Creating Job

1. Click open the Jobs icon
2. Click File – New/Open
3. Type Name and Title of job you're creating/Add sections
4. Click latest Masters – Click on Divisions you want – Click on Sections you want
5. Select the sections you want added/ Click Yes
6. Click Add Sections – Click ok to add section(s) (the section gets added)
7. Click Jobs/edit sections
8. Click on a section to edit/click ok

Adding Sections from the Internet or a Floppy Disk to a Job

1. Open Job
2. Add Section
3. Click on Section Template (bottom left)
4. Select ARMYSECT

New Section = (type in 5 digit number for the section number)

5. Click OK
6. Click on ADD SECTION (lower left)
7. Click YES when prompted to "add section to job"

Backup/Restore

1. Open Explorer
2. Right click on (make sure you put disk in) 3 ½ Floppy (A:) or (B:)
3. Go down to property and label your disk (for info on labeling disk http://www-de.ksc.nasa.gov/specsintact/FAQs/ntbackup.htm)
4. Click open Jobs icon
5. Under Jobs menu click Backup/Restore
6. Click which Action – Backup To – The job you want click OK