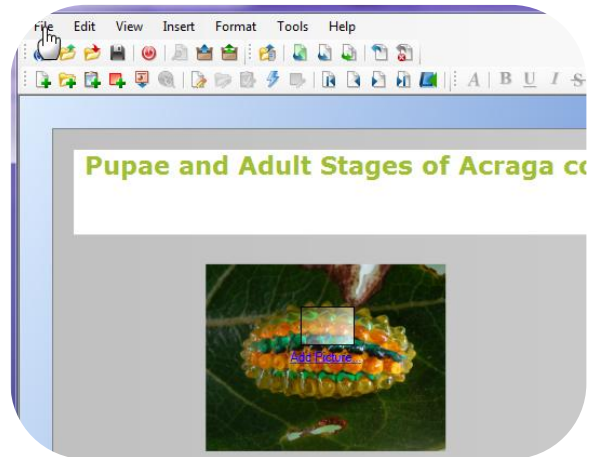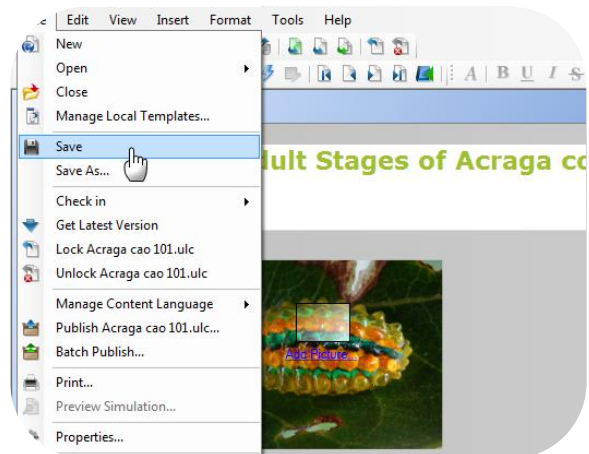# saving the file on your local drive

1. Click 'File' on the top menu bar.

2. Select 'Save'.

3. 'File Saved' displays at the bottom right of the screen once the file is saved.

   *NOTE:

   This only saves the file to your local drive. It does NOT save it to the server. Review "checking the file into the uPerform server" for saving on the server.