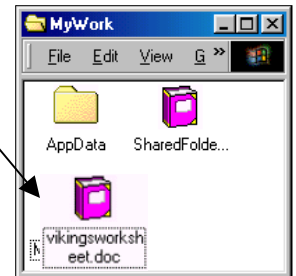


## Hawick Area Primary RM Connect networks

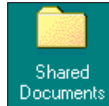
### How to put files into the 'Shared Documents' Folder.

Make sure that the document you wish to share to pupils is saved in your own 'My Work' folder and that your 'My Work' window is open and that you can see the icon for your document.

Close down any other windows so that only this 'My Work' folder is open. (You are trying to avoid a clutter of windows on the screen.)



- 1 Open the 'Shared Folder'

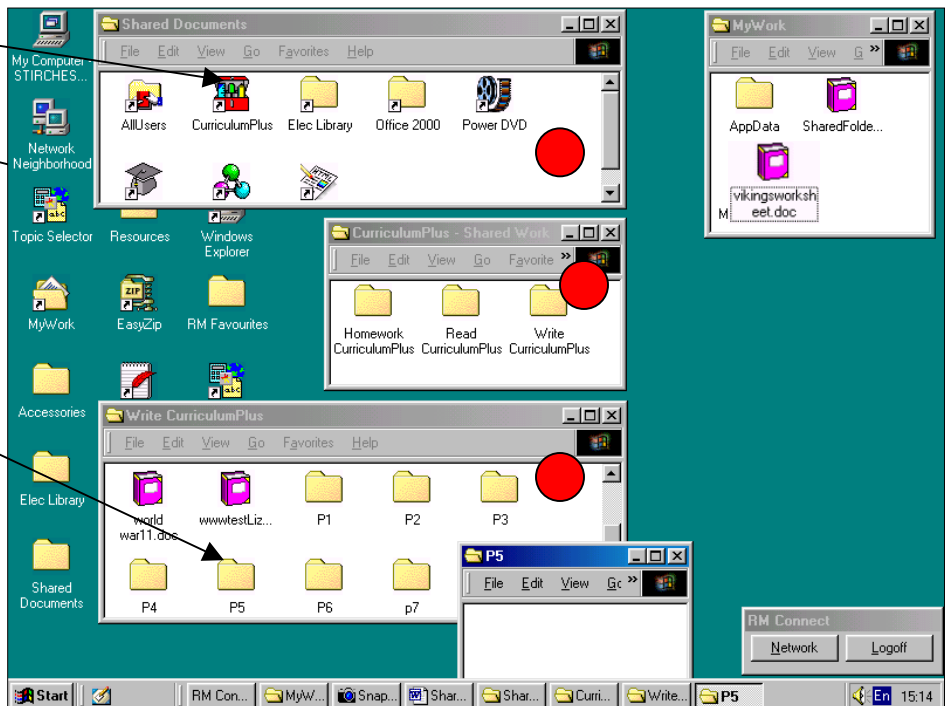


- 2 Open the 'Curriculum Plus' folder

- 3 Open the 'Write' folder. This is where you are going to place a copy of your document.

- 4 Open the folder belonging to your class.

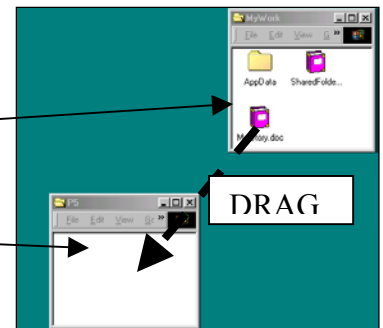
*(You have to make folders for each class in this window by going to File > New > Folder > and entering a name for the 'New Folder'. Do this for each class or each teacher in the school.)*



Once you have got this one open, close down the window belonging to instructions No. 2,3 and 4 above (red spots on the diagram) You are trying to avoid a clutter of windows on the screen.

You should be left with your 'My Work' folder and the destination folder for your class.

- 5 Carefully drag the file from your 'My Work' folder to the Destination folder.



While you are dragging, you should see a 'shadowy' icon with a little + plus sign attached. This tells you that you are taking a copy.

Once the file is in the destination folder, the operation is complete. The next step is for pupils to be taught how to access this shared folder