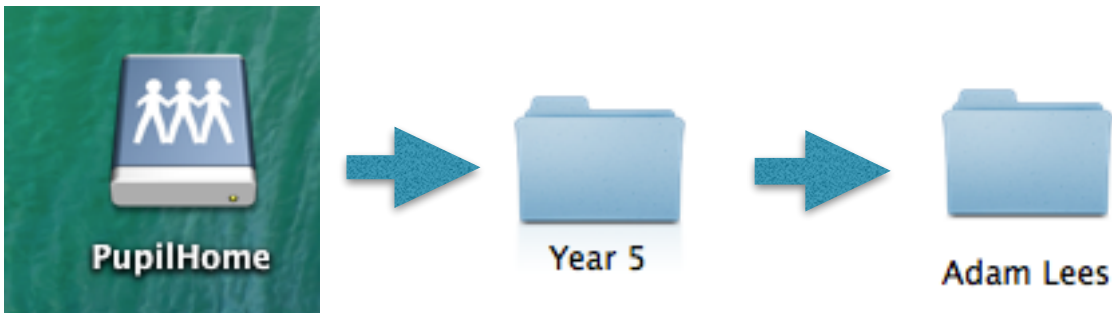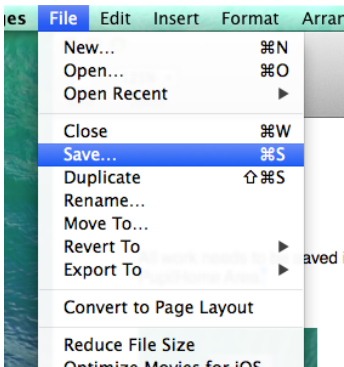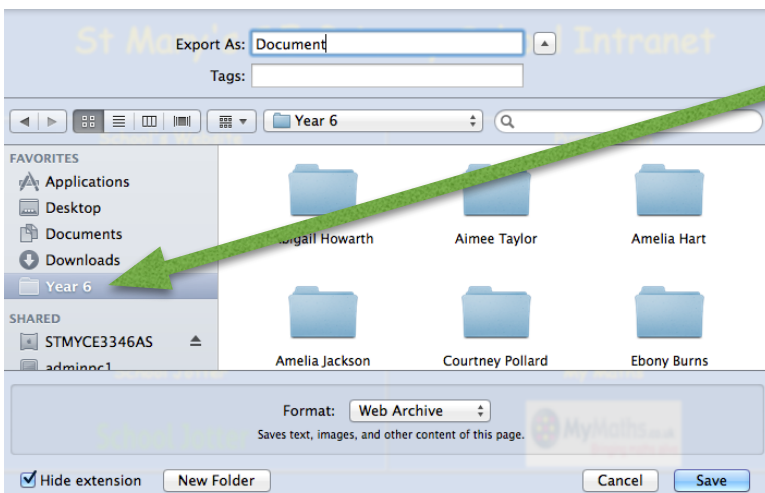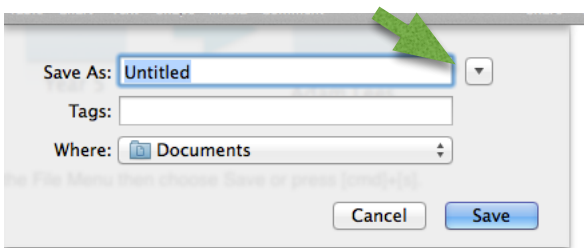# Saving Work at St Mary's

All work needs to be saved in your individual folder in your Class folder which can be found in the PupilHome Area.

To save an open document click on the File Menu then choose Save or press [cmd]+[s].

You will then see the Save dialogue window. If you don't see all the options you need click the downward facing triangle   to expand the extra options.

You should now be able to select the right Class folder from the sidebar.

After selecting the Class folder you should be able to find your individual folder. Double click on your individual folder to open it.

Give you work an appropriate name and click Save.