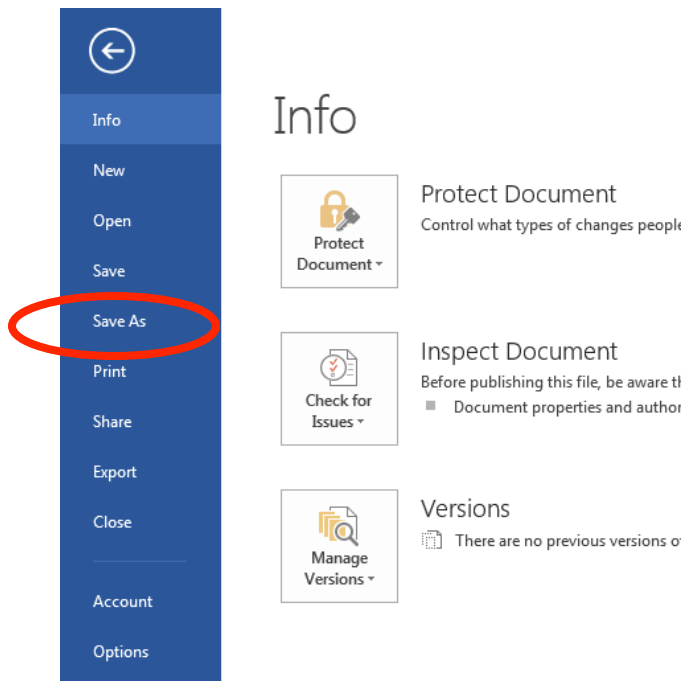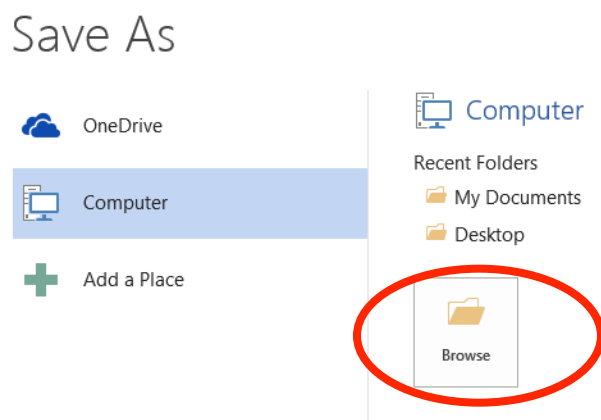This is a test document to show how to save to the network drive from Windows 7:

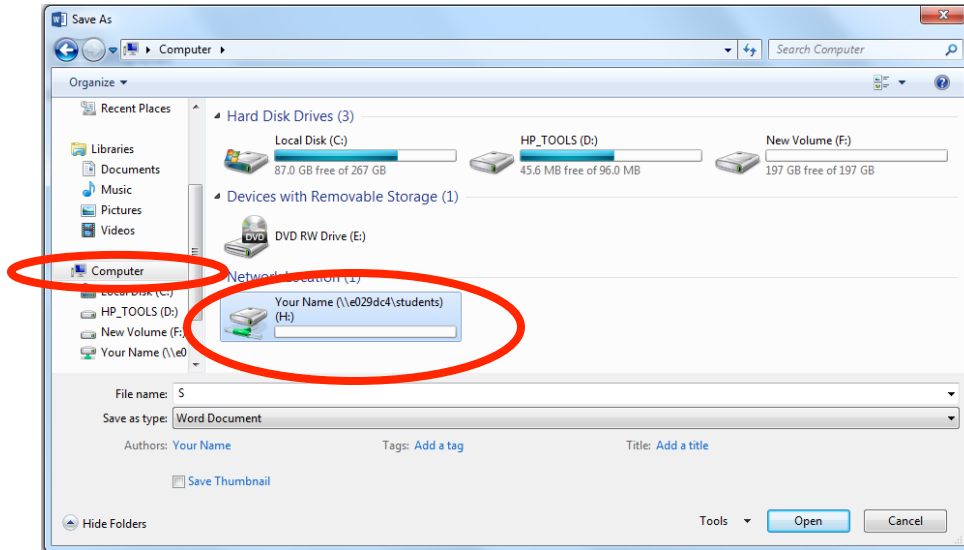This example uses MS Word to demonstrate the concept.

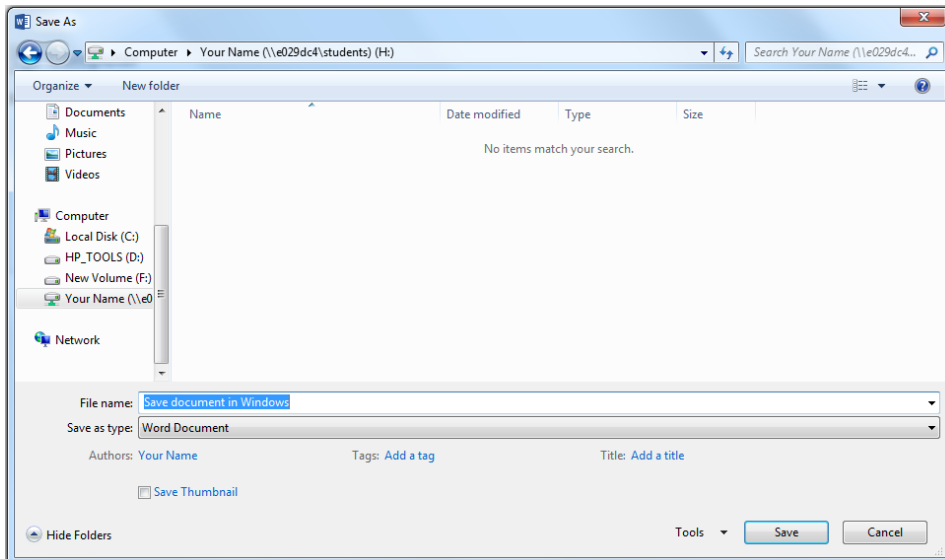1. Open or create a new document
2. File > Save As

3. In the Save As section choose **Browse**

On the left, scroll down until you see Computer and select it by clicking once.
After clicking Computer, you will see your network drive which will look like this:

Double click on your network drive to open it.

Type in a file name for your document and click Save.

That's it!