



Saving – how do I save a document?

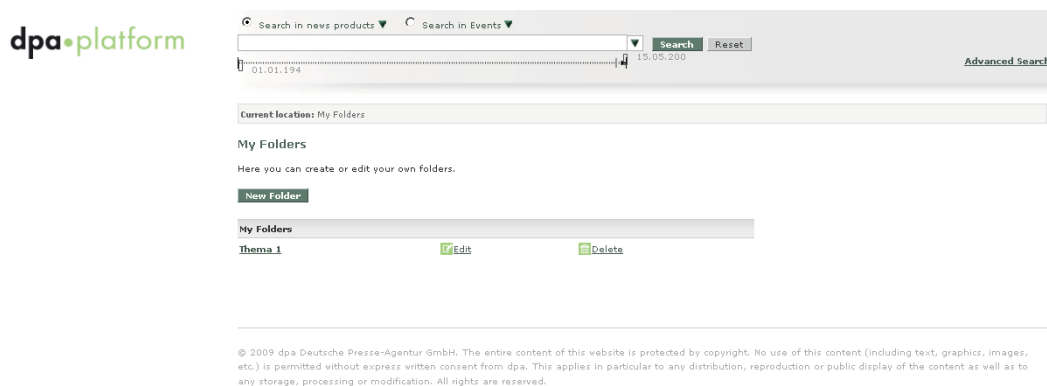
You can save a news item, a picture or a graphic online in a folder for the storage of media objects on the dpa-platform. This enables you to gain access to your chosen documents without having to conduct a new search each time.

The screenshot shows the dpa-platform interface with a news article titled "(Zusammenfassung 2345 - mit Einzelheiten) Astronauten ersetzen Schwungkreisel an «Hubble» (Mit Bild)". The 'Save' button is highlighted with a red dashed box. The article text describes the replacement of gyroscopes on the Hubble Space Telescope.

Select the function Save. You will then be asked to create a *New Folder* or to chose an *Existing Folder*. You can access and edit the previously-saved folders at any time.

The screenshot shows the 'Save to Folder' dialog box. It asks 'Where do you want to save your selection? Please select...'. There are two options: 'Theme 1' (selected with a radio button) and 'New Folder'. Under 'New Folder', there are input fields for 'Name of the New Folder' and 'Description', and 'Save now' and 'Cancel' buttons at the bottom.

The folders can be created or edited via My Folders. Existing folders can also be edited or deleted.



If you wish to save several documents during a session you can select the documents by clicking on them in the search list and using **Save** as described above.

