

Save your concept map locally, in the cloud, or on a free public server.

- When you are ready to save, select **File > Save Cmap As**. At the top of the window, the computer, cloud, and globe buttons give you the option of saving your Cmap locally, in your cloud folder, or saving it on one of the public servers.
 - It is a good idea to save your map locally (computer icon) before adding it to the cloud or a public server.
 - To save to the McGill Library folder on a public server, select the globe button and then **IHMC Public Cmaps** (it will take several 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**. Once saved to a server, you will see an additional bar at the bottom of the Cmap indicating its web address.
 - If you are going to use CmapTools on different computers, you must first create a Cmaps cloud account by clicking on Cmaps in the Cloud in the **Views** window (**Window > Show Views**).
- When you go to the **Views** window (**Window > Show Views**), the Cmap you saved will appear under either the **Cmaps in My Computer**, **Cmaps in the Cloud**, or **Shared Cmaps in Places** heading.
- If you saved your map in the McGill Library folder, be sure to add the folder to your favorites (**Edit > Add to Favorites**).