

1. Open the class google drive: Log on to your WOU gmail account and go to your google drive.
  2. Open the subfolders where I will post many things throughout the course. In particular I will post this document and a file with your buddy numbers in the “General” folder.
    - a. For this assignment, once you click on **MTH 396 Fall 2014** you should see a folder labeled “Jewel Problem”. Click on this folder to open it.
    - b. In the Jewel Problem folder you will see a file labeled “Letters”. Click on this folder to open it.
  3. Copying the letter template
    - a. Once you are in the Letters folder you should see a file labeled “00 Jewel Template (Copy 1)”<sup>1</sup> **RIGHT CLICK** on “00 Jewel Template (Copy 1)” and select “Make a copy” (**do not open or download; MAKE A COPY**).
    - b. Once you make a copy a new file should appear in the folder under the name “Copy of 00 Jewel Template (copy 1)”. Note there may be a short delay of 10-15 seconds or so while the file is being created; be patient. It will be at the bottom of the list of letters.
    - c. Find the “copy” of the template that you just made and right click on it and choose “rename”. Rename the file as “Your buddy number\_Your last name \_ Your Buddy’s Name”. For example if I was writing to my buddy Beth and I was buddy number 4, I would rename my file 4\_Wiebe\_Beth.
    - d. Now open this renamed file and next to the “To:” type your Buddy’s Name and next to the “From” type your own name. Repeat (a-d) for your next buddy if you have two buddies.
  4. Write your letters according to the instructions given on the “Response Process” document attached to your HW webpage.
- A letter template for each buddy should be completed and uploaded to the drive **before class begins** on Monday 10/20. If you have trouble accessing or creating a file, email me ASAP. Do not wait until Sunday night or Monday morning or you risk not getting the assignment done on time and not getting credit.

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<sup>1</sup> You will also see “A Jewel Template (Copy 2)”, “A Jewel Template (Copy 3)”, etc. They are all just duplicates in case one of the templates gets inadvertently written over. You can use any of these copies.