


Moving Files to the Documents Folder on the Server

You can move anything you have created or stored on a laptop to your Documents folder on the server:

1. Open 2 finder windows at once (⌘+N opens a Finder Window)
2. On the **first** Finder window, find the file you have saved (either on the desktop or in the laptop's Documents folder)
3. On the **second** Finder window, find your Documents folder that lives on the Server.
4. Drag the file from the **first** finder window to the Documents folder on the **second** finder window.
5. A green circle  shows the file is being printed.

