PC**

1. Click “save as” and choose “Documents” folder

### **SAVING TO GOOGLE DRIVE**

1. Open Google Drive and login using your Gmail details
2. Click on “New” and “File Upload”
3. Select the file that you wish to save