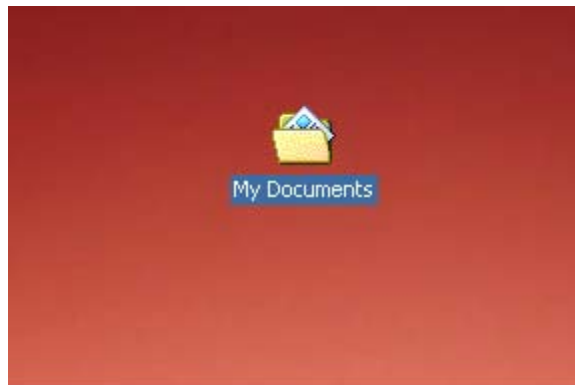
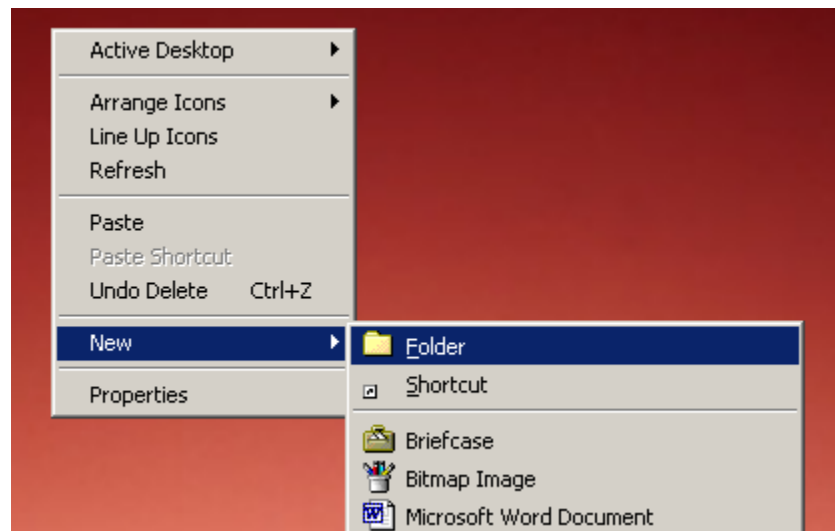


Copying data files to the My Documents folder

1. The My Documents folder should be located on the desktop.



2. If the My Documents folder does not exist on the desktop, you must create one.
 - a. Right-click on the desktop and a menu appears.



- b. Select New ► Folder.
 - c. A folder now appears on the desktop; name it My Documents.
3. Simply drag-and-drop your files and folders into the My Documents folder.
 4. If you need assistance with moving your data files, please contact the Technology Support Center at x6034.