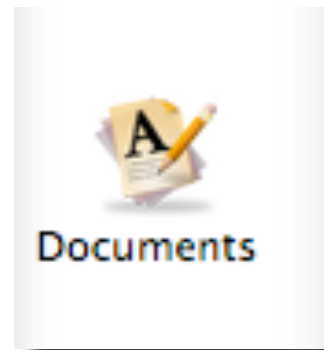


Saving Documents to First Class

You can use your FirstClass account as a place to save valuable work. Here is how.

Saving to FirstClass

- **Save the document or image to the DESKTOP of your computer.**
- **QUIT THE APPLICATION THAT CREATED THE DOCUMENT.**
- **Open FirstClass and login.**
- **Drag the document or image from the computer's desktop into the DOCUMENTS Folder in FirstClass.**



Opening a Document in the FirstClass Documents folder:

- **Open FirstClass and login.**
- **Double-click on the Documents Folder.**
- **Drag the document or image onto the desktop of your computer, then double click on its icon.**