

# PLEASE FAMILIARIZE YOURSELF WITH THE ENCLOSED INSTRUCTIONS

## Instructions for Creating Folder & Saving Essays to Desktops

Remember that all exams must be saved on the DESKTOP.

- Please make a folder on your desktop:
  - Right click on the mouse
  - Select “NEW”
  - Select “FOLDER”
  - Rename folder with your testing number. For example #000
- You will save **all 3 essays** inside the folder you have just created
- Using Word\*, save/name each of your essays by the following format (Topic & Test #):
  - Curriculum #000
  - General Admin #000
  - Elem/Sec/Spec Ed #000
- Set up a header:
  - In the top menu, under View, click on Header and Footer
  - Type in your test number (no names) and name of essay (e.g. Curriculum #000)
  - Insert page numbers by click on the # icon under the text box
  - Close header box
  - Check your header: Go to the View menu, click Print Layout, and you should see your header faintly at the top of the page.
- Title each essay with your topic and question # (, e.g. Curriculum, Question #\_\_). Leave your question number blank until you decide which of the 2 essay questions you will write on.
- Check to make sure that your new docs all appear on the desktop.
- Good luck with your essays! Remember to save frequently (File >> Save) and answer all parts of the question.
- After printing, make sure the essay topic, test number, and page number are on each page before handing it in for stapling and remember not to delete them!

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### HOW TO OPEN & SET UP WORD DOCS in MAC LAB

1. If computer is not already on: turn on by pressing the power button on the front of the monitor.
2. If Word is not already open:
  - Click on blue W icon on menu bar at bottom to **open Microsoft Word**.
  - Choose: new doc
  - Word document (word processing)
  - open (should see a blank page)
3. **To set up Header:**
  - In top menu under View, click on Header and Footer
  - Type in info in text box: your test number (no names) and name of essay (e.g. Test #423, Curriculum), then click on # icon under text box to add page numbers and have Word automatically paginate your document
  - Close Header box
  - To check header, go to View menu, click Print Layout and should see your header faintly at top of page.
4. **Title your page** with topic, e.g. Curriculum, Question #\_\_ (leave blank till you decide which of the 2 essay questions you will do)
5. **To save** set up document:
  - In top menu under File: Save As: Topic & your test # (e.g., Curriculum #423)
  - Where: Desktop (make sure you save to desktop or it will be very difficult for us to find your electronic doc for backup purposes)
  - Save
6. If time permits, repeat steps 2-5 to **create separate document for each essay** with your test number (no names) and subject of essay (e.g., General Admin #423). Remember to save doc to desktop.
7. Check to make sure that your new docs all appear on the desktop.
8. Good luck with your essays! Remember to **save frequently** (File >> Save) and answer all parts of the question.
9. After printing, make sure essay topic, test number and page number are on each page before handing in for stapling.
10. After you are finished with your essays and print them, **DO NOT DELETE YOUR ESSAYS** from the computer; leave the folder on the desktop to be saved by staff as a backup to your printed hard copy.

