

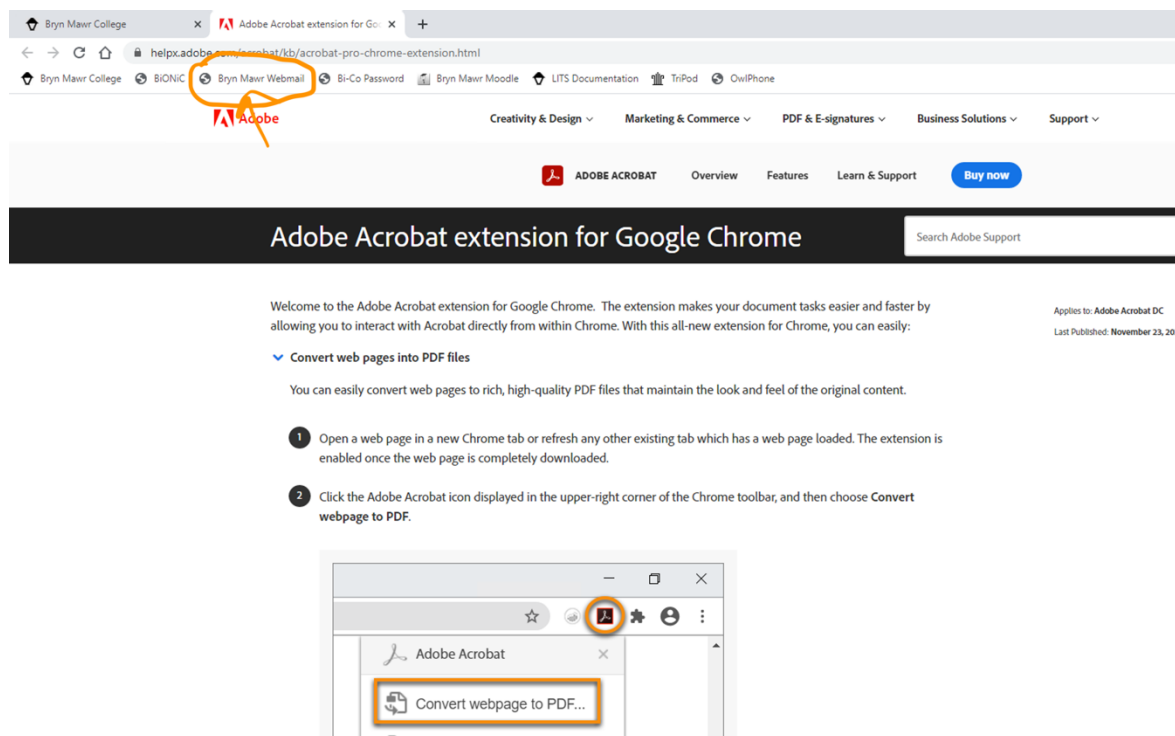
To save the output by exporting it, go to File, click on Export. There is a Document Box with a drop down menu for Type. Click the drop down menu and choose to save your document as a Word/RTF document or a PDF document. If you choose the Word/RTF document, you will have the ability to edit the document. If you choose PDF, you will not be able to edit the document. At the bottom of this Document Box there is a File Name box. To the right of that box Click Browse. Choose a directory to save the file (your usb device or your H-drive). Name the file CA2_YourInitials (CA2_BL, for example). Click OK and the file will be saved to your flash drive or your H-drive.

To email the results or save to OneDrive when using remote desktop access:

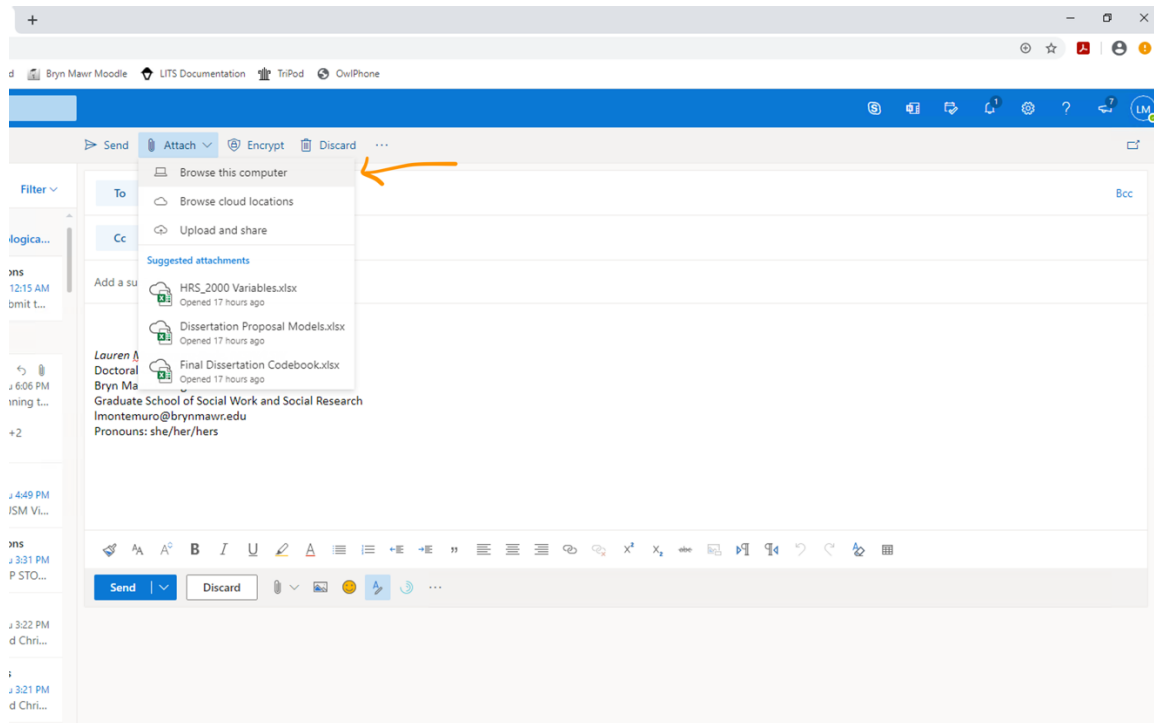
1. Open Google Chrome while on the remote desktop.



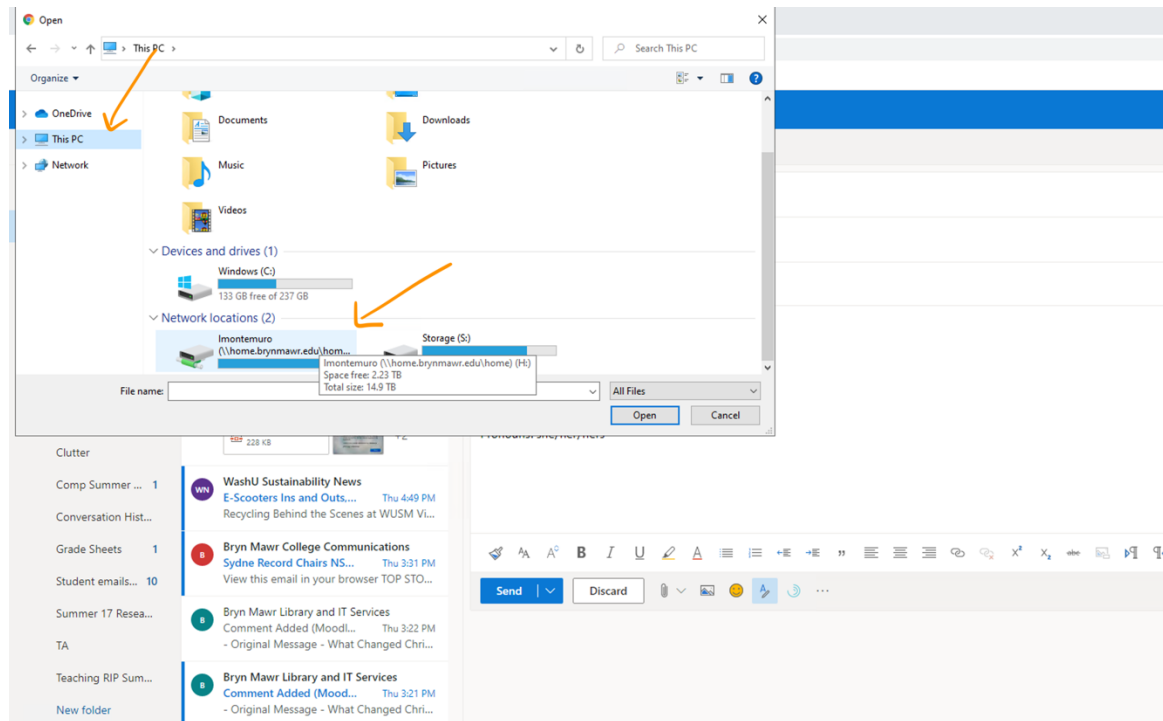
2. Go to BMC email and log in using your username/password.



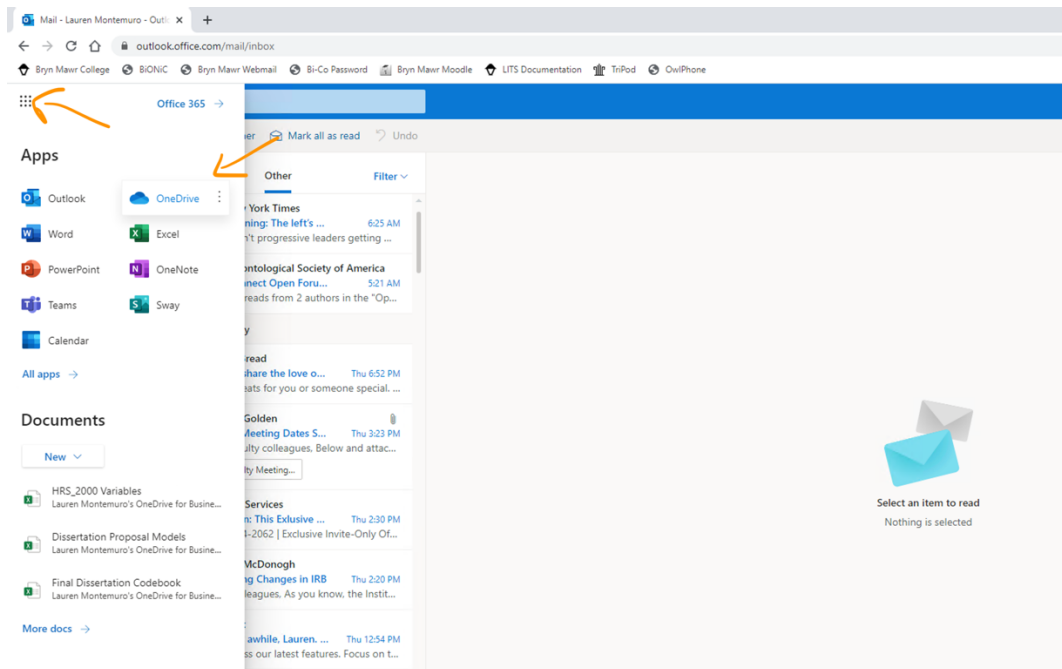
3. To email: Attach through “Browse this computer”



4. Select the file: If you follow the directions in the computer assignment and saved in your H: Drive you should click “This PC” and then double click your student account (you may need to open any sub-folder you may have created).



5. To save in **OneDrive**: Follow the steps to log on to your email. Click the blocks in the upper left corner and click OneDrive.



6. Select upload and follow the steps in Step 4 for find your file. Once saved here you can access outside of the remote desktop by logging onto your email and opening OneDrive.

