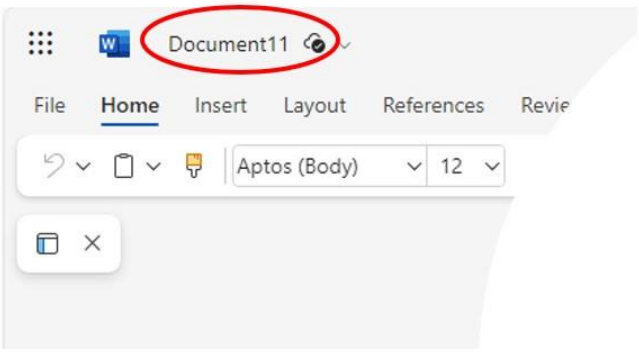
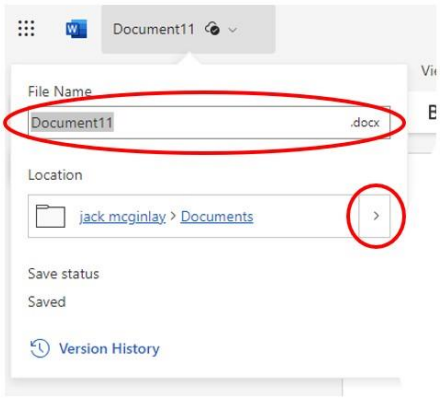
How to save files on a ChromeBook:



When you create a new file e.g. Word document/PowerPoint, it will automatically be saved to the Documents section of your OneDrive.

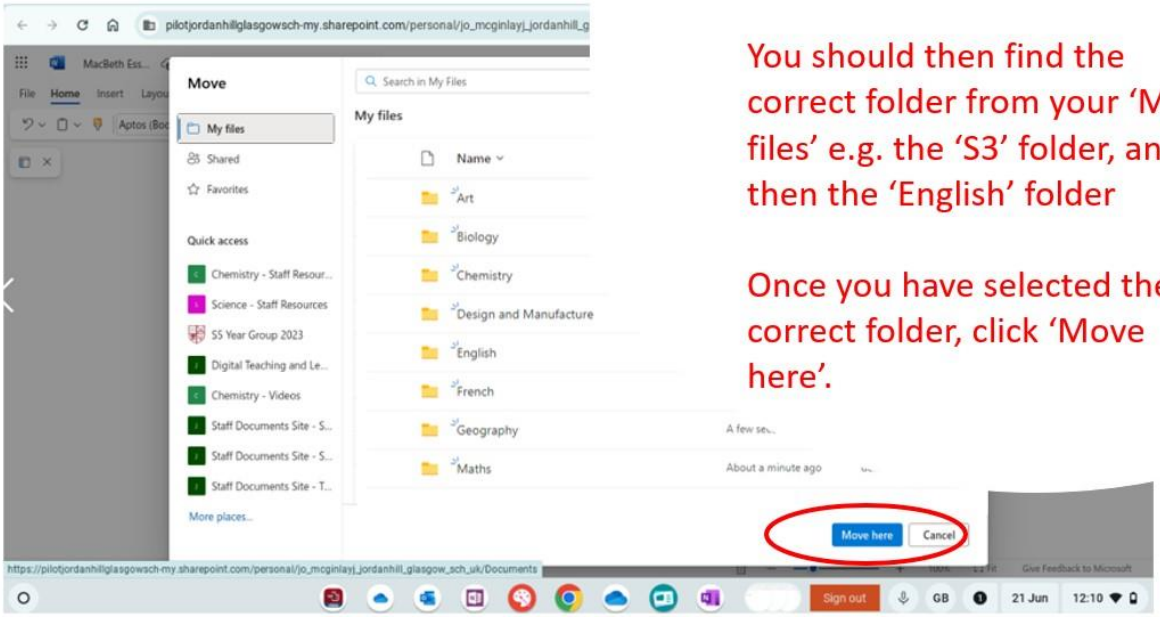
You need to rename the file and save it in the right place.

You can rename the file by clicking on the document name in the top left of the screen.



Choose a name that makes sense and that you will be able to find easily.

You can then move your document to the correct folder by clicking on the little arrow in the location section of the pop-up box.



You should then find the correct folder from your 'My files' e.g. the 'S3' folder, and then the 'English' folder

Once you have selected the correct folder, click 'Move here'.