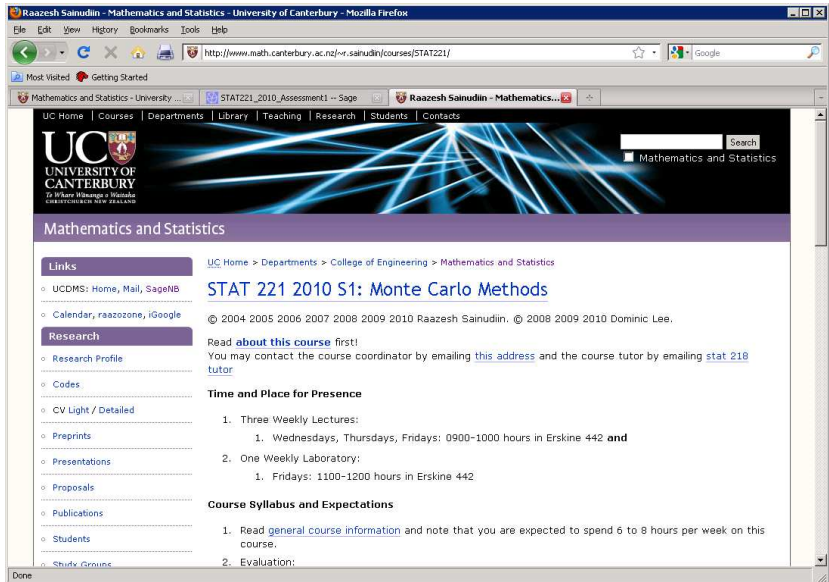


# STAT221

## Downloading your worksheets to your own folder

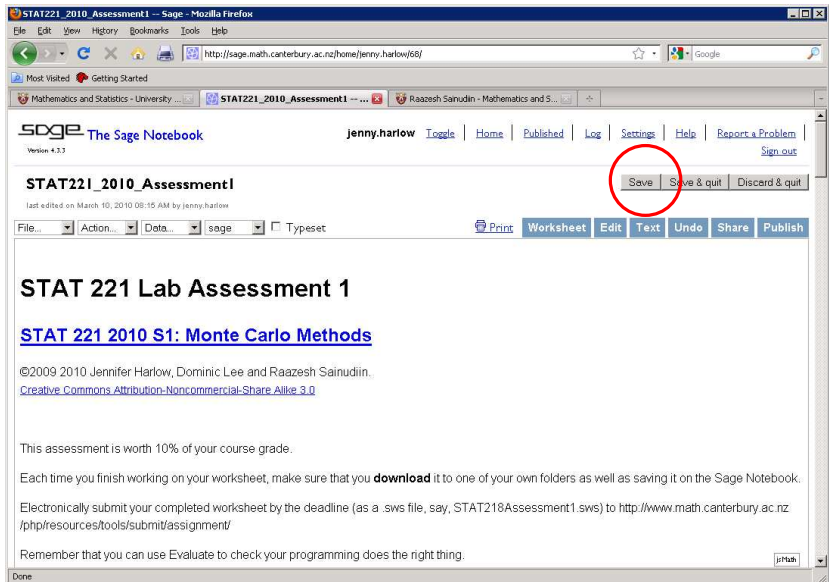
This note explains how to download your worksheets to save them in your own folder. You may choose to do this as a 'backup' for your lab worksheets and you will **need** to do it for your **Lab Assessment worksheets**

1. Whenever you use Sage, remember to use **Mozilla Firefox** as your browser.
2. You can get to the department's Sage Notebook server from the course home page or directly from the url <http://sage.math.canterbury.ac.nz>



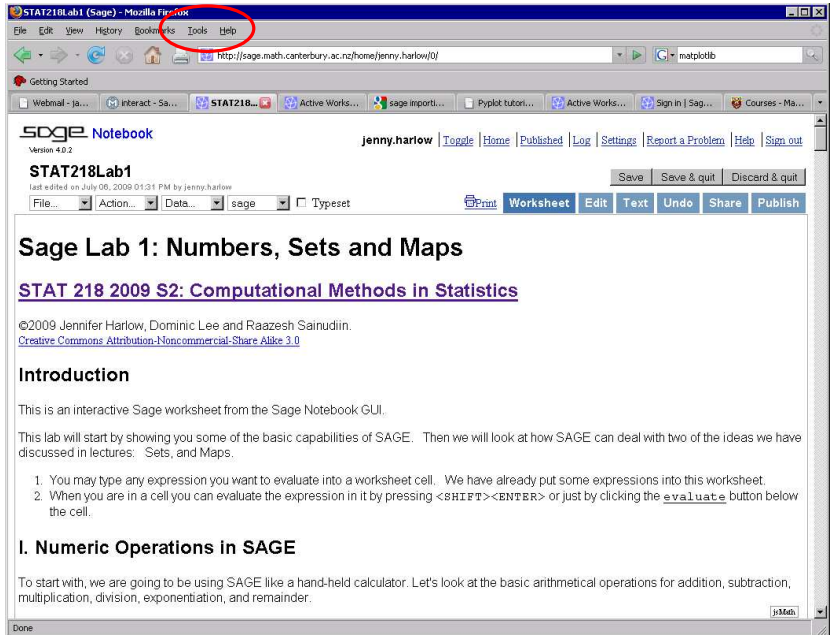
3. As you work on your Assessment you save it to the Sage Notebook server using the **Save** button.

Saving it to the server makes sure that you can access it again next time you log on to Sage, but you can only access your worksheet when you are using Sage itself.

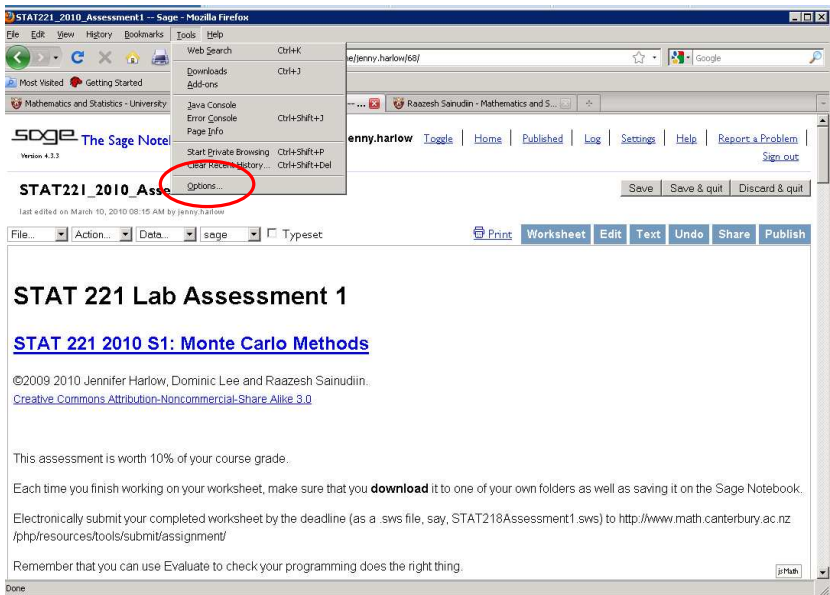


## Downloading your worksheet

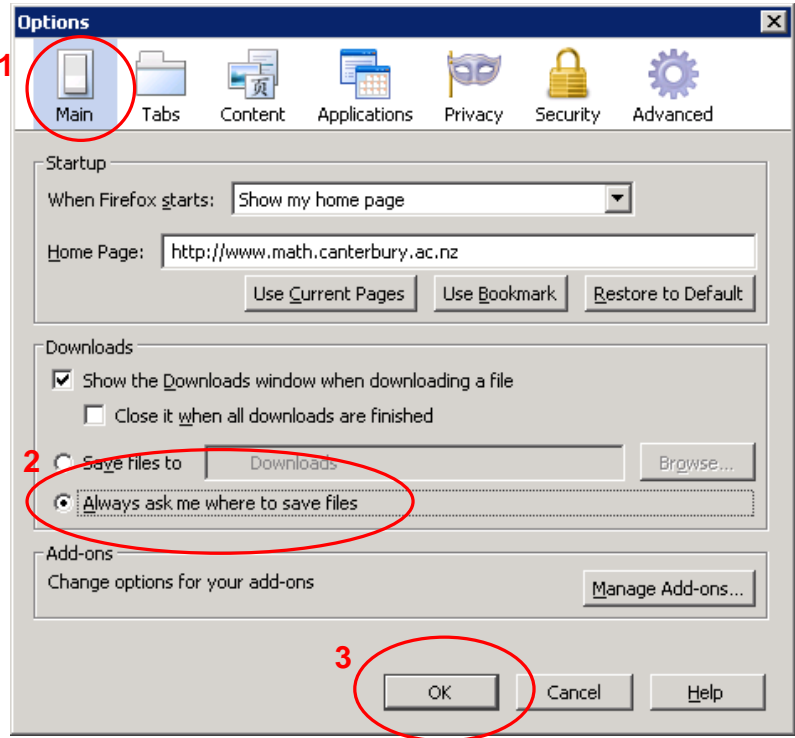
- To be able to submit your Assessment electronically, you will need to download it to one of your own folders.
- If you are using one of the lab computers, the first thing to do is to check your Mozilla browser options. Go to the Mozilla Tools menu.



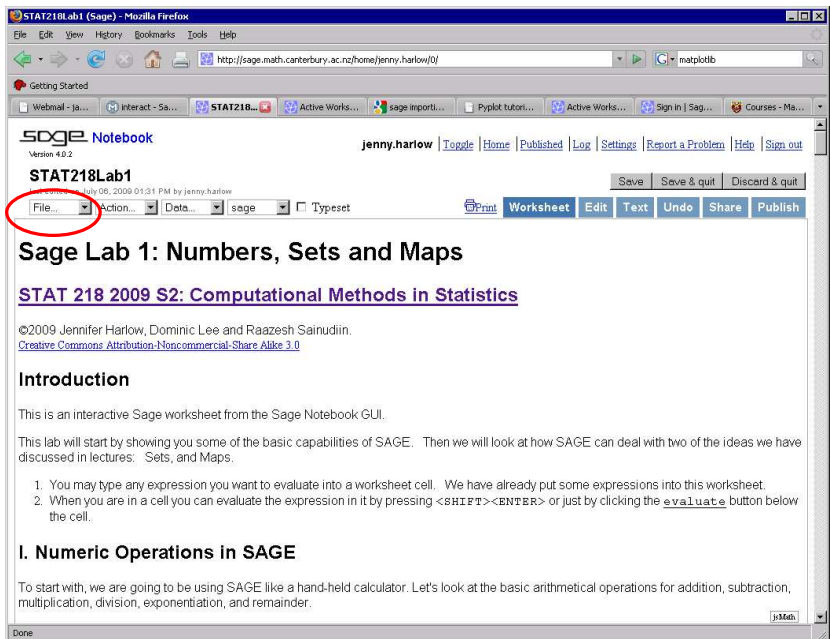
- And select Options.



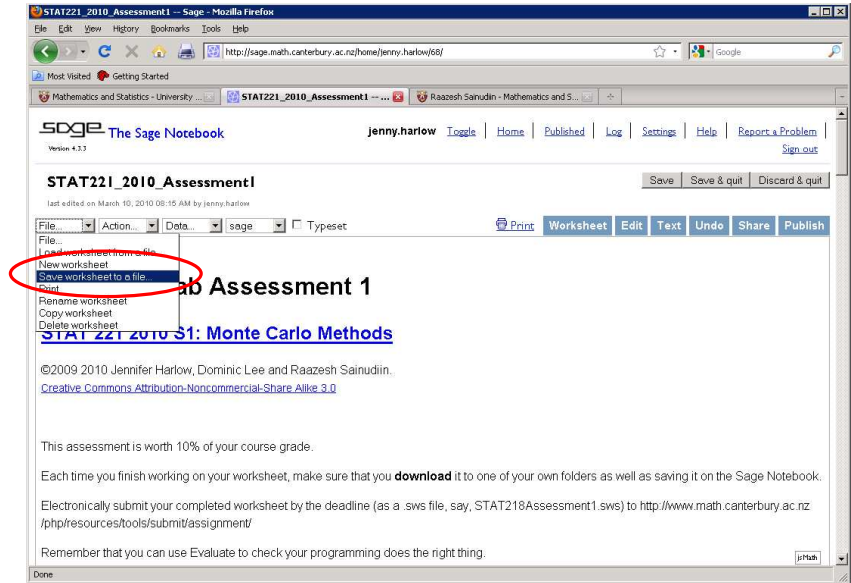
7. You want the Main section. Check the option for Downloads. You want to make sure that the option selected is 'Always ask me where to save files'.
8. Then click OK to save these options



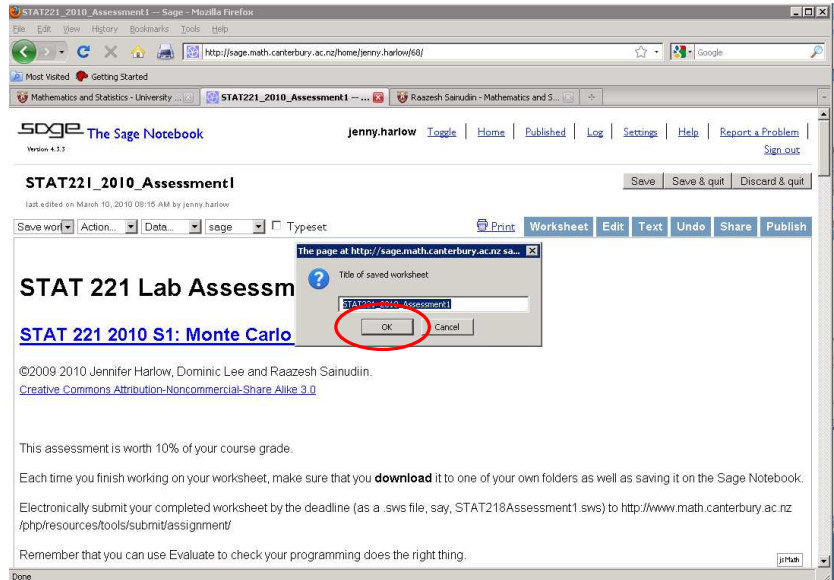
9. Back in your Sage worksheet, locate the File menu.



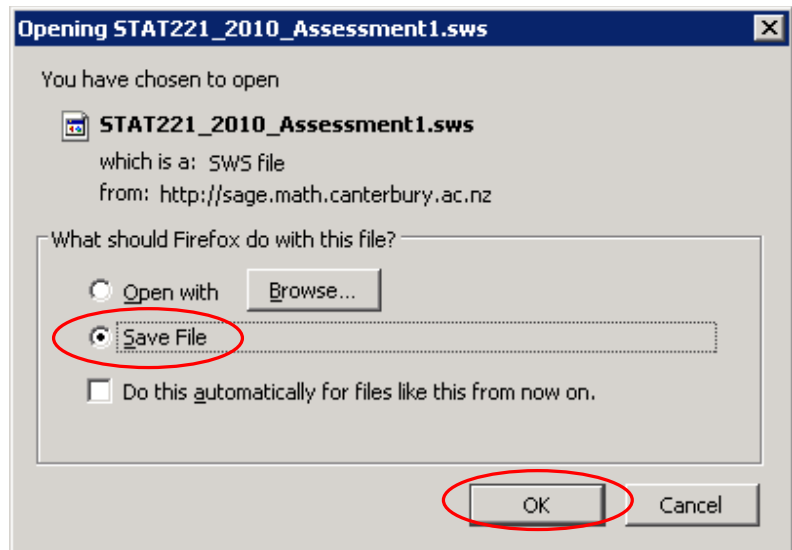
10. When you click on the File menu you get a number of options. Select the **Save worksheet to a file** option.



11. You will get asked for a filename. The default one is fine.

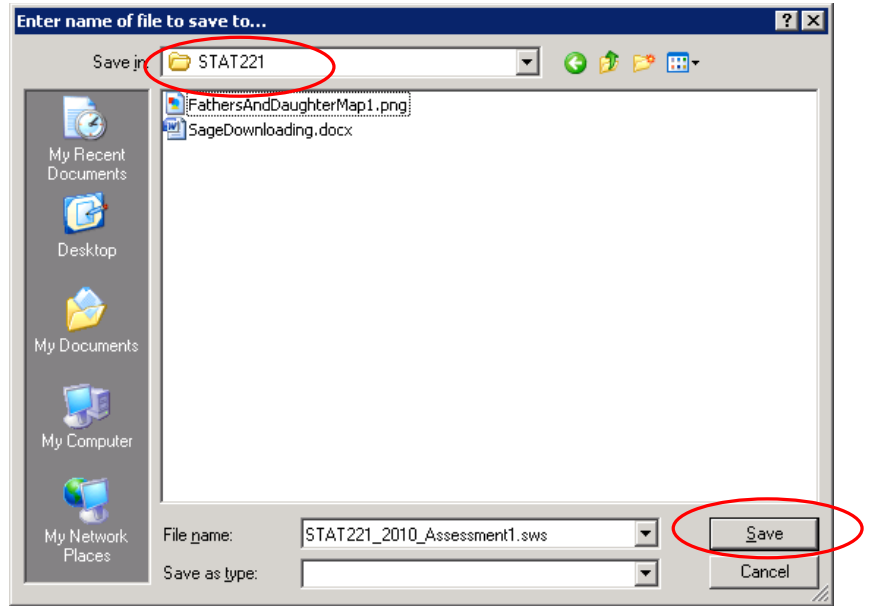


12. In the Firefox dialogue box, make sure that the option to Save File is selected and then click OK

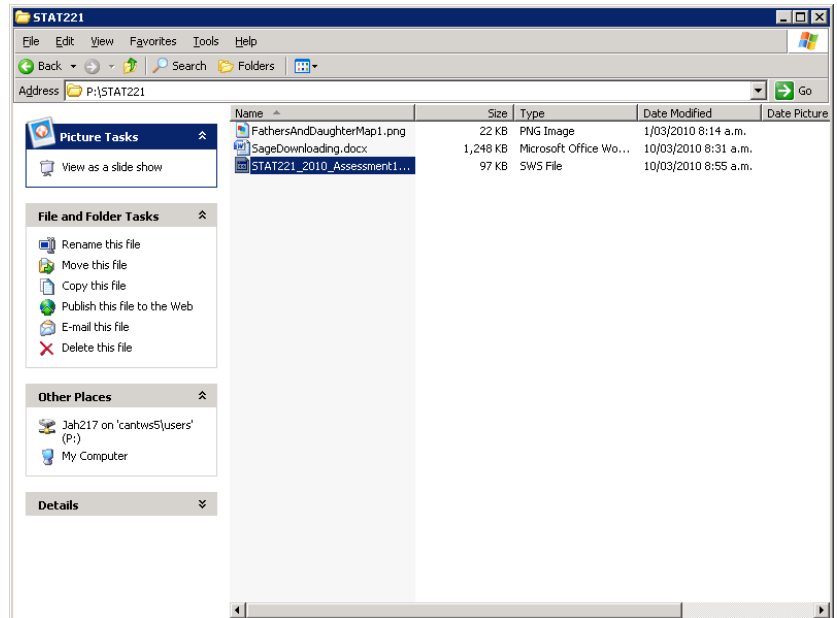


13. You will get a window asking you to select where to save the file to. Pick a suitable folder (ideally, have one you use for your STAT221 course work). The filename given here is fine. Click Save

*If you do not get asked where to save the file to, you probably did not do steps 6-8. Your file will have been saved to your desktop. If you want to you can use Windows Explorer/ MyComputer/ some other file manager to move it into a different folder.*



14. It is a good idea to check that the file has saved using Windows Explorer/MyComputer or some other file manager.



When you have downloaded your Assessment worksheet file to one of your own folders you will be able to submit it using the Department's Electronic Assignment Submission page.