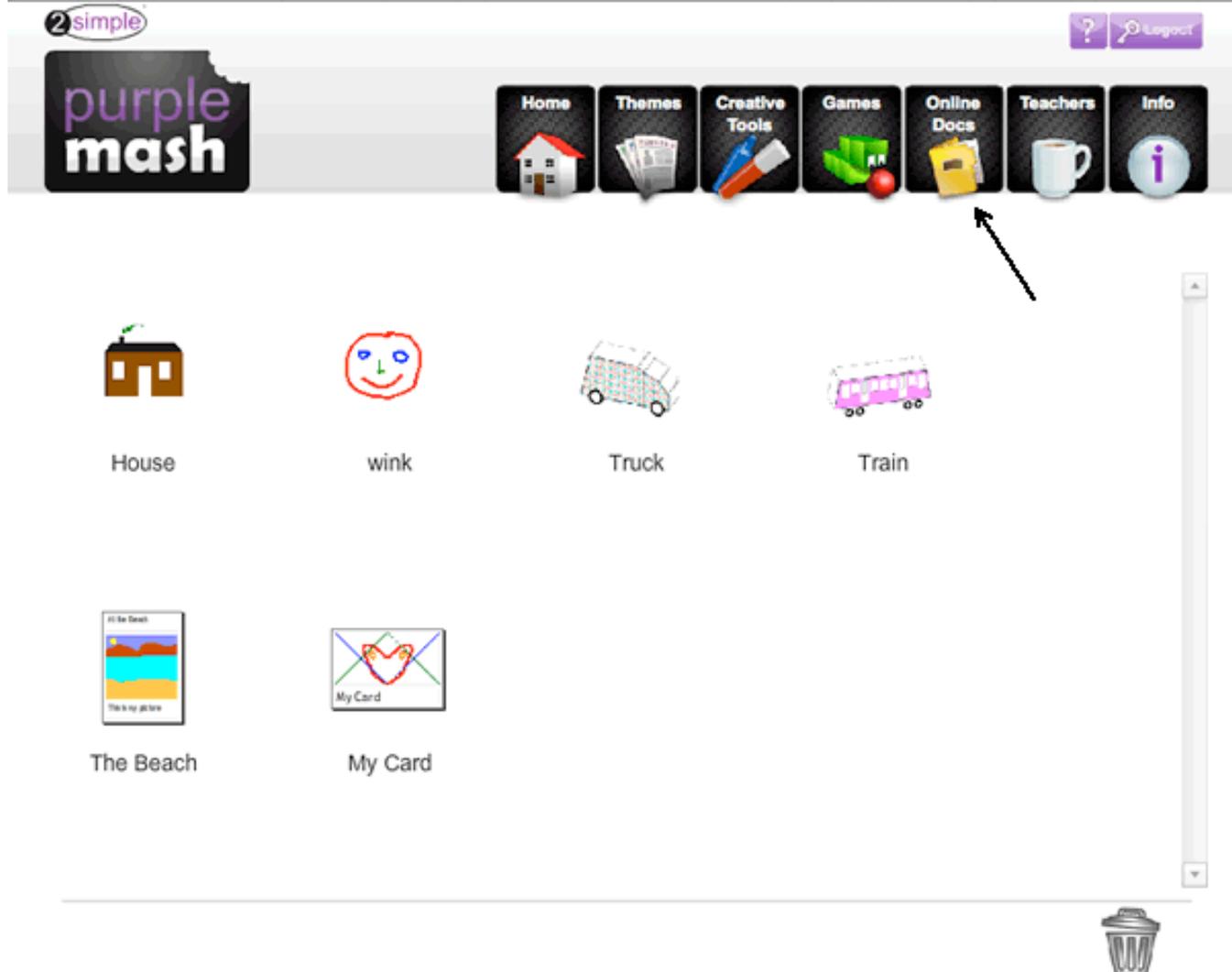


Saving on Purple Mash

Log in to Purple Mash, and click on **Online Docs**, arrowed below, to see the documents you have created and stored in Glow. Click on one of these documents to open it up.



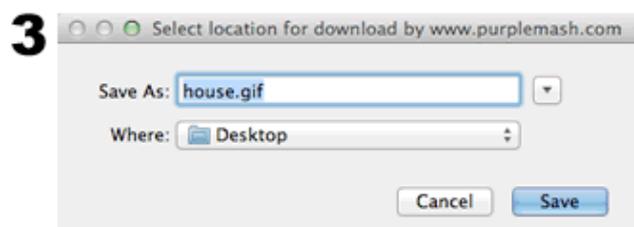
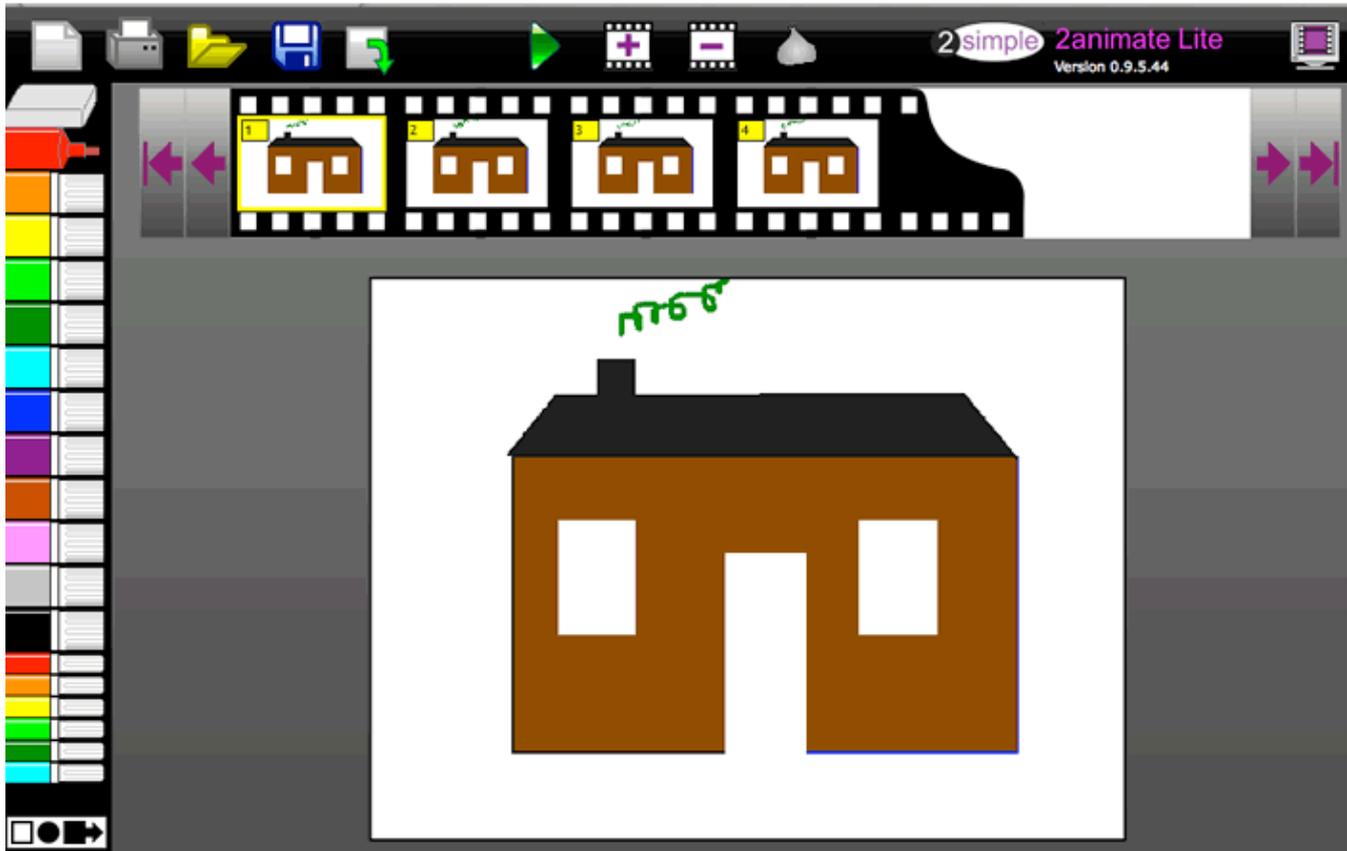
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Once you have opened the document, there are **two** ways that any document may be saved: either as a picture, or as a Purple Mash file. Note that if you save a Purple Mash file, your school would need to have purchased a licence to open the file up again so that you could edit it in Purple Mash.

How to Save as a Graphic

To save the file as a graphic (picture), click on the **export** option, which can be seen below under **number 1**. The button is a grey rectangle with a green arrow curving down.

1

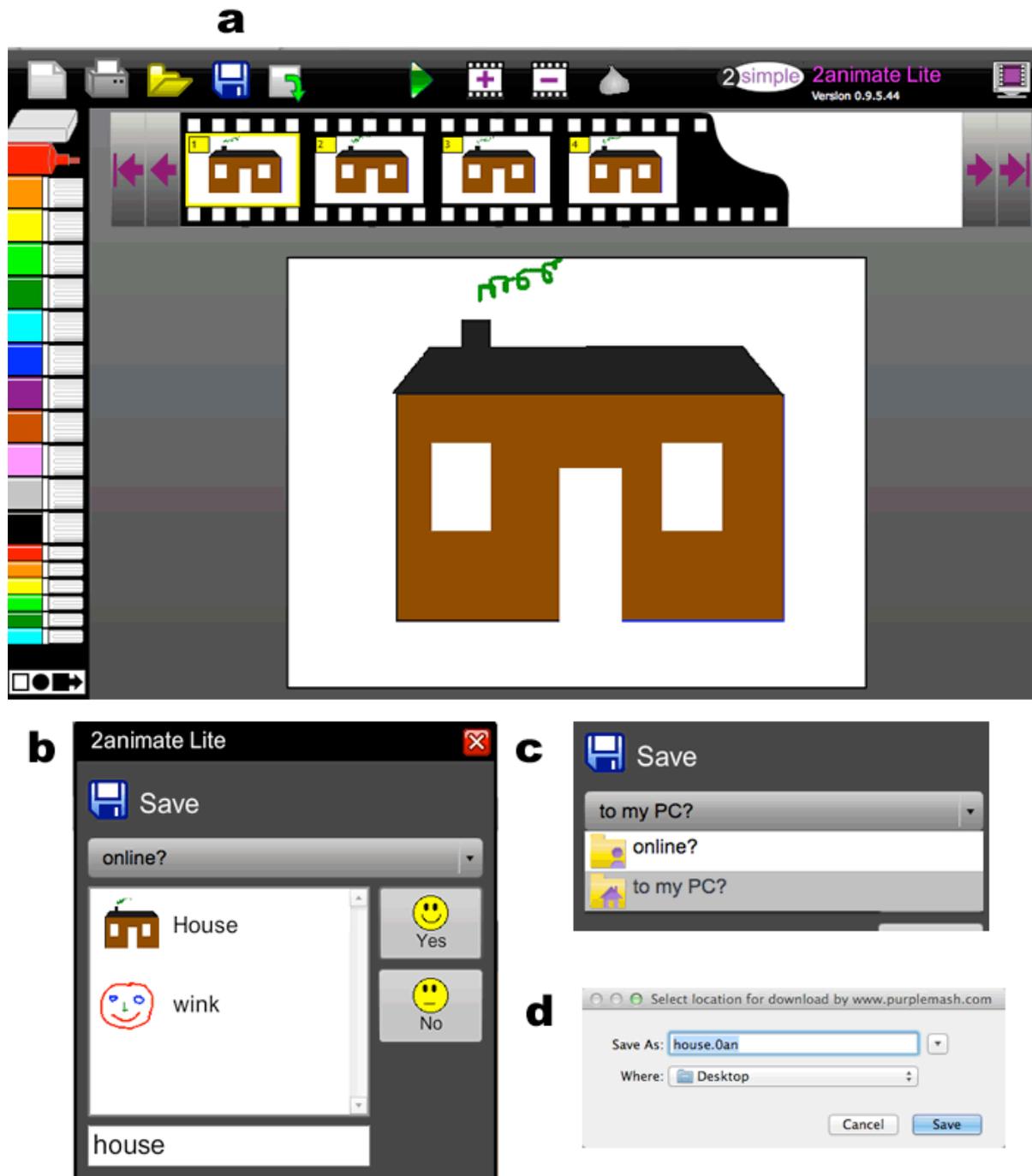


Clicking on this **export** option takes us to the box we can see at **number 2** above, where we give our file a name, and then click on the happy 'Yes' to move to the last step, or the not-so-happy 'No' to cancel doing this.

Selecting happy **Yes** leads to screen **number 3** above. Select a suitable location for the file and then click on **Save**.

How to Save as a Purple Mash file

To save it to your computer: click on the picture of the blue disc, which is shown beneath **letter** below.



When you do this, we are asked what we'd like to call this file, and where we'd like to save it – either online in Glow, or on your computer. As can be seen in **picture b** above, this file has been called **house**, and, if saved now, would be saved **online**. We want to save this file on your computer, so click the down arrow after **online?** to change it to **to my PC?** as shown in **picture c**. Finally, as shown in **picture d**, decide where you want to save it and then click on **Save**.