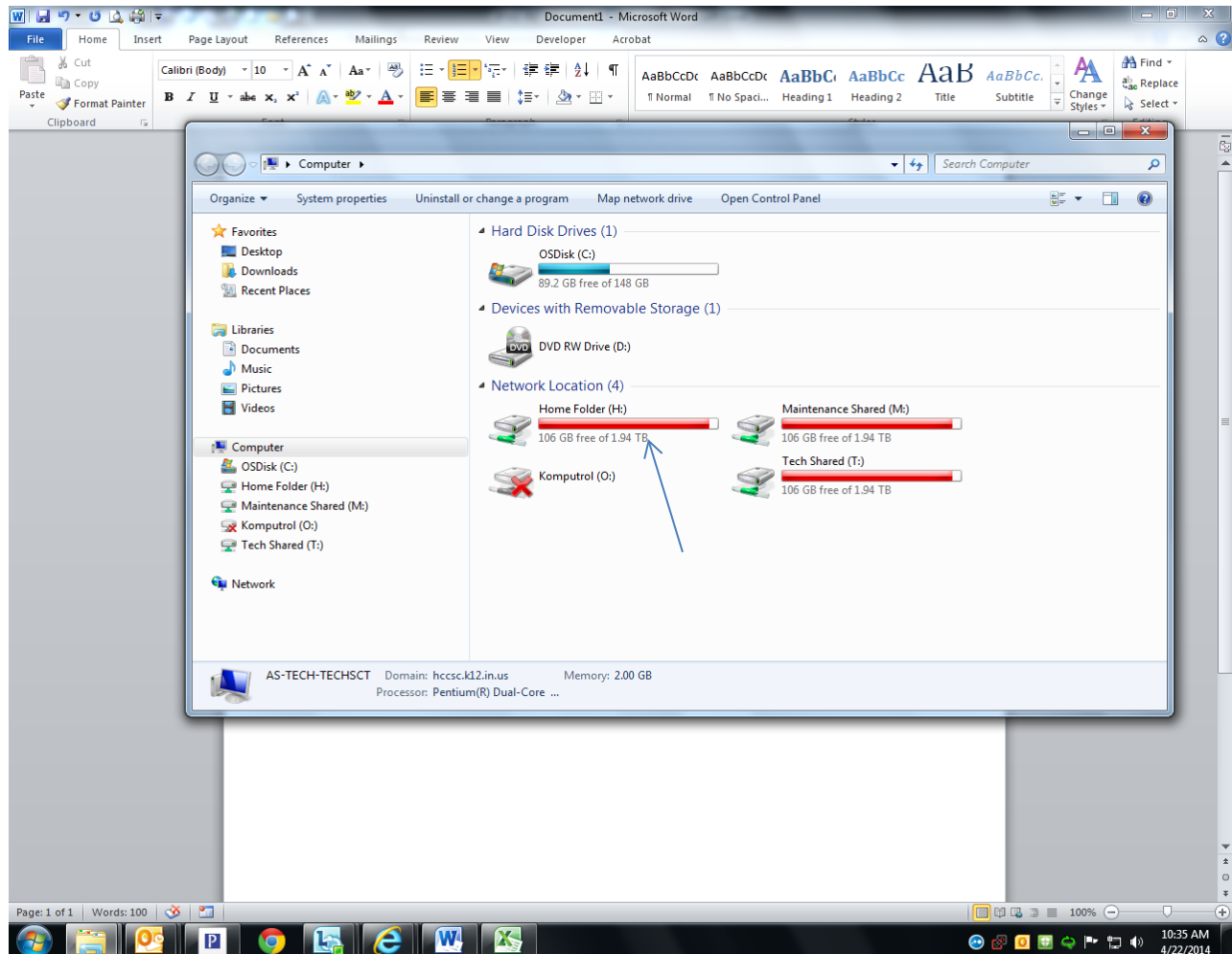


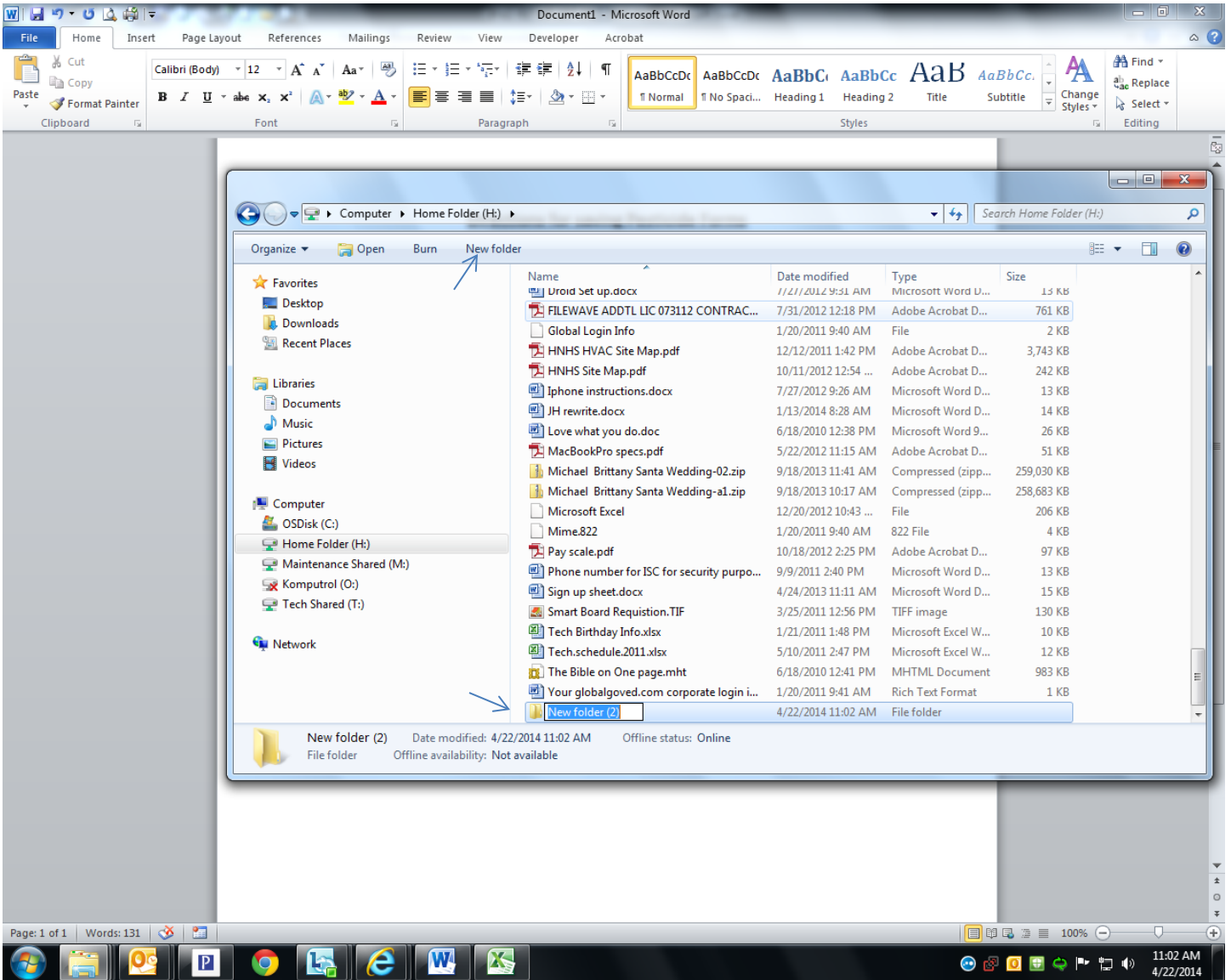
Directions for Saving Pesticide Forms

Listed below are step by step instructions for saving pesticide forms to your computer for future use. Instructions also include how to email them once they are filled out.

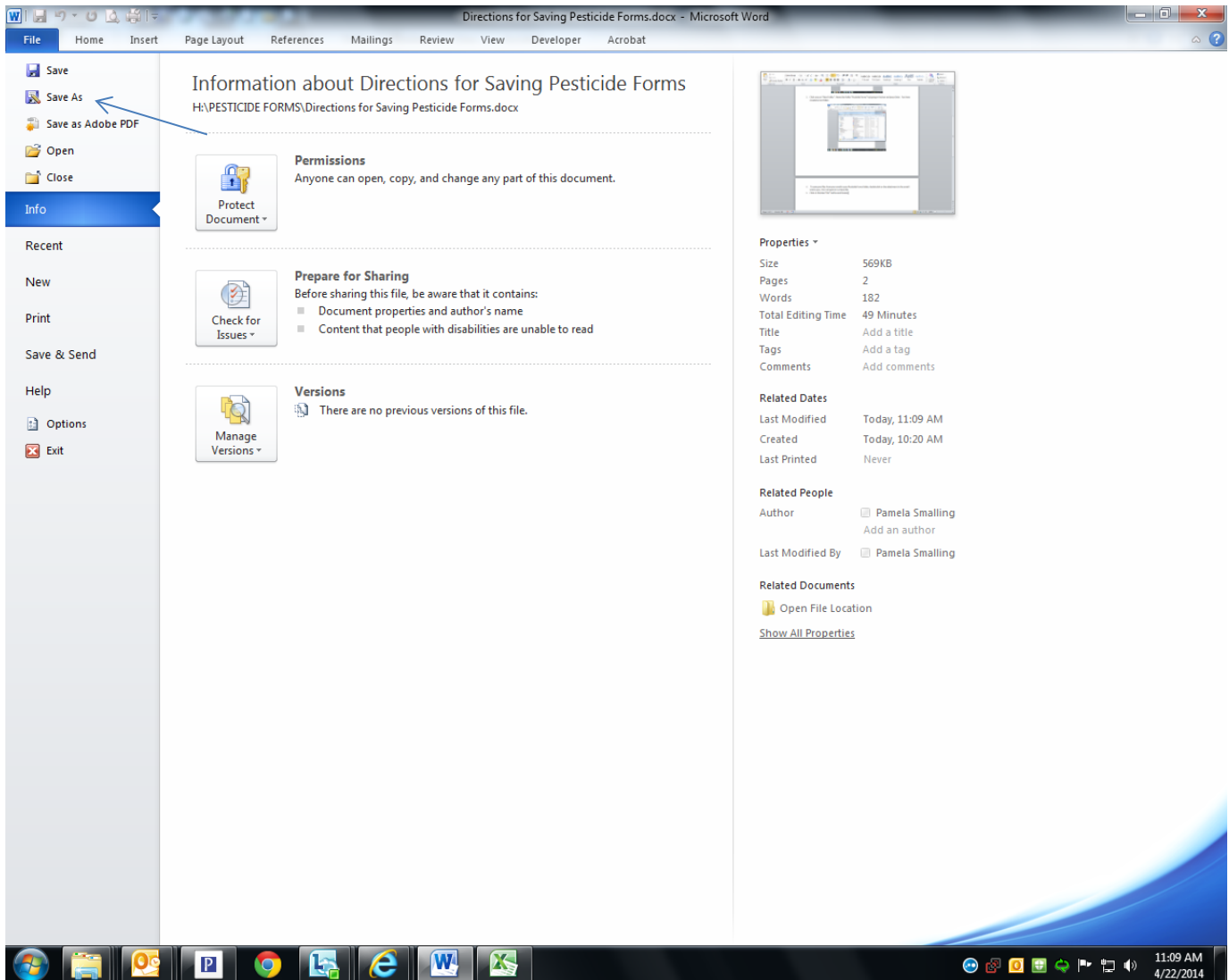
1. The first step will be to create a new folder in your “H:” drive or home directory on your computer. Saving it to this drive insures that if your computer would happen to crash, your files can be recovered.
2. To create a new folder, go to the colorful flag button in the lower left corner of your computer. Click on that and then choose “Computer”. This will bring up a screen like below. Double click on the “Home Folder (H:)”



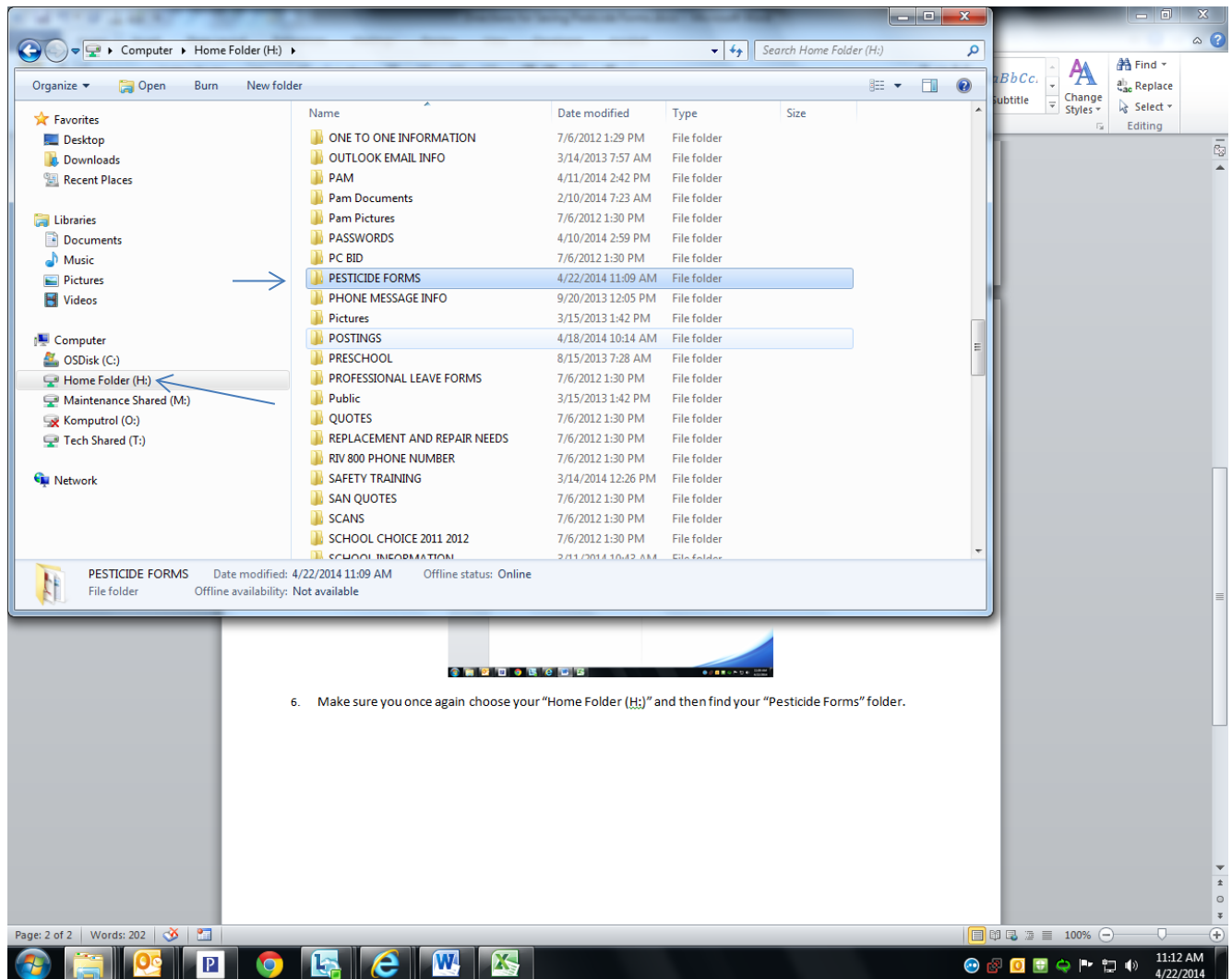
3. Click once on “New Folder”. Name the folder “Pesticide Forms” by typing in the box and press Enter. You have created a new folder.



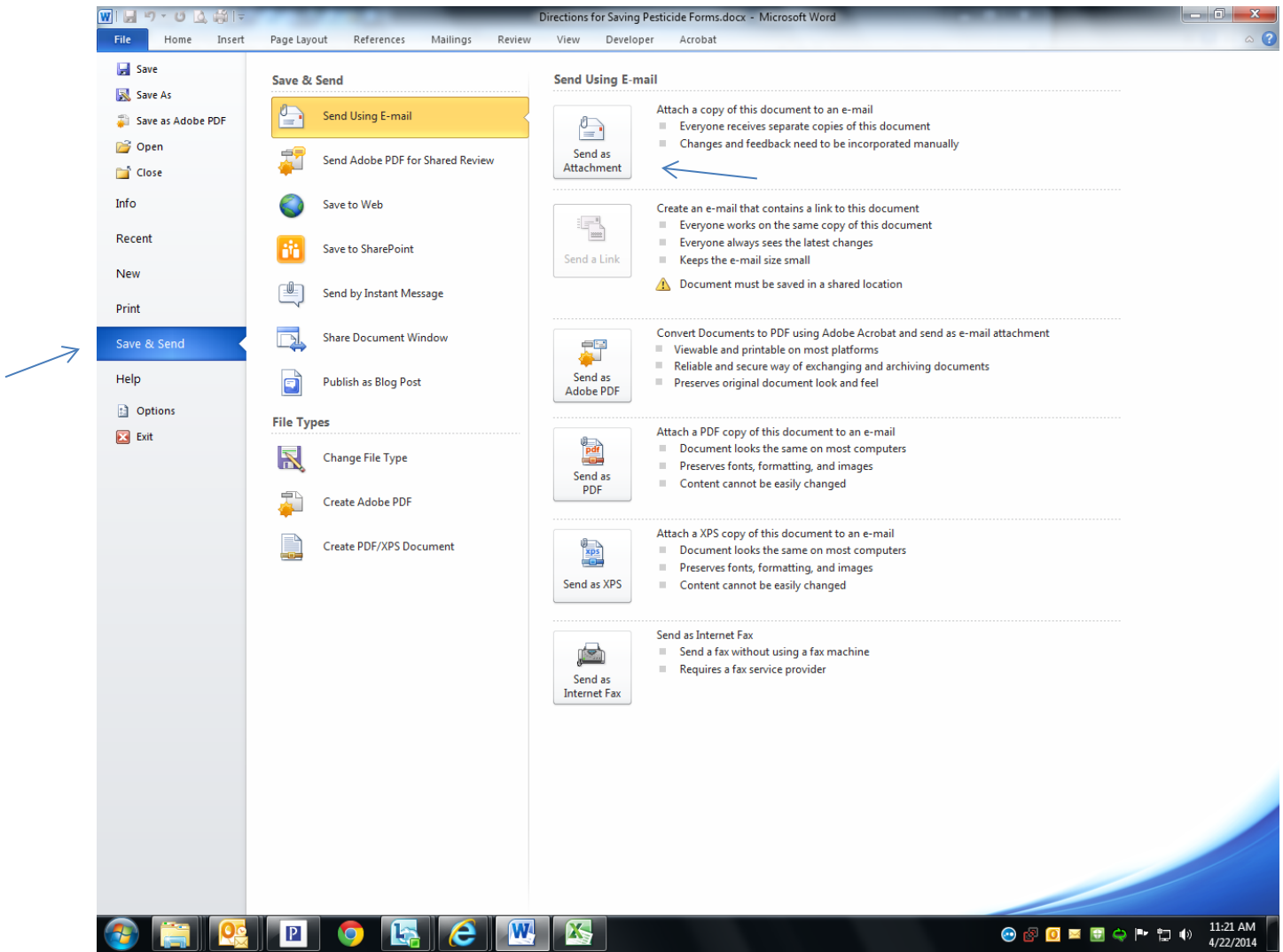
- To save your files from your email to your Pesticide Forms folder, double click on the attachment in the email I sent to you. This will open it in a Word file.
- Click on the blue "File" tab and choose "Save As"



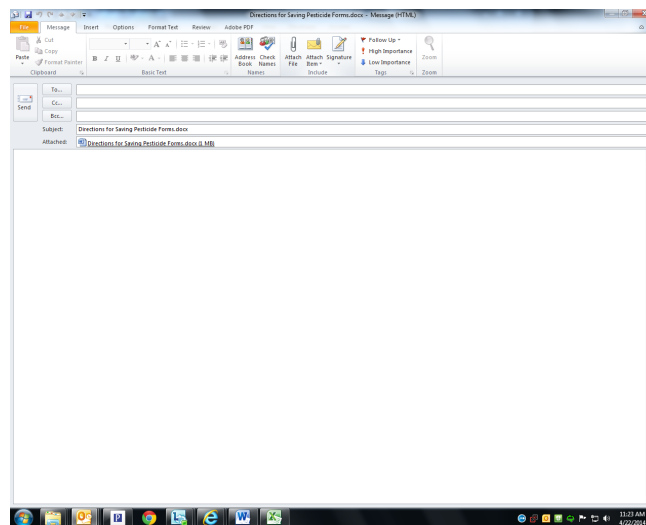
6. Make sure you once again choose your “Home Folder (H:)” and then find your “Pesticide Forms” folder. Be sure to double click on both.



7. Double Click on the “Pesticide Forms” folder. It should keep the name that it has in the email and you can just click “Save”. This is your form you will use each time you need to fill out a pesticide form.
8. When you need to fill out a new form, you can open the form you need by accessing it in the same way. Click on the colorful flag, go to “Computer”, double click on the “(H:)” drive, double click on the “Pesticide Forms” folder and double click on the form that you need.
9. To save the form once you have filled it out, you will need to change the name of the file so that you don’t lose your original forms. I suggest saving it in a format that explains what the file is. For example, ASC Honcho 042214. Your building name, the name of the pesticide and the date. This will make it easy to find in your folder if you need it for future reference. Do this step before emailing.
10. You can also easily email the form to Rich Hertel from the Word file. There is an option of “Save and Send” in the document.



11. This will bring up a box for you to send the attachment in an email. Just type the email address of Rich Hertel or whoever you need to send it to.



If you have any questions at all, please give me a call or email me at any time! My phone number is 260-356-7812 ext. 8200 and my email is psmalling@hccsc.k12.in.us.