

Directions for Destroy Log

1. Open document from email.
2. Excel will open in a Protect View.
3. Click “enable editing”
4. Your spread sheet is now available and ready to use.
5. Once file is open, go to “file” save as a copy, and rename the spreadsheet to “your schools name, birth year-destroy”.
6. Create a folder for Digitization within your school’s folder on the “O Drive” under Secretary Share.
7. Finally make sure the spreadsheet is saved in your school’s Digitization folder on the “O Drive” under Secretary Share.

Directions for the Digitization Spreadsheet

1. Open the document from email.
2. Excel will open in a protected view
3. Click “enable editing”
4. A security warning box will appear, click “enable content”
5. Your spreadsheet is now available and ready to use.
6. Once file is open, go to “file” save as a copy, and rename the spreadsheet to “your schools name, birth year-digitization”.
7. Finally make sure the spreadsheet is saved in your school’s Digitization folder on the “O Drive” under Secretary Share.