

Save to Jump Drive

1. Right Click Start
2. Left Click Explore
3. On your local hard drive find and Left click on Program Files
4. Left click Lotus
5. Left click Notes
6. Left click Data
7. Left click Archive
8. On the right hand side of your screen, Right click a_jdoe.nsf,
left click copy
9. On the left hand side of your screen, Find and Right click your
jump drive , left click paste