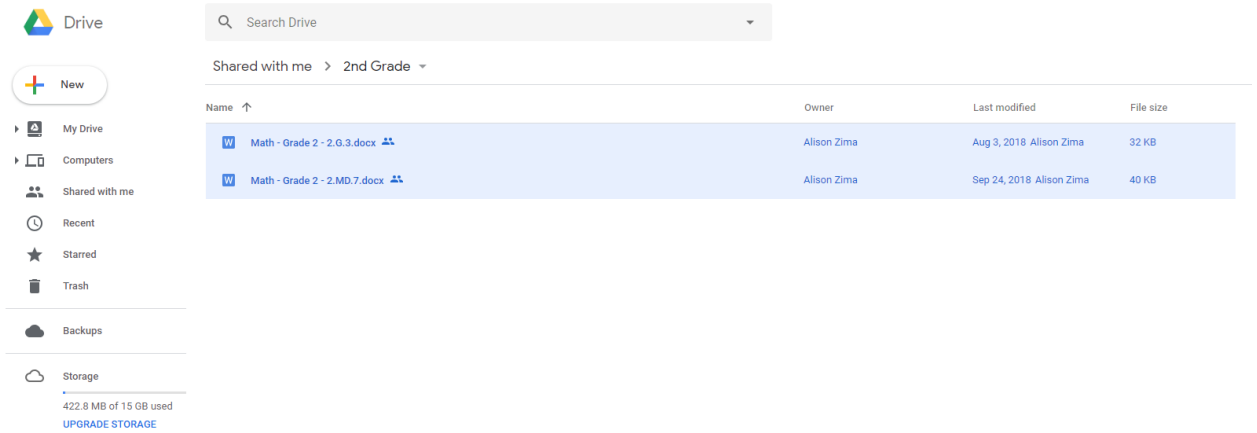


Instructions for Downloading and Sharing Proficiency Scales

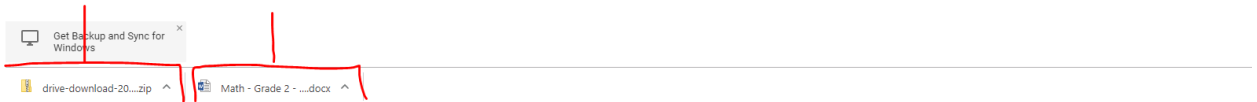
Copying a File to Your Own Personal Drive

1. Right click on desired file (or hold CTRL or Command and click on all desired files to be copied)
2. Click "Download" on the pop-up menu
3. Open the document(s) by clicking the appropriate download file or folder at the bottom of the screen



More than
1 file

1 file



3A. 1 File – If you downloaded a single file, clicking the document will open up a downloaded copy of the file in Microsoft Word. Then all you need to do is click "File", "Save As" and save it to the desired folder in your personal files or drive.

3B. More than 1 File – If you downloaded more than 1 file at a time, clicking the folder will open up a window with all of the downloaded files listed. You may open each file individually and repeat Step 3A for each individual file OR you may move all of the files to a desired folder by holding CTRL or Command and clicking on each file, right clicking, and pressing either "Copy" or "Cut" and then placing them in the desired folder.

Sharing Files with Others

- OneDrive [\[Instructions\]](#)
- Google Drive [\[Instructions\]](#)