

Turning documents into IN folder

1. Save your document, photo, presentation, etc. to your server spot (H drive)
2. Be sure to include your last name in the file name
3. **Close** the program you are working in.
4. Open your H drive and find the file you are turning in. Click once to **select the file**.
5. **Right click** and choose **copy**
6. Go to the **S drive** 004 **IN** folder. Find the location of your assignment.
7. **Right Click** and choose **Paste**.