

Spanish 30

To create a FOLDER on your computer:

- Select a location to store your folder
- Right click on the desktop or in My Documents
- Select **New**
- Select **Folder**
- Name the folder (Spanish 30)

To save your work:

- Go to File, select Save As
- The file name should contain your **name** and the **assignment number** e.g. Maria Marta 1.07
- File type should be .doc (Word doc)
- Save to your **Spanish 30 folder**

To upload a file to the DROPBOX:

- click **Add a file**
- click **Upload (or drag and drop your file)...**
- locate and select your Assignment document
- click **Done**
- click **Submit** and the file will be uploaded into the Dropbox.
- Click **Done**.