

Save your concept map locally or on a free public server

1. Select **File** then **Save Cmap As**.
2. At the top of the window, the computer and globe buttons give you the option of saving your Cmap locally, or saving it on one of the public servers.
3. To save to the McGill Library folder on a public server, select the globe button and then **IHMC Public Cmaps** (it will take a few minutes for the folders to appear); scroll down and open the **McGill Library** folder. After you have given your map a title you can hit **Save**.
4. Once saved to a server, you will see an additional bar at the bottom of the Cmap indicating its web address. It will also be available from www.cmappers.net.
5. When you go to the **Views - CmapTools** window, the Cmap you saved will appear under either the **Cmaps in My Computer** or **Shared Cmaps in Places** heading. If you saved it in the McGill Library folder, be sure to add the folder to your favorites (**Edit – Add to Favorites**).