

Saving a document to your computer

1. Open the web page that has the information you are accessing.
2. Double click on the file you wish to download.
3. A separate window box will open stating: FILE DOWNLOAD
4. Click Save
5. Another window box will open stating: SAVE AS
5. At the top left there will be box that will be shaded stating: SAVE IN
6. Choose which folder you wish to save this file in.
7. Once you have chosen the file then look to the bottom of the window box and where it states: FILE NAME
8. You can either leave it the way it is or change the name. You need to remember what you are calling the file so that you can access it later.
9. Once you have chosen the file then look to the bottom of the window box and click the word: SAVE
10. To open the file you have saved to input information go to your START icon in the bottom left hand corner of your screen and click it once.
11. Move your cursor to: MY RECENT DOCUMENTS then click once.
12. Select the file name that you wish to complete and double click it.
13. Input the information you need to complete then save and close the file.
14. E-mail the attached form to: Peggy.Funderburk@uss.salvationarmy.org