

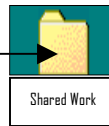
## Hawick Area Primary RM Connect networks

### How to get a file from the 'Shared Documents' Folder

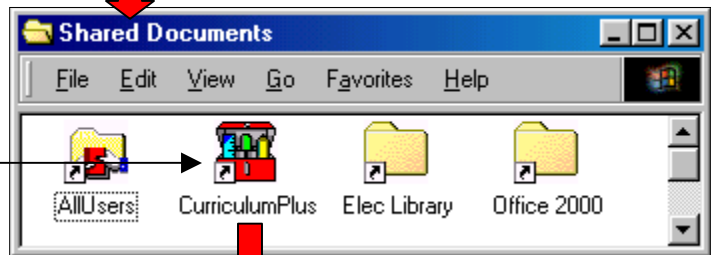
You are going to copy a file from the 'Shared Work' folder to your own 'My Work' folder. This is what to do.

1 First - Double click to open your 'My Work' folder. Keep this open on your desktop.

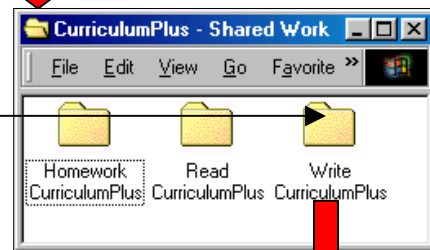
2 Double Click on the 'Shared Work' Folder



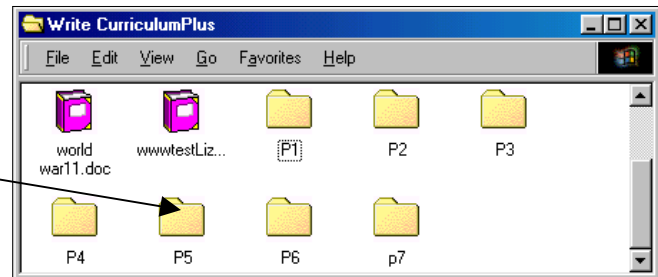
3 Double Click on the 'Curriculum Plus' folder.



4 Double Click on the 'Write Curriculum Plus' folder. This is where you are going to find the file the teacher has put in here for you.

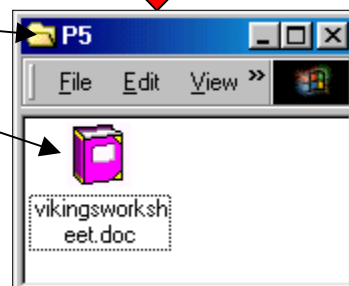


5 Double Click on the folder belonging to your class. Class P5, for example.



Your Class folder

The file you are going to copy

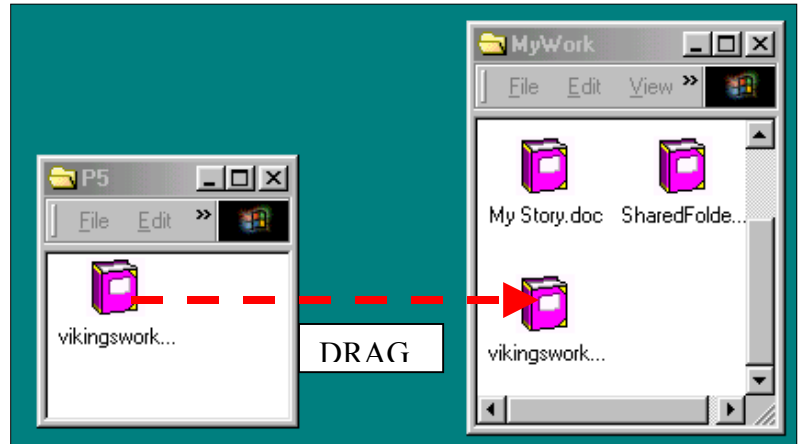


*Continued*

Close down all the other windows apart from your 'My Work' folder and your class folder.  
You are trying to avoid a clutter of windows on the screen.

- 5 **Carefully drag the file from your 'Class P5' folder to your 'My Work' folder.**

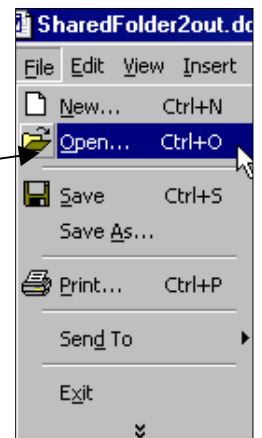
While you are dragging, you should see a 'shadowy' icon with a little + plus sign attached. This tells you that you are taking a copy.



**Once the file is in your 'My Work' folder you need to know how to open it up.**

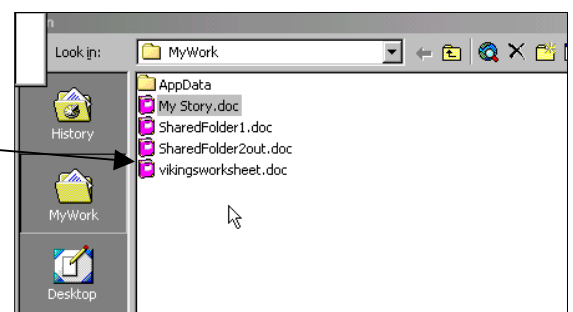
**You have to load MS Word, or Talking First Word, before it will work.**

- 1 Load MS Word, or Talking First Word, and get a blank document.
- 2 Go to File > Open > and click on 'Open'



Your 'My Work' folder should open.

- 3 Find the file which you copied before and
- 4 Double Click on it
- 5 The file should load.



GOOD LUCK