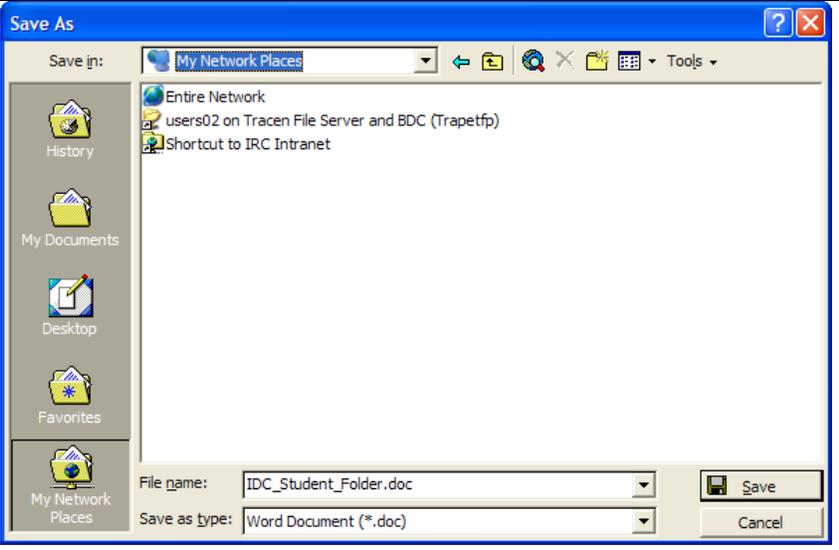


Your assigned IDC work area. When you create projects in the IRC you should save the work in your assigned IDC work area. Your work area is _____.

Accessing your IDC work area	This job aid will show you how to navigate to your assigned IDC work area.	
	Step	Action
	1.	Double click on the My Network Places icon on your desktop.
	2.	Click on Entire Network .
	3.	Double click Microsoft Windows Network .
	4.	Double click ESUALAMEDA
	5.	Locate and double click on Tracen File Server and BDC (trapetfp) .
	6.	Locate and double click on Users12 .
	7.	Double click to open the idschool folder.
	8.	Locate the folder named Students and double click to open.
	9.	You will see student folders 01 through 25 . Select the folder number you were assigned during INDOC and double click to open.

Saving work to your IDC work area	This job aid will show you how to save completed projects to your assigned IDC work area.	
	Step	Action
	1.	From the file drop down menu click on “ save as. ”
	2.	Click on the down arrow next “ save in ” and select My Network Places .

	
10.	Work your way down through the network as outlined in this job aid labeled “ Accessing Your IDC Work Area ”.
11.	Click the Save button.