**How to Get Digitally Organized  
But be sure that everything is done properly and in order. 1 Corinthians 14:40**

***YOU MUST HAVE MICROSOFT WORD!***

1. DOWNLOAD IT
2. SAVE IT!
   1. These are legal documents
   2. These are proof you are doing school
   3. These are admissible in a court of law
   4. These are transferred to your next school and will help the next school, help your student
   5. If you save it, then you can add to it for the next quarter
3. TYPE ON IT-start one week prior to being due
4. THE TAB BUTTON IS YOUR FRIEND
5. STORE IT x 2 (ELECTRONICALLY & PRINTED)
   1. External hard drive
   2. Memory stick-put it in your safe?
   3. Google Docs?
   4. Print a copy for us and for you-start a file folder, drawer, etc.
6. PRINT IT
   1. You are responsible for the quality of the printing!
   2. Keep ink on hand
   3. In case of fail, email! [rshoemaker@revival.tv](mailto:rshoemaker@revival.tv) [mbecerra@revival.tv](mailto:mbecerra@revival.tv)

**Our God is not a God of confusion but of peace, as in all the churches of the saints. 1 Corinthians 14:33**