

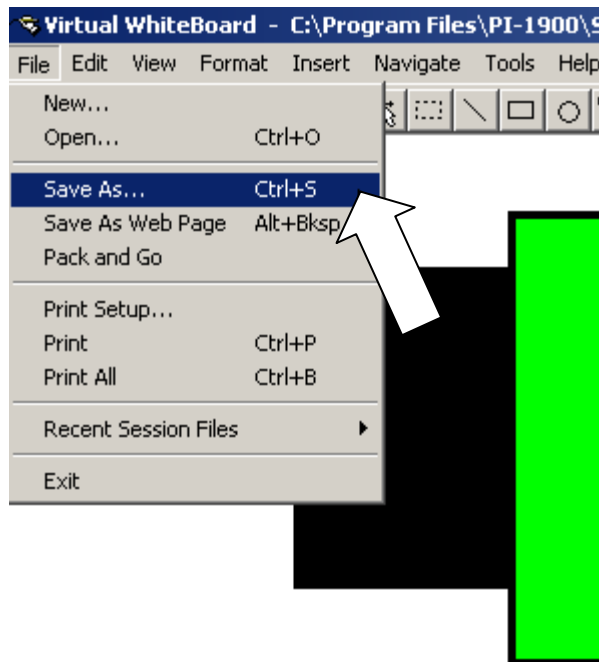
SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SAVING VIRTUAL WHITEBOARD SESSIONS

Purpose

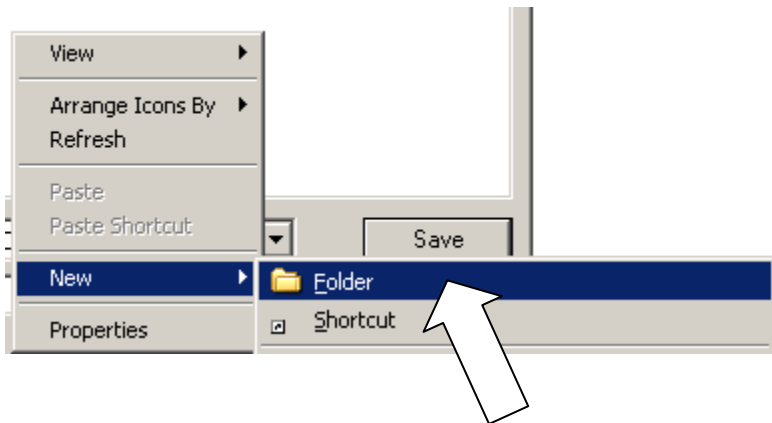
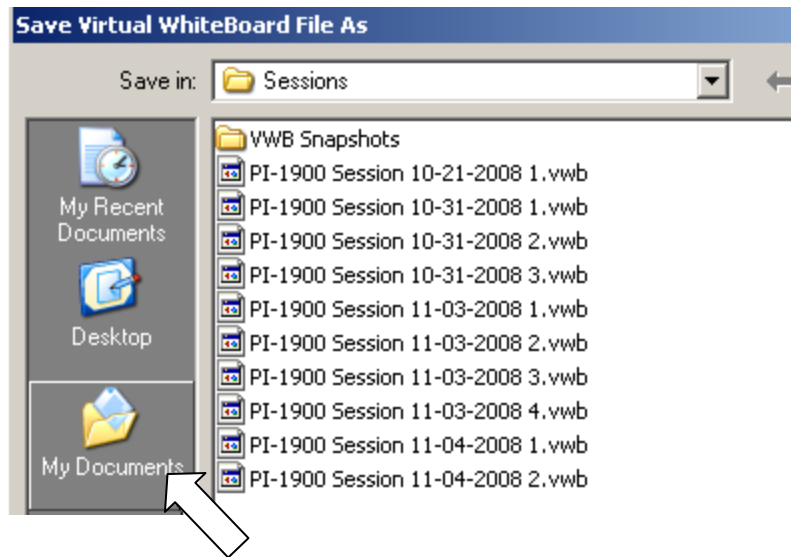
Saving a Virtual Whiteboard Session for later use

Saving



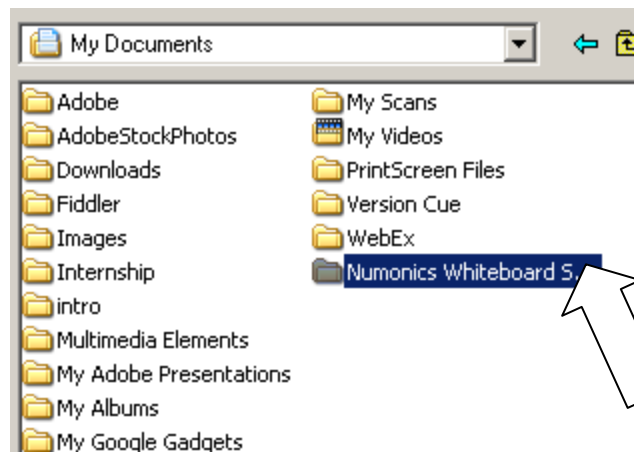
Go to **File** → **Save As**

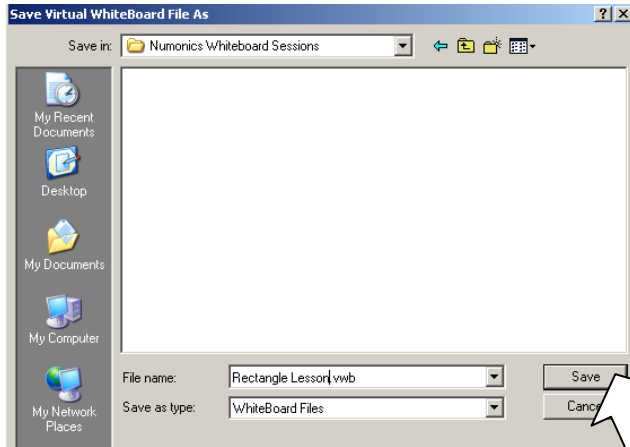
Click on **My Documents** to change save location to the network
(Ensures the work can be accessed from any district computer)



If necessary, **create** a new folder to store your Virtual Whiteboard Sessions

The new folder will now be displayed.
(In the example, I've created a folder called Numonics Whiteboard Sessions)





Click on the folder and change the file name to something you will be able to remember. **Click Save.**