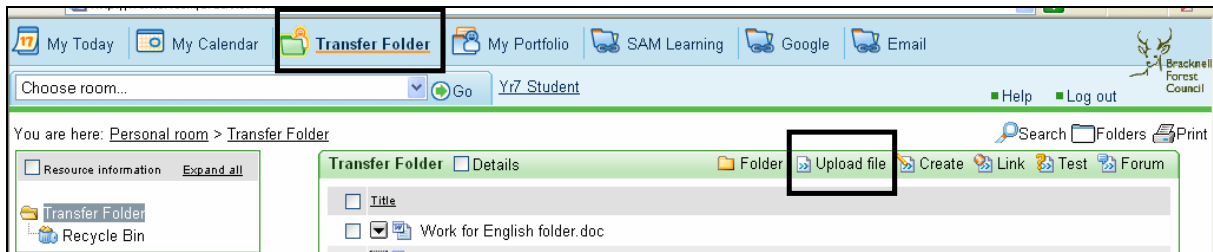


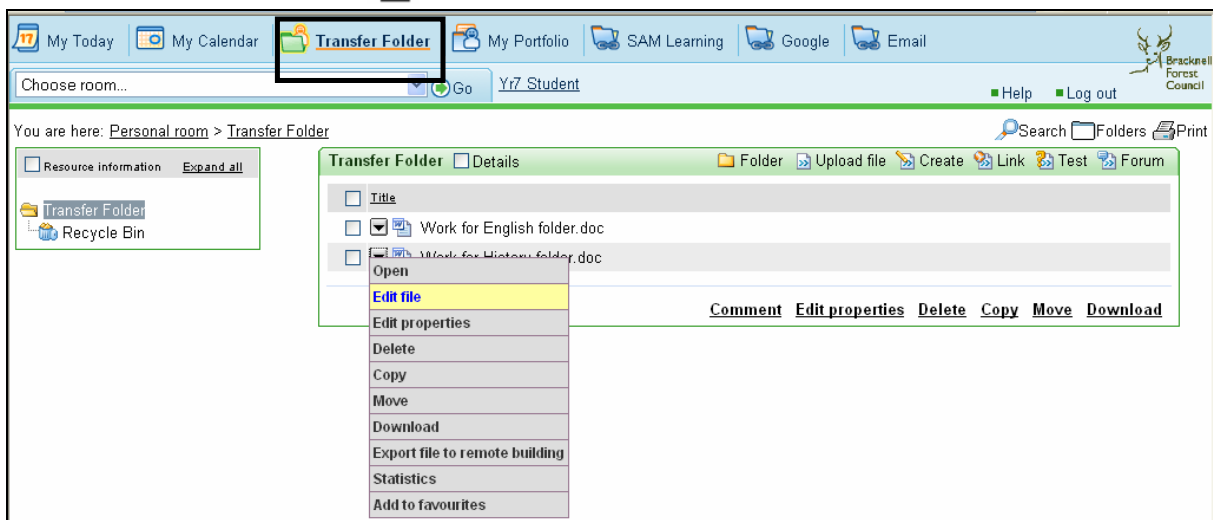
## Saving work onto the SDC<sup>2</sup>:

Click "Transfer Folder" - click "Upload File" - Browse to find your document and click save.

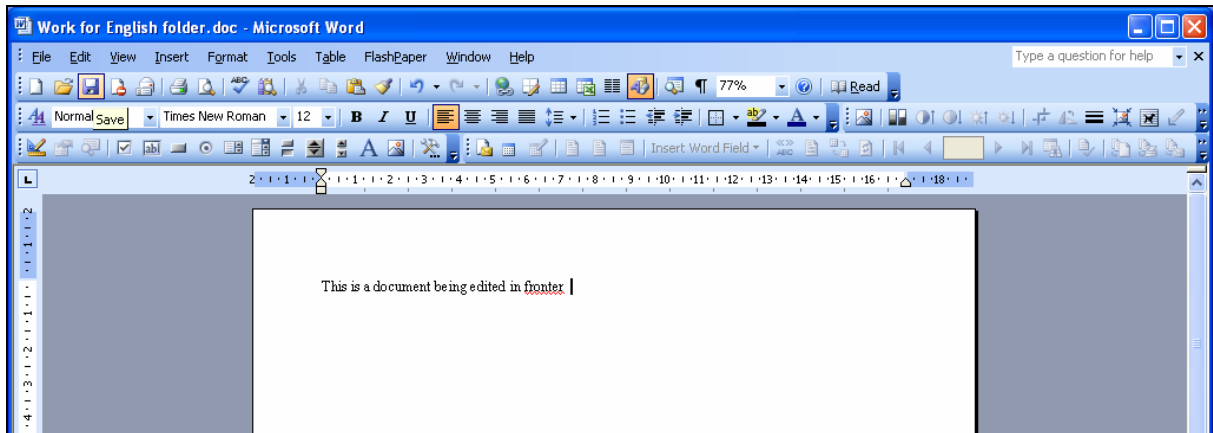


## Opening, Editing and Saving work on the SDC<sup>2</sup>:

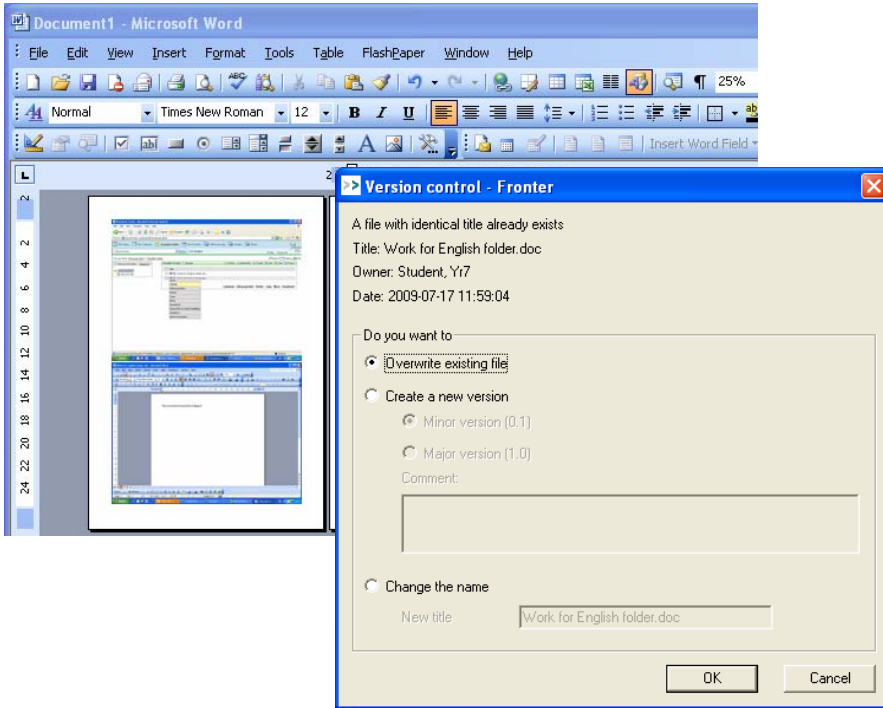
Click "Transfer Folder" - click  next to your document and click edit file.



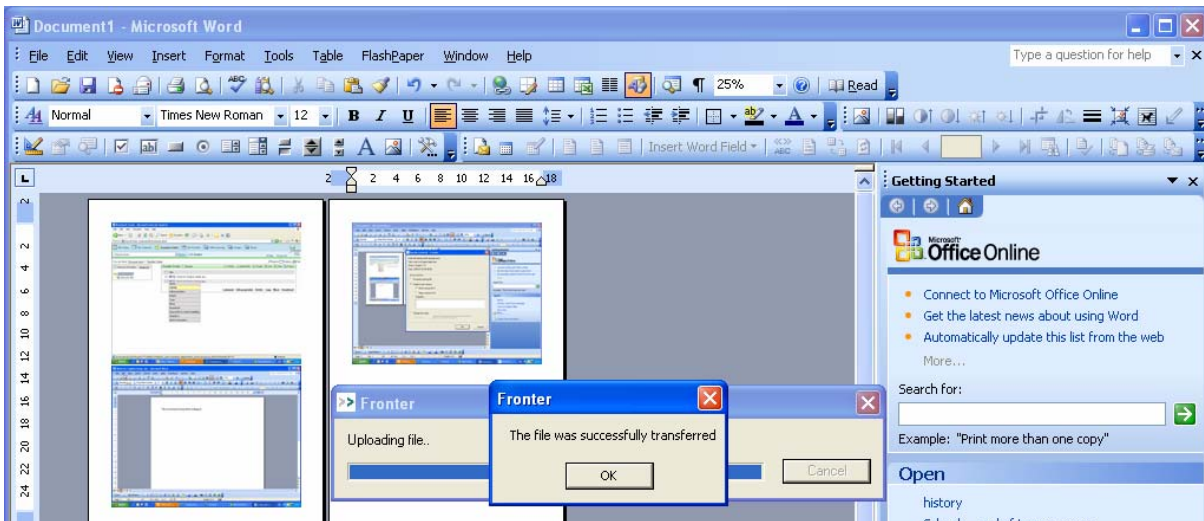
This will open your document for editing.



Once you have made your changes, save your file as usual “File -> Save”. When you close the file a dialogue box will appear asking which version you want to have saved. You can choose either “Overwrite the existing file” or “Create a new version”, click OK.



This will save your document and tell you that the file has been saved successfully.



Please note that this “Transfer Folder” is not a storage area – Once you are finished editing your work at home, saved the file into your school folders you must delete them from SDC<sup>2</sup> (this folder only allows a small amount of space to be saved into it – this is only for transferring school work between home and school).

Many thanks