

ZIP STORAGE

Connect Zip Drive to your computer.

1. Label one of the Zip Diskettes JMAX
2. Now with that Zip diskette in the Zip drive, go to Windows Explore and highlight the Zip drive.
3. Click FILE...NEW...FOLDER, name this one Hardware, click ENTER
4. " " " " " " " Software, click Enter
5. (Repeat same) Internet , click Enter
6. (Repeat same) Jokes, click Enter
7. (Repeat same) Inspiration, click Enter
8. (Repeat same) WebSites, click Enter

Now you have the Zip disk set up. When you receive a Jmax bits and you want to save it, put in the Jmax Zip disk, click File, SaveAS and doubleclick the folder listed there in which you wish to save this particular file, give this file a descriptive name (such as, Zip storage for this bit of info here) and click SAVE.

Remember when you save these from AOL, they will not retain the same format unless you also open them while in AOL (not necessarily signed on, but through the AOL program)

Revised 5/30/2009 JMM