Saving Files on Mac Computers

A Mac Specific Guide

Introduction

Saving files on Mac computers looks different than saving on a windows computer, however the concept is similar. You still need to save to either your H: drive or a flash drive if you wish to access the file at a later time. We will outline this process in the steps below.

Saving a File

These step-by-step instructions will show you how to save a word file from your Towson student e-mail using the web browser Safari onto your H: drive.

1. Login to the computer using your **NetID.**

2. From Safari, login to your student e-mail account.

3. Open the e-mail with the attachment you would like to save.

4. Click the download button on the attachment. Safari will automatically place it in your **Downloads** folder. Remember, the document is only stored here temporarily and will be erased at night.
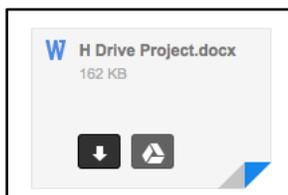

Figure 1

5. Click on the file from the **Downloads** folder that popped up on the dock and the file will open.

Figure 2

6. Once open, click **File** on the Menu Bar and choose **Save As**. A dialogue box will appear.
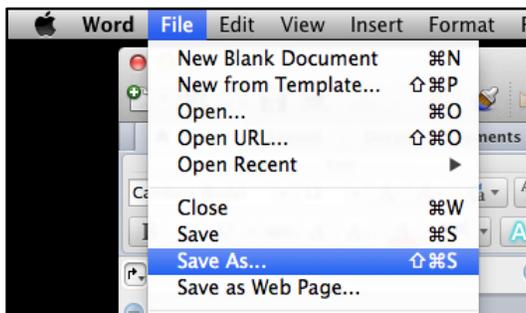

Figure 3

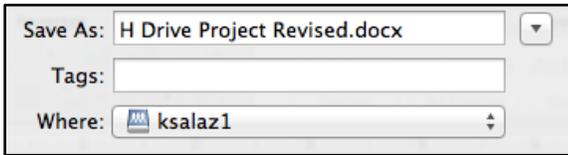7. Click on the arrow next to the **Save As** name box.

Figure 4

8. A list of drives will appear below. Click the arrows and select the computer (the root directory).
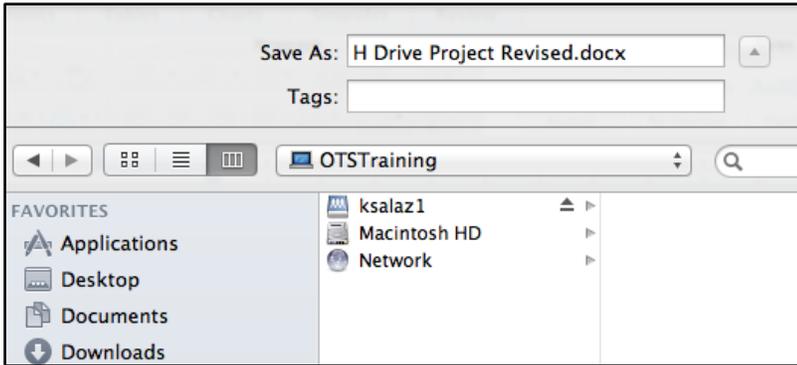

Figure 5

9. Below you will see a list of drives. Choose the drive named after your **NetID**, and then select **Save**.

Caution: You have two folders named after your **NetID** it is important for you to store it on the drive denoted by this symbol . Do not save it on your user profile denoted by this symbol . This drive is erased every night.

Finding a Previously Saved File

To find a file previously saved on your H: drive follow the steps below.

1. Log into your account with your **NetID**.

2. Select **Go** from the menu bar, and then select **Computer**.

3. A **Finder** window will appear with the computer name at the top. In the columns below, select the drive named after your **NetID**. There you will find the document you previously saved.
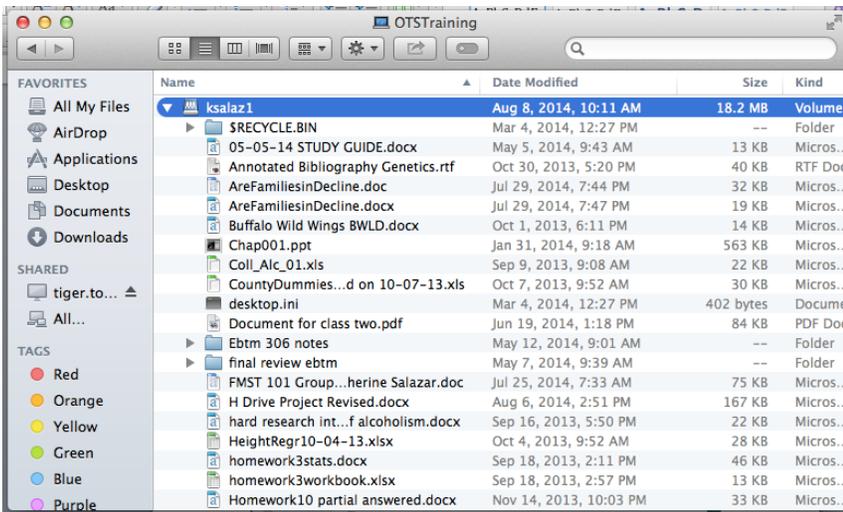

Figure 6