

## Processes for Managing Documents While Working Remotely

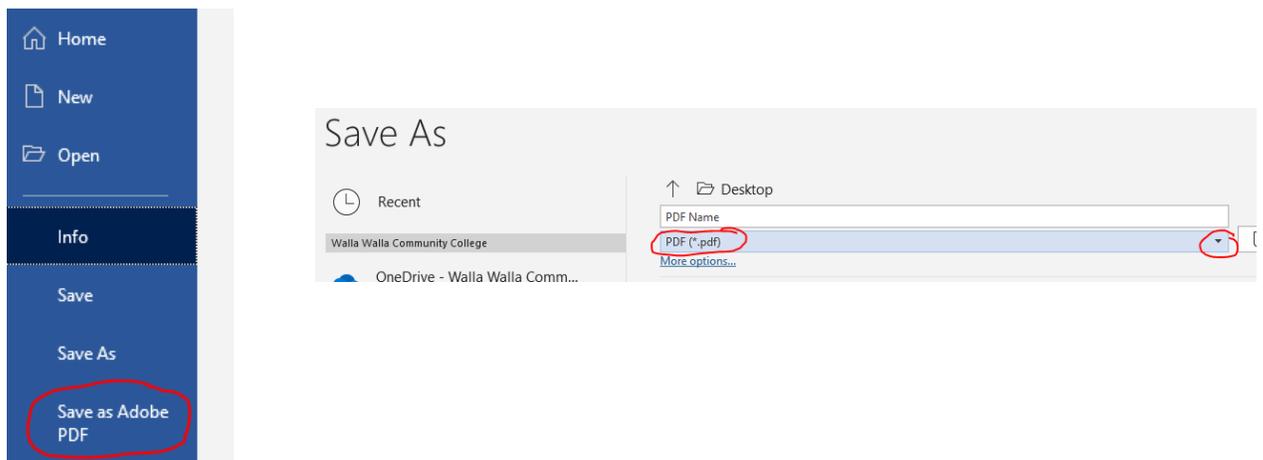
### Managing Files

Many of us are used to printing hard copy back up files that we store in binders or filing cabinets. While working off site, that isn't an option. Instead, you can create a virtual filing cabinet in your OneDrive (or TEAMS folder if others need access). Save a pdf version of each document you want a permanent hard copy of to this folder. When you are allowed back on campus, you simply print the contents of the folder and file them.

File names and versions matter when sharing documents with others. Be sure to name your files in a manner other users will recognize. Consider including your initials if you are the person maintaining the document, and add a version number or date to the file if multiple versions are being shared (e.g., Chamberlin\_V2\_03252020 = Chamberlin, version 2, March 25, 2020). If this document is going on the web anywhere, avoid using / or . (period) in the filename as these are URL formats and can cause problems – especially in Canvas.

### Saving PDFs

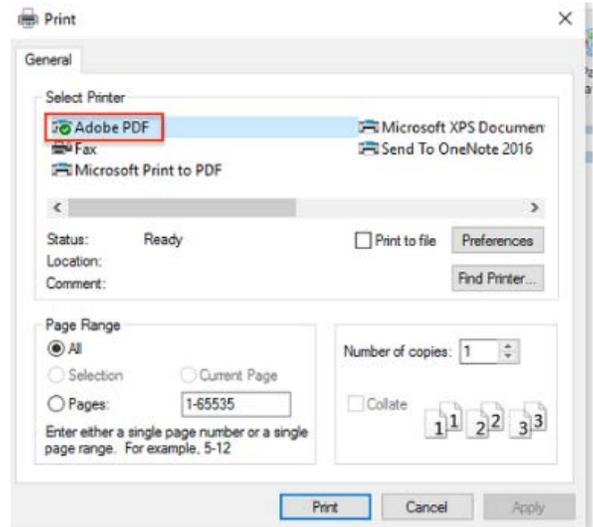
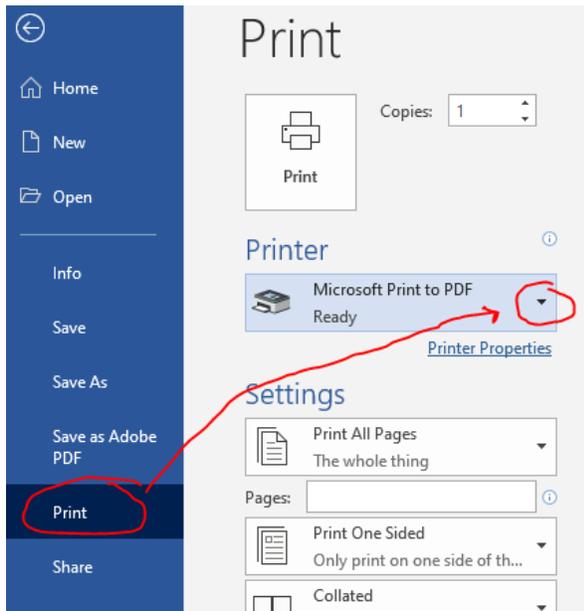
There are several ways to create .pdf versions of documents. In Office365 products, you can choose a pdf as the file type when you save the file. First save it in its normal format. Then you can use the Save as Adobe PDF menu option. If you don't see it in the left navigation, you can choose it in the filename area.



Some documents, especially web documents, prevent you from using this option directly. There is a work-around.

You can “print to a pdf” which uses your print menu options to save the file as a pdf.

This is a native feature of Windows 10 in the print menu. Older systems and Macs will have similar options, but you'll need to look in the Add Printer menu if you don't see the option, and add Adobe PDF as a printer. Then you will be able to select that "printer" under your print options.



## Save files to MS TEAM folder

Saving directly to your Teams folder is easy and you have three options. The simplest way is to drag and drop them into the appropriate folder on your Teams site. Another way is to click the File→Upload link and upload them to the appropriate folder. Finally, in the Save As – and look for Sites→Walla Walla Community College – then navigate to the appropriate Team and Folder and click Save.