Saving files using Minitab Online

When using Minitab Online you can save to OneDrive or Download a Copy to be saved locally on your computer.

To Save to OneDrive:

Select File>Save a Copy

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New	• *			
Open	•			
Save a				
Download a Copy				
Run Script				
Description				

Enter a name for your project and select Microsoft OneDrive.

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Save a Copy	
Name:	
Untitled project	
Specify a cloud repository to enable autosave. If you do not enable autosave, you can save your project later. If you exit Minitab without saving or if your session times out due to inactivity before you save, you will lose your changes.	
Microsoft OneDrive I I I I I I I I I I I I I I I I I I I	
⊖ Google Drive™	
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On the initial time saving you will be asked to sign in to OneDrive. Sign in with your SU credentials.

Choose the location you would like to save the file and click Select.

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Your file will now be saved to OneDrive.

Alternatively, you can click **Autosave disabled** at the top of the screen, **name** the document, and select **OK** to be prompted for the save location in OneDrive.

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To Save to your Computer:

Select File>Download a Copy

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File	Edit	Data		
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Save a				
Download a Copy				
Run Script				
Description				

A copy of your file will be downloaded to your computer. Please note the location will depend upon your browser and settings.

