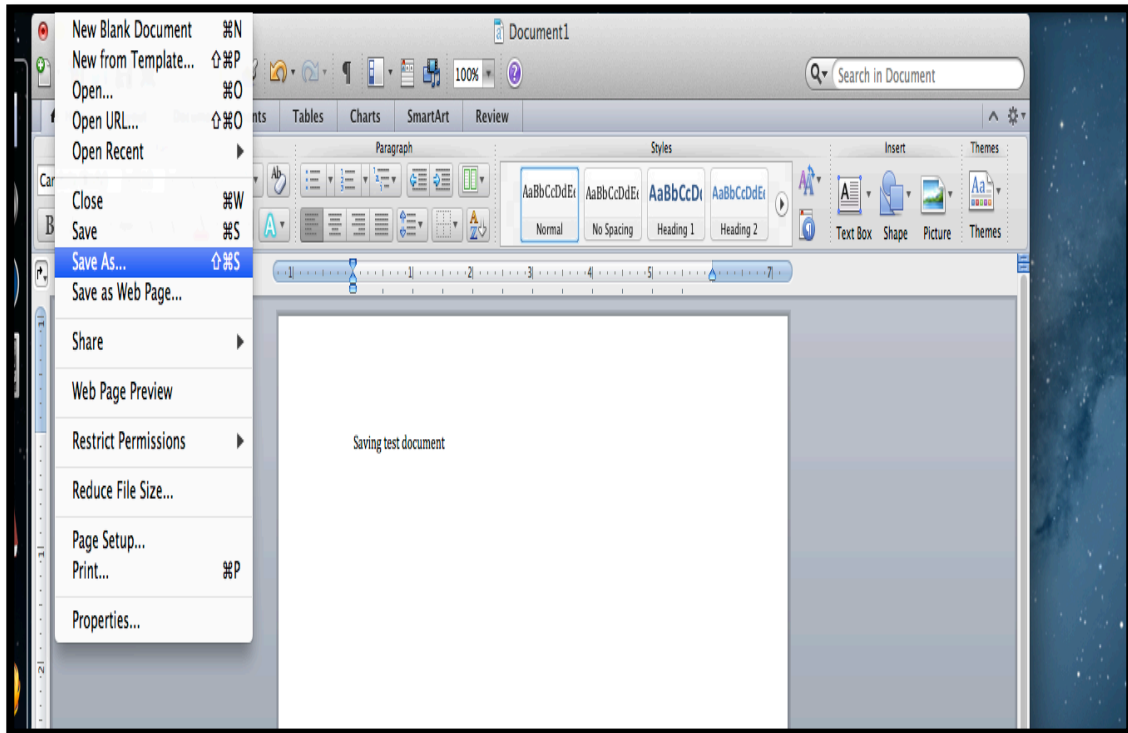
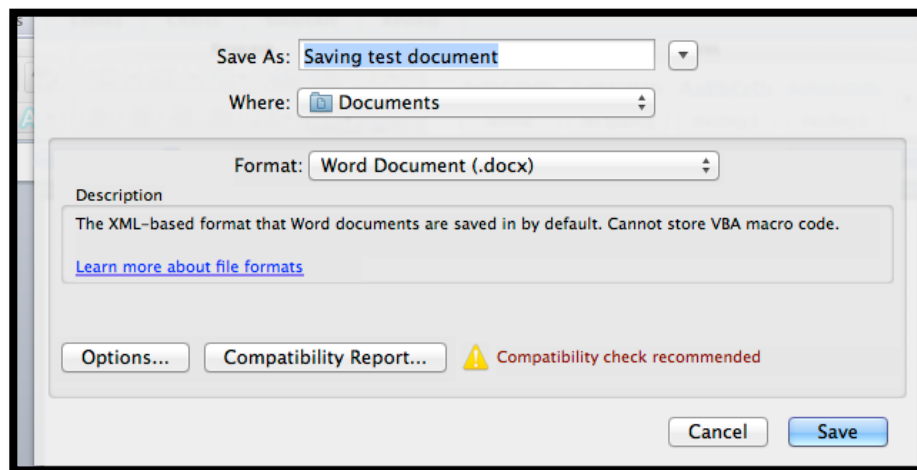


## How to Save Logging in with Active Directory Student Logins on a Mac

To begin saving a document, students should, choose the **File | Save As** button from within the application.



When the “Save” window appears, the student should name the document in the “**Save As**” field and make sure the “**Documents**” folder appears in the “**Where**” field. If not, from the dropdown menu select the “**Documents**” folder. Then click the **blue Save** button.

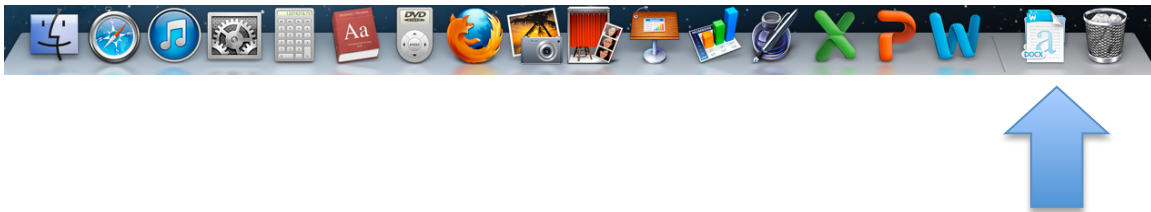


After saving the document, it is **extremely** important to have the student **QUIT** the application. If not, that specific document will not SYNC (save) to their home directory.

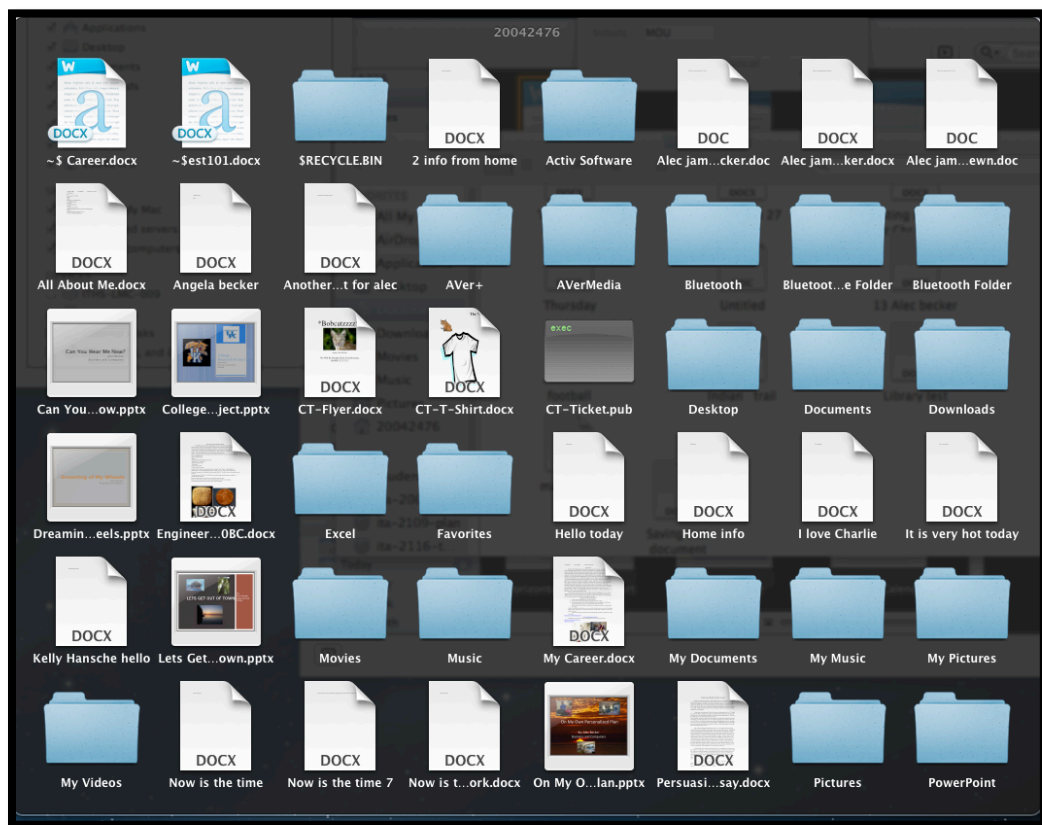
**To retrieve that document from the home directory:**

After the student logs in and needs to access a document already saved, they can access it one of two ways: through their home directory or through their “local” home.

1. Home directories are located on the dock (usually to the far right).



The student can click on the home directory icon in the dock, click on the documents folder within and find the “saved” document.



**OR:**

2. The student can open the **Finder** icon (first icon in the dock) to get to their local home.



Navigate to the home folder (**student ID**) or the sidebar **Documents** folder and find the “saved” documents there.

