
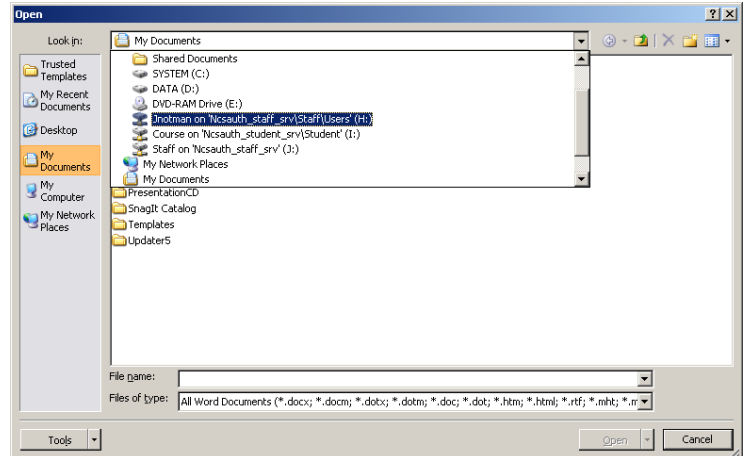



OPENING FILES

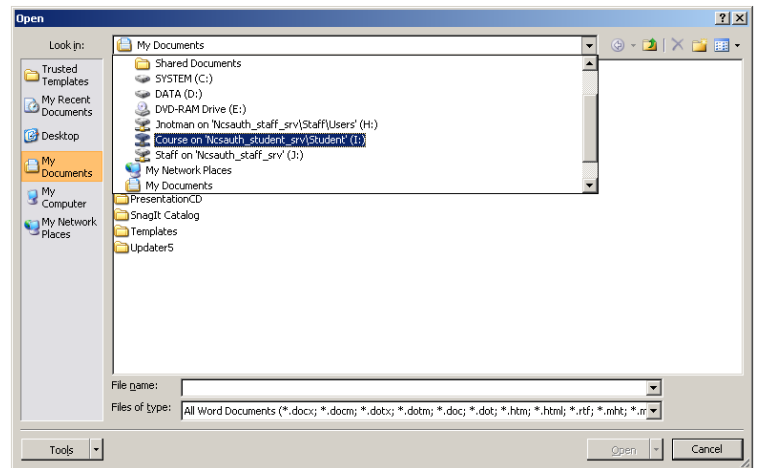
Opening a file

- Click **Office Button** 
- Click **Open** (*Open Window appears*)
- In the **Look in** box - Click **drop down arrow**
- Select **User Code on (H) drive** and click Double click **Folder**
- Double click **file** to open.




Opening a file from Courses, (*shared student files*) - and saving the file to your User Code.

- Click **Office Button** 
- Click **Open** (*Open Window appears*)
- In the **Look in** box - Click drop down arrow
- Select **Courses on Ncsauth/student (I) drive** and click
- Double click **Folder**
- Double click **file** to open. File will open as *Read Only*.



Saving a file from Courses to your User Code

- With file open on the screen
- Click **Office Button** 
- Click **Save as** (*word 97-2003*) – drop down arrow
- **Save In:** Click drop down arrow
- Select **User Code on (H) drive**.
- Double click Folder(s) to open
- **File name** box - *rename file if necessary*
- To adjust file format – choose option required in the **save as type** box
- Click **save** or press **enter**

