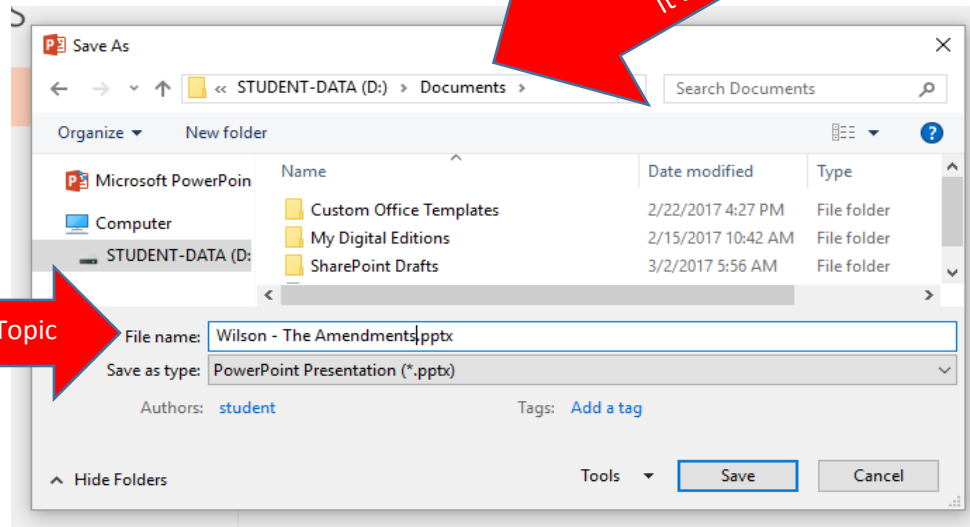# How to Save

- Put your name and date somewhere in the document
- Click File, then Save As (or ctrl +s), then BROWSE
- Ok (if "restrictions" message appears)
- File name: your **name** and the **topic**
- File location: Click Student Data, then Documents

Notice the Location? It's in D:\ Documents

Type Your Name and Topic

Save As dialog showing STUDENT-DATA (D:) > Documents with files Custom Office Templates, My Digital Editions, SharePoint Drafts. File name: Wilson - The Amendments.pptx; Save as type: PowerPoint Presentation (*.pptx)
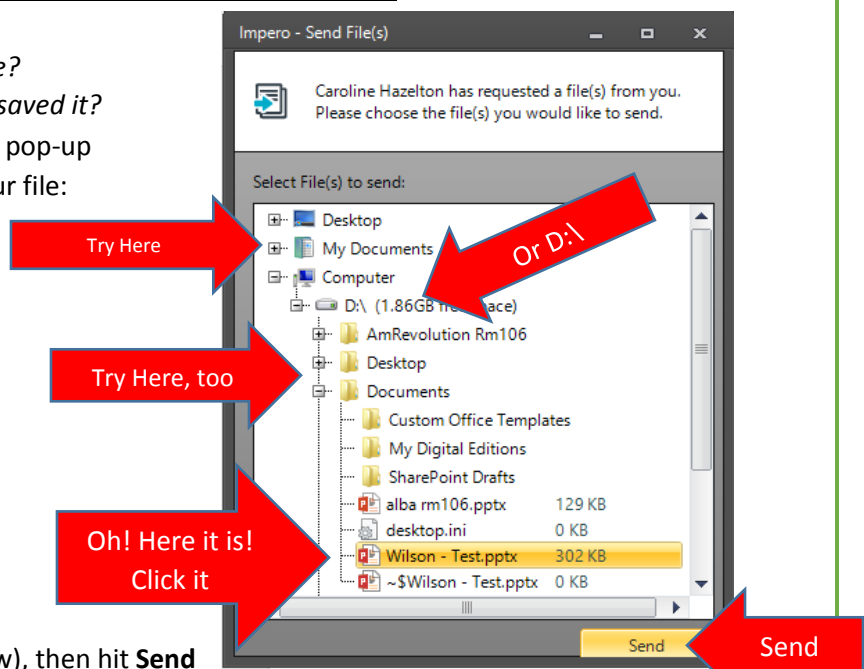
- SAVE your work AGAIN before closing out or you'll lose your progress!

How to Turn In Your Work

- Save it first (yes, again!)
  - *Do you remember the file name?*
  - *Do you remember WHERE you saved it?*
- Teacher sends you a "Send File" pop-up
- Explore these folders to find your file:

  - Desktop
  - Documents
  - D:\ Desktop
  - D:\ Documents
  - D:\ other folders

Impero - Send File(s) dialog: Caroline Hazelton has requested a file(s) from you. Please choose the file(s) you would like to send. Select File(s) to send: Desktop, My Documents, Computer, D:\ (1.86GB free space), AmRevolution Rm106, Desktop, Documents, Custom Office Templates, My Digital Editions, SharePoint Drafts, alba rm106.pptx 129 KB, desktop.ini 0 KB, Wilson - Test.pptx 302 KB, ~$Wilson - Test.pptx 0 KB

Try Here

Or D:

Try Here, too

Oh! Here it is! Click it

Send

- Click **ON** your file (make it yellow), then hit **Send**
- Warning: Sometimes sending doesn't work, so teachers must check their folders. Resend if needed.

<table>
<tr>
<td>

Log in to your computer

- username= .\student
- don't confuse \ with /
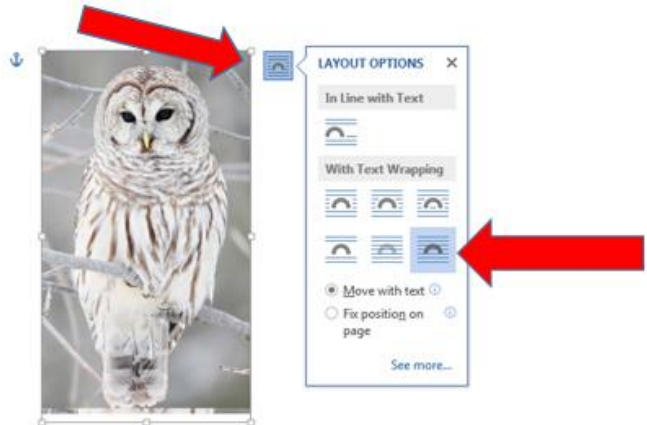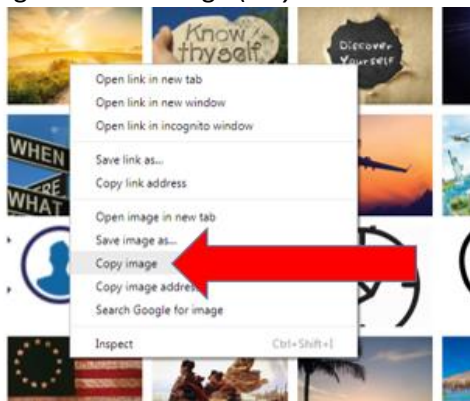- password= student

</td>
<td>

Log in to Cloud Library

- Login to your computer with student log in
- Click window/squares in lower left corner
- Click on Cloud Library, Next
- United States, Next
- California, Next
- Scroll down to LACOE, Next
- Library Card # = the red sticker number on your computer
- Pin/Password = Read
- Check the box "I Accept"
- Click login, Click Proceed, Hit enter (Activate)

</td>
</tr>
</table>

Get Pictures

- Google images are blocked
- Type in the URL (without mistakes): http://nidorflibrarymediawebsite.weebly.com/students.html
- Click **BJN IMAGE GALLERY for STUDENTS**
- Left-click on an image to see it bigger (but you can't copy from here)
- Right-click on image (*only while it is small*), then choose "copy image" from the menu (see picture)

- Open your file (WORD doc, Powerpoint, etc.)
- Click on the area where you want the picture
- Press Ctrl and V at the same time to paste it
- The picture won't move? Try text wrapping it! See picture of owl. All done!

More options for getting pictures:

- Instead of choosing "copy image" you can "save image as" to save the image on your computer.
- Rename it and save it in the pictures folder

- Want something specific? Your teacher can send you images through the Impero system.

- Search for pics on http://media.lacoe.edu/Home.aspx
  username= rtsanidorf   password= student