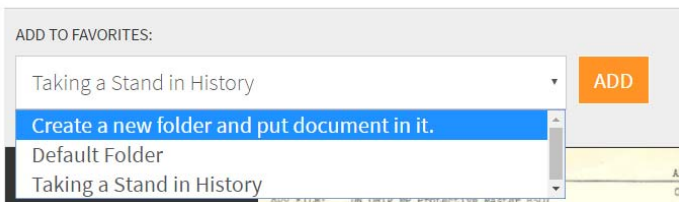


# Saving Documents in DocsTeach

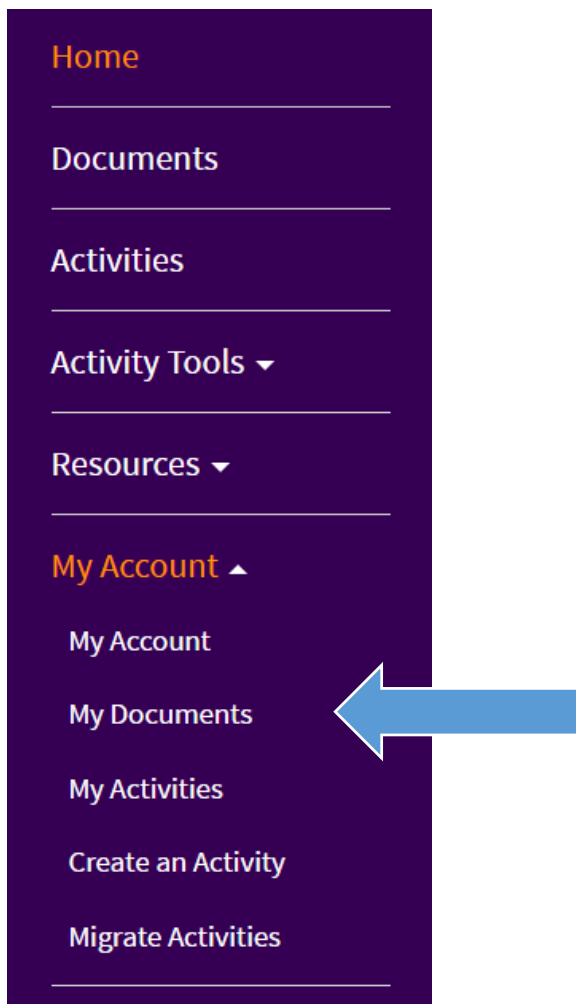
1. When you find a document, you will see these symbols on the Document page ...



2. Click the STAR to save the document to My Account. A dropbox, called ADD TO FAVORITES, will appear that asks in what Folder you want to place the document. In this case, I am creating a new folder for a document.

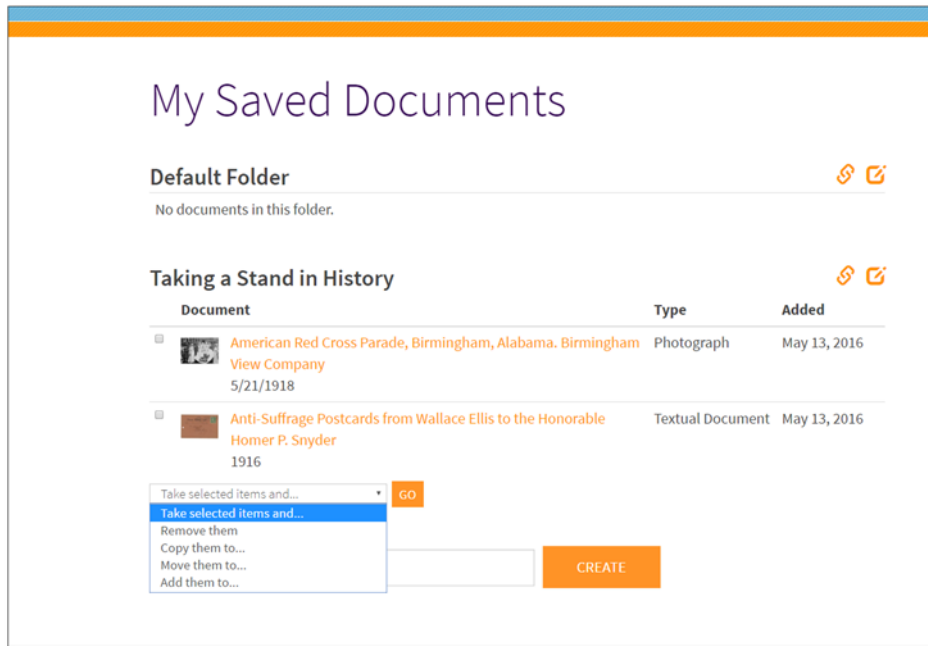


3. Now, go to MENU, then My Account and expand it. Then click on My Documents.

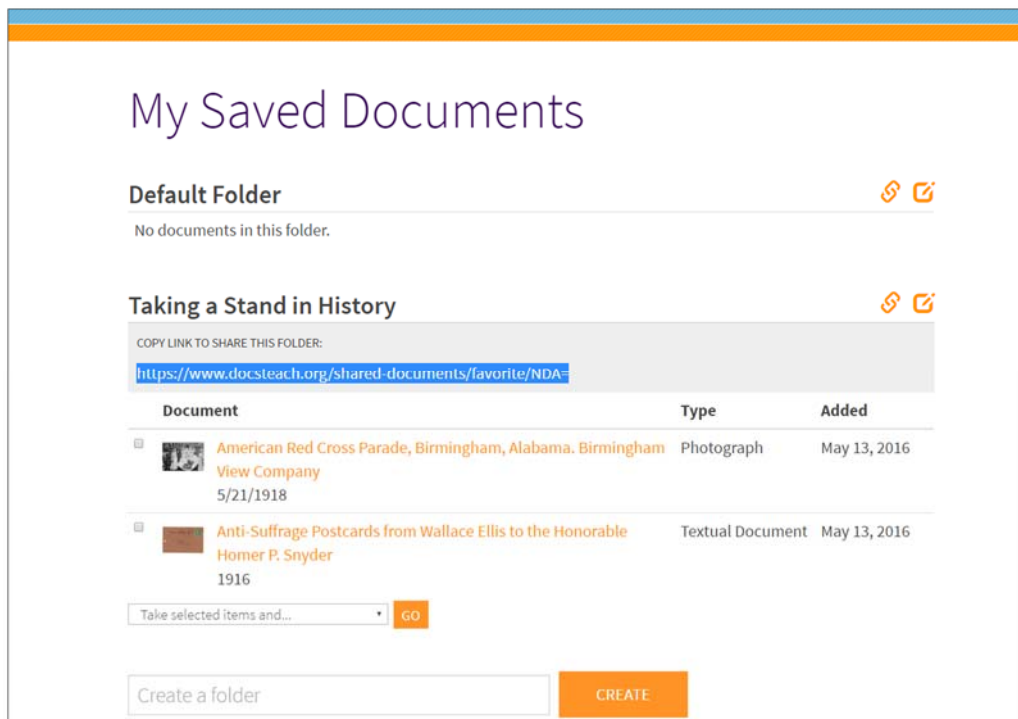


# Saving Documents in DocsTeach

- 5. You can do several things on this page:
  - a. Create folders
  - b. Move, copy, remove, add documents to folders.





- c. Send your whole folder to anyone ... students, other teachers, etc.



# Saving Documents in DocsTeach

- d. This is what the document list looks like to whoever you send it to.

The screenshot shows the DocsTeach interface. At the top, there is a navigation bar with a menu icon, the DocsTeach logo, and the tagline 'The online tool for teaching with documents, from the National Archives'. To the right are logos for the National Archives and the National Archives Foundation, along with links for 'LOGOUT', 'FAQ', and 'CONTACT US'. The main content area features the title 'Taking a Stand in History' and a table of documents.

Document	Type
 American Red Cross Parade, Birmingham, Alabama. Birmingham View Company 5/21/1918	Photograph
 Anti-Suffrage Postcards from Wallace Ellis to the Honorable Homer P. Snyder 1916	Textual Document

At the bottom, there are three navigation buttons: 'Explore Primary Source Documents', 'Discover Activities You Can Teach With', and 'Create Fun & Engaging Activities'.