

Saving Supply Lists to a File on Your Computer

To save a supply list to your Desktop (the Desktop is the screen that always opens when you turn your computer on)

- Click on Supply List .
- Click on *File* in the menu bar (normally in the top left of the computer screen).
- Click on *Save a Copy*
- Click on the *Save in* drop down menu
- Click on Desktop
- Click on *Save*

To retrieve this file:

- Go to your Desktop
- Double click on the file