**TURNING IN YOUR PROJECT**

1. Drag your entire Project folder to the Work folder on the Classes Drive inside the Coms 20A folder.
2. Disconnect any USB or portable HD you have connected to the computer.
3. Throw away any and all of your Project folders that you have on the computer. These might not only be on the Desktop, but also in your “U-Drive” folder.
4. Empty the trash!
5. Last, they to open your project from the Work folder that you’re turning in to me.
6. If you do all the preceding steps and the Project opens with missing files, you’ve made a file management mistake or mistakes.
7. Fix the missing files by dragging them from your USB or HD backup to the Audio folder you put in the Work file and go back to step #1.
8. If all else fails, contact Matt in the stockroom next to the Audio Labs.