Here are some tips to ***make sure that you SAVE your Weekly Reflection*** so that you do not have to start all over!



***Flash Drive***

1. On the top LEFT corner, click the Circle.



1. Click “Save As”
2. Choose your Flash Drive in the “Save As” Dialog Box.
3. Type a “File Name”: Reflection 1
4. Save “Type” as Rich Text Format
5. Click “Save”

***Desktop***

1. On the top LEFT corner, click the Circle (see Flash Drive directions)
2. Click “Save As”



1. Choose “Desktop”
2. Type a “File Name”: Reflection 1
3. Save “Type” as Rich Text Format
4. Click “Save”

***Email***

1. Log in to your email account.
2. Create a new email (Click “Compose”)
3. Type your email address where it says “To:”
4. Subject: Reflection 1
5. Click the icon that looks like a paperclip or

says “Attach”

1. Find your file.
2. Double click your file.
3. After it uploads, click send.