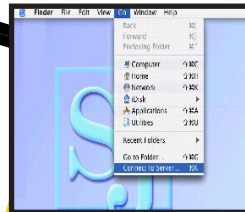
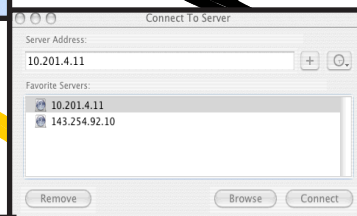




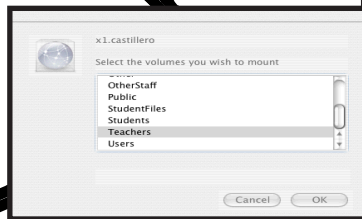
# How to *Move* your work to the *Drop Box*



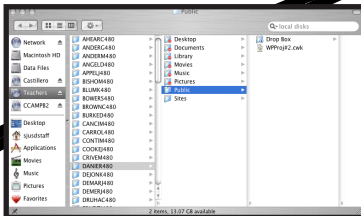
Step 1:  
Click on 'Go' and then  
'Connect to Server'



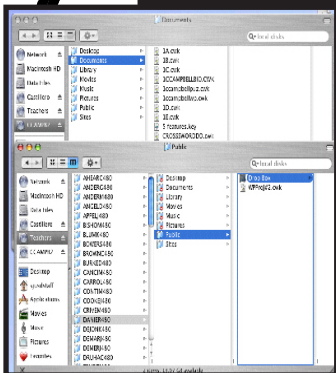
Step 2:  
Be sure the server  
address is in the  
window and then  
click 'Connect'



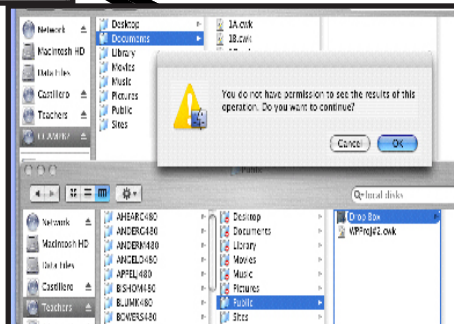
Step 3:  
Click on  
'Teachers'  
then click  
'OK'



Step 4:  
Click on your  
teacher's name,  
then click on  
'Public'



Step 5:  
With **both** finder  
windows showing, drag  
your file from your  
documents window until  
it is on top of the words  
'Drop Box' in the teacher  
window.



Step 6:  
You will see a green plus  
sign and then will get a  
message saying "You do not  
have permission to see the  
results of this operation"  
Click 'OK'



Congratulations!  
You have just  
moved your work  
to your teacher's  
drop box!