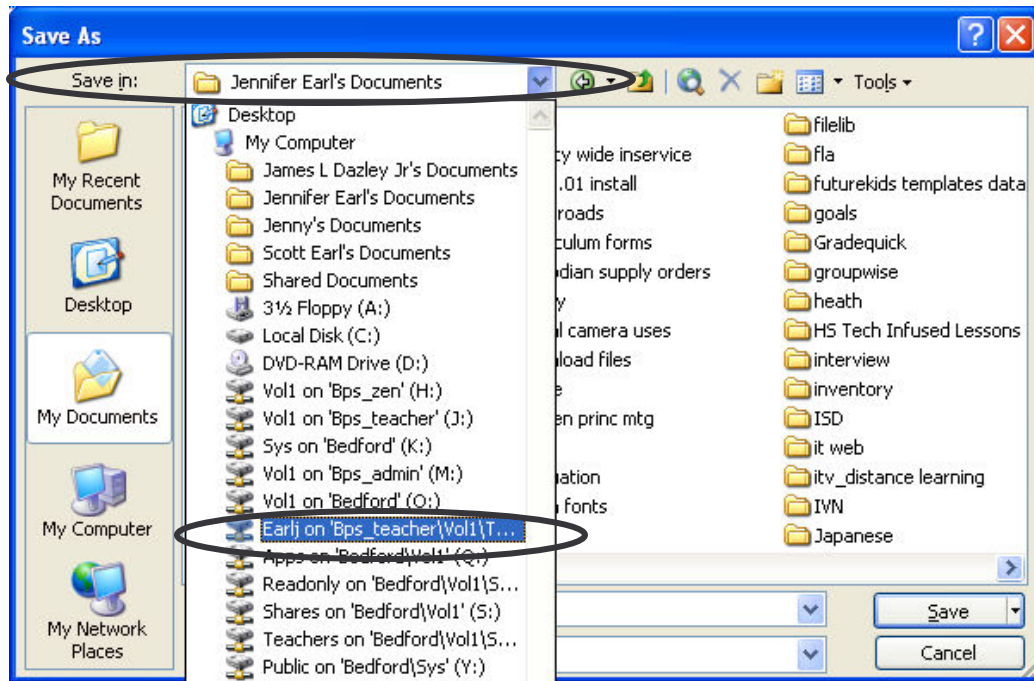
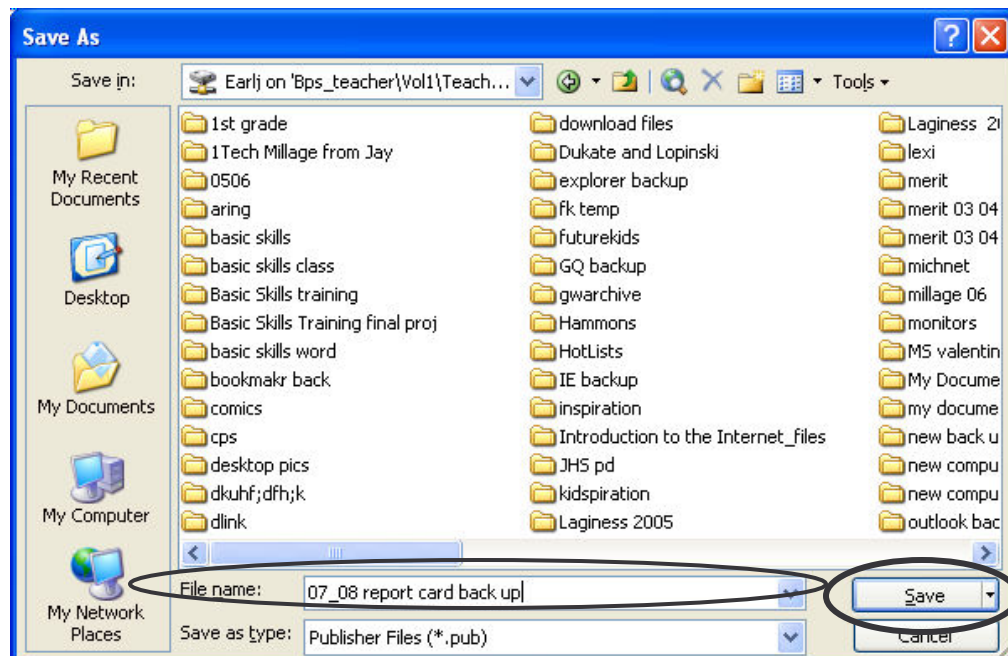


# Report Card Back Up

1. Open the report card file from your local computer.
2. Go to the File Menu and select, *Save as*
3. The window below will display...
4. In the *Save in* area at the top of the window, use the pull down menu and select your P drive. Your P drive will be the network drive labeled with your Novell Username.



5. Name the file, such as "07\_08 report card back up"
  6. Click *Save* button.
- The file is now backed up on the network.



To return to your P drive from your local computer, you must be logged in to Novell on the network. Double click on the My Computer icon on the desktop and then scroll down the page and locate the network drives. Your P drive is listed with your Novell username. Double click your P drive to open it.

