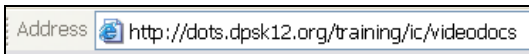


PC Download of Behavior Letters



Web Link to Letter Download

1. Type <http://dots.dpsk12.org/training/ic/videodocs> and click on Go or Enter.



Download File

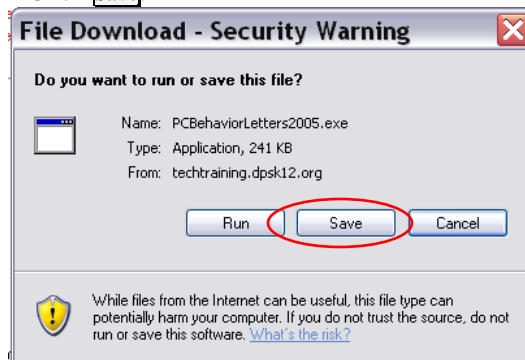
2. Click on the link to the download file, under Discipline and Conference Class information.

Discipline and Conference Class

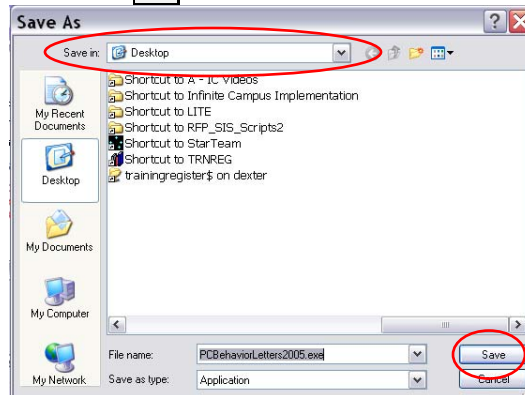
Behavior Letters for School Year 2005-06

- Behavior Letters for PC - Updated 04/05
- Behavior Letters for Mac OS X - Updated 04/05
- Behavior Letters for Mac OS 9 - Updated 04/05

3. Click **Save**.

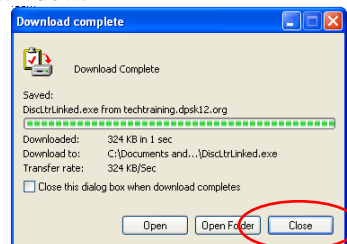


4. **Save In** select **Desktop**, **File Name** use the default, then click **Save**.

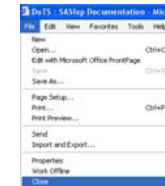


If the next window appears without closing, you may need to close it if there is no check mark in the box.

If this window appears click **Close** on the **Download Complete** window.



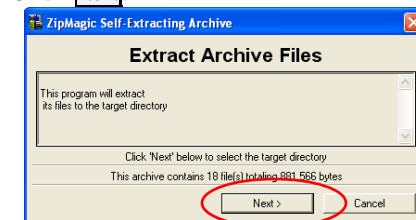
5. When the download is complete, select **File**, **Close** from the main menu or click the red x at the top right of the browser window.



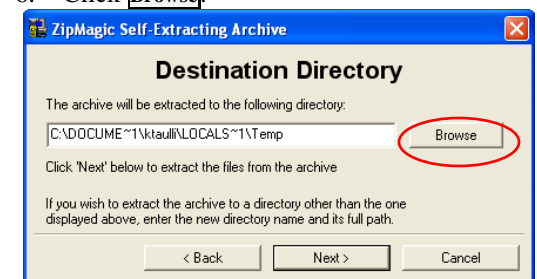
The file will display on the desktop.



5. Click **Next**.



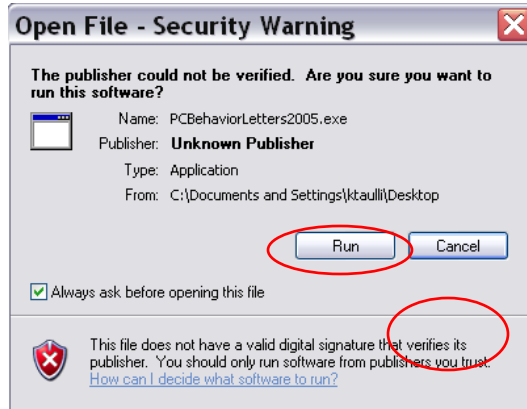
6. Click **Browse**.



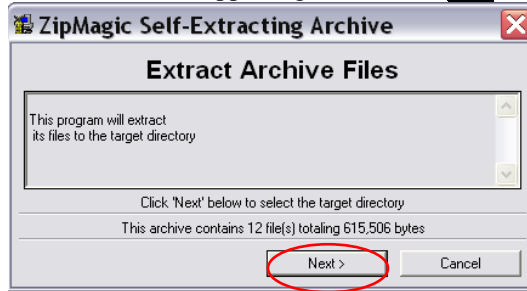
PC Download of Behavior Letters



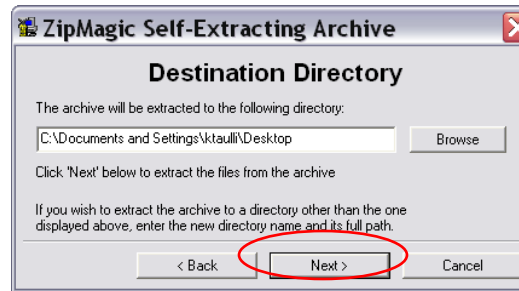
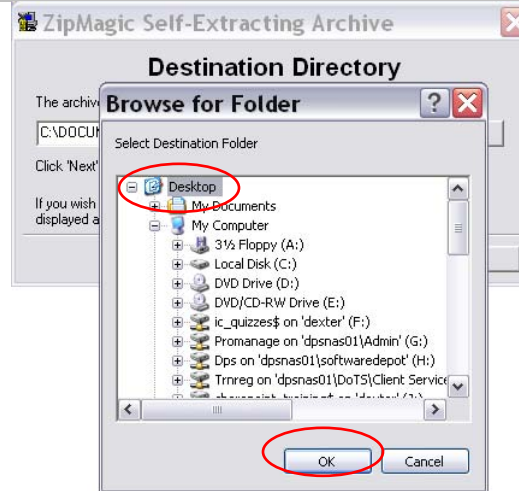
7. Double click on the **BehaviorLetters2005** file to run the program to extract the letters to a folder called **Behavior Letters 2005**.



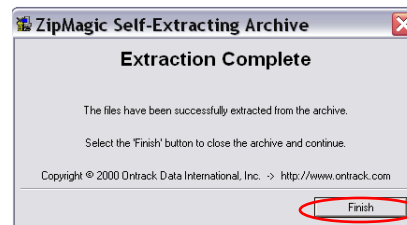
8. This screen will appear again, click on **Next**.



9. Click **Browse**.



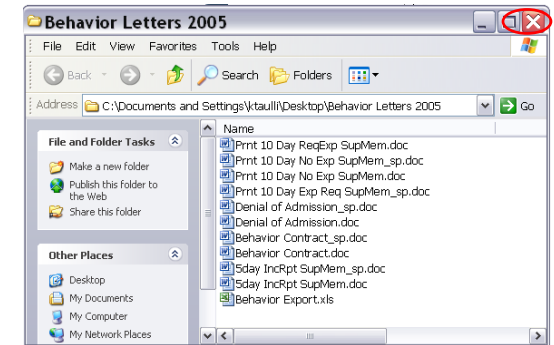
10. The files have been copied to the **Behavior Letters 2005** folder, click **Finish**.



11. Double click on the **Behavior Letters 2005** folder and the files that have been copied will display.



- Click the **Red X** at the tip right to close the **Behavior Letters 2005** window to return to your desktop.



- Mail Merge Setup Quick Reference will help you modify letters and setup your desktop.