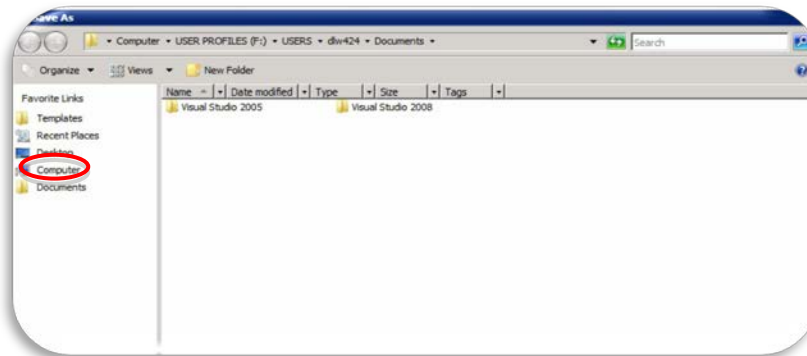


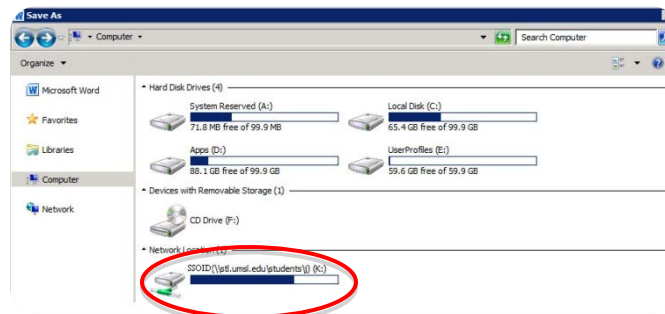


NOTE: The default save to location in TritonApps is not your local computer. The default location is located on the UMSL TritonApps server. Saving it to the server does not guarantee that your file will be saved in a location you will have access to at a later time. This guide will show how to save your files to your personal K: Drive or to your computer.

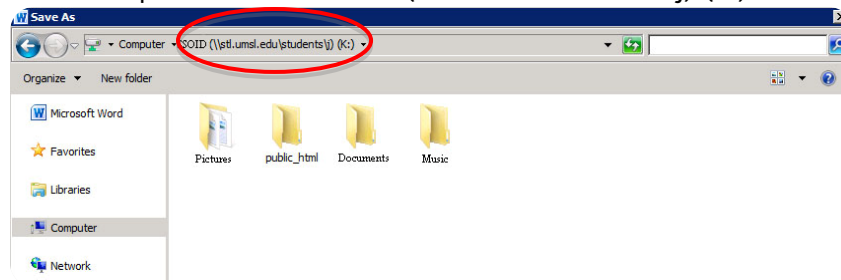
1. To start saving, go to File->Save As or use the saving system for that program you are using.
2. You will be prompted with a similar dialog box as shown below. Click on Computer on the left.



3. After clicking Computer, you will be prompted with a similar window below. Click on K: on "SSOID(\stl.umsl.edu\students\j) (K:)" This is what your personal K: Drive is named.



4. You will now be in your own personal K: Drive, which is the same folder that you see at any of the UMSL Instructional Computing lab/classroom computers. At the top of the window, you will see Computer > K: on "SSOID (stl.umsl.edu\students\j) (K:)".



5. In order to save to your local computer, go to step 2 then click on the C: drive instead of the K: drive to save the file to your local computer.