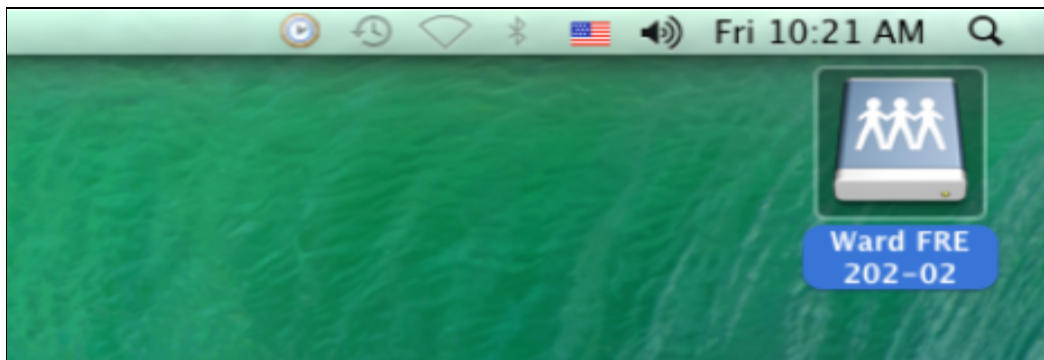# Saving to Project Server 101
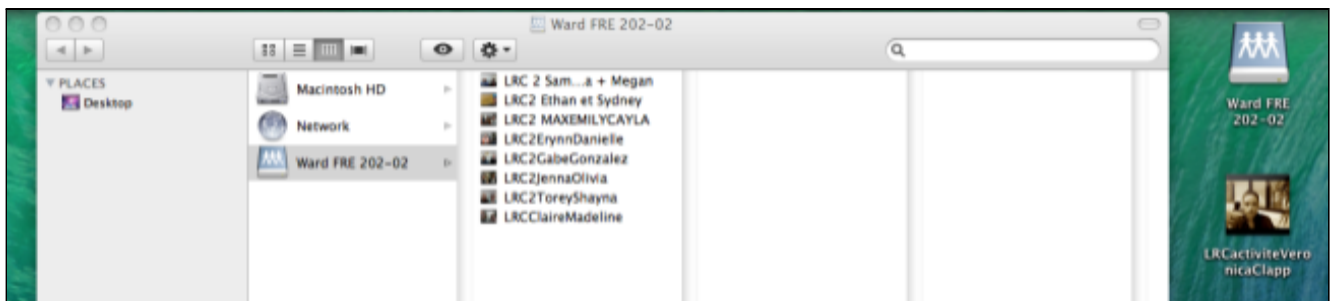
Once you are done with your project:

1. Click on the Project Server application at the bottom of the screen.

2. A drive icon labeled with your Professor's name and class information will pop up on the top right side of your desktop.
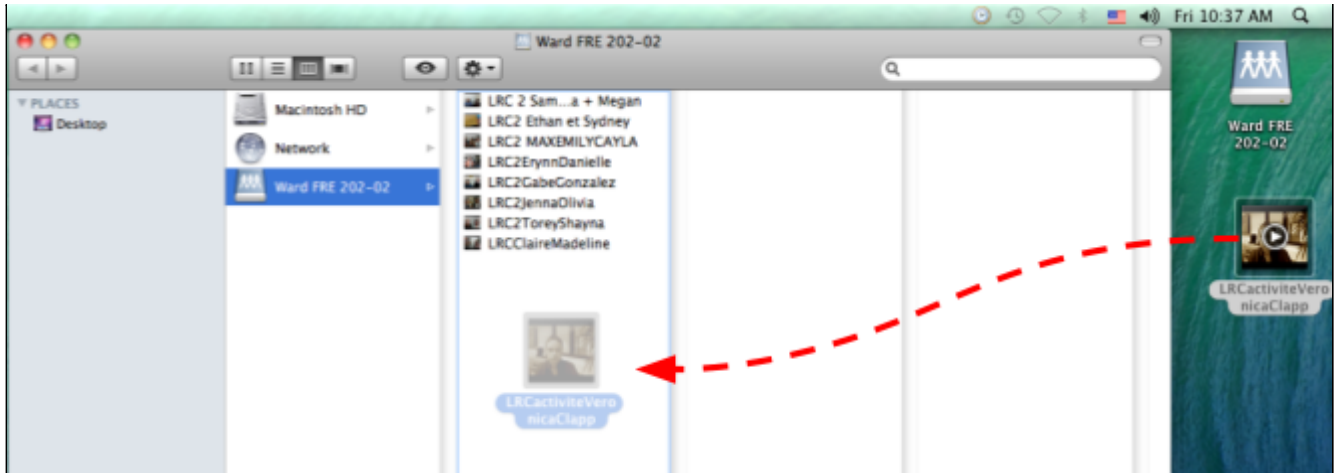

3. Double-click the drive to open. Once the folder is open, you will see your class highlighted.

4. **Drag** your project into the white space *to the right of your class' folder*.
   Congratulations – your project is saved!

5a. **If your project is not yet finished**, and you plan to continue working on it in the future, go through steps 1–4 to find your project when you return for another session of editing.
        <u>**VERY IMPORTANT**</u>: Drag your project **onto your desktop from the project server to continue editing.**

Never open your project directly from the server's folder.

5b. To save the project again, after making changes during this subsequent edit session, drag the updated version <u>from the desktop back into the Project Server</u> (steps 1–4). It will replace your old version unless you have changed the name. Click "**Replace**" to exchange the old version with the new version.
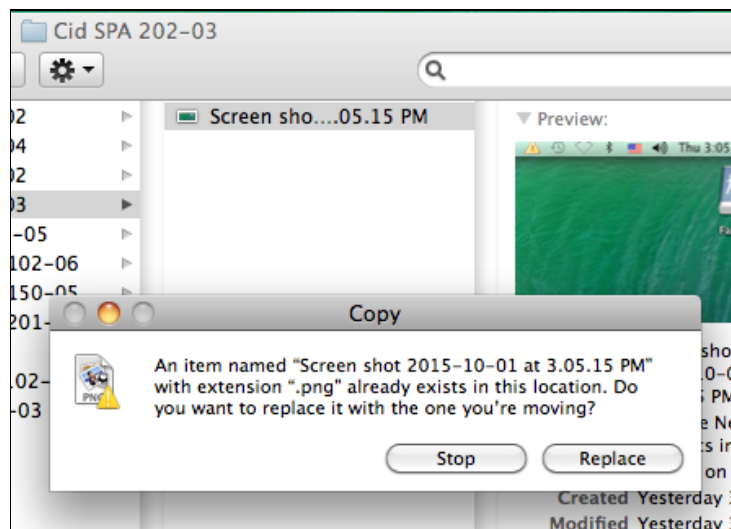
6. If you need assistance, stop by the LRC Help Desk and ask a Lab Assistant for help!