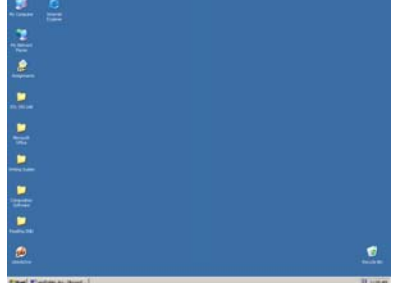
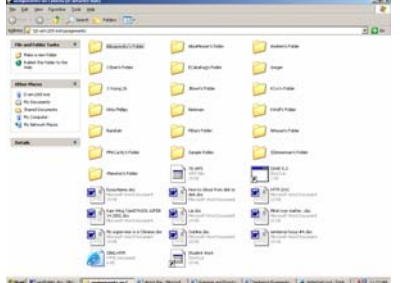
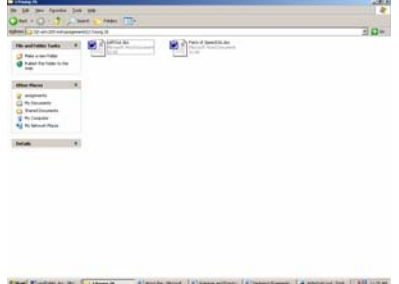

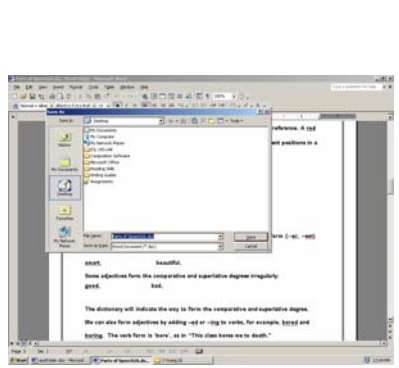
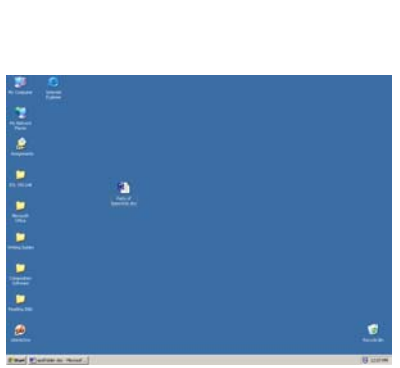


Directions for opening the assignments folder . . .

Directions	1	2
<ol style="list-style-type: none"> Go to the desktop's assignments folder. Double-click your instructor's folder. 		
	3	4
<ol style="list-style-type: none"> After opening your instructor's folder, locate the specific assignment file you need. Open that assignment. 		
	5	6
<ol style="list-style-type: none"> Go to file / save as and save the opened document to the desktop or my documents. This will put the file on the computer. Close the file originally opened and the assignments folder. This will allow the assignment server to work faster. 		
<ol style="list-style-type: none"> Finally, go to where you saved the assigned document and double-click it to begin working on it. If you'll need to work on it outside of the lab, save it to a disk and/or email it to yourself as an attachment. 		