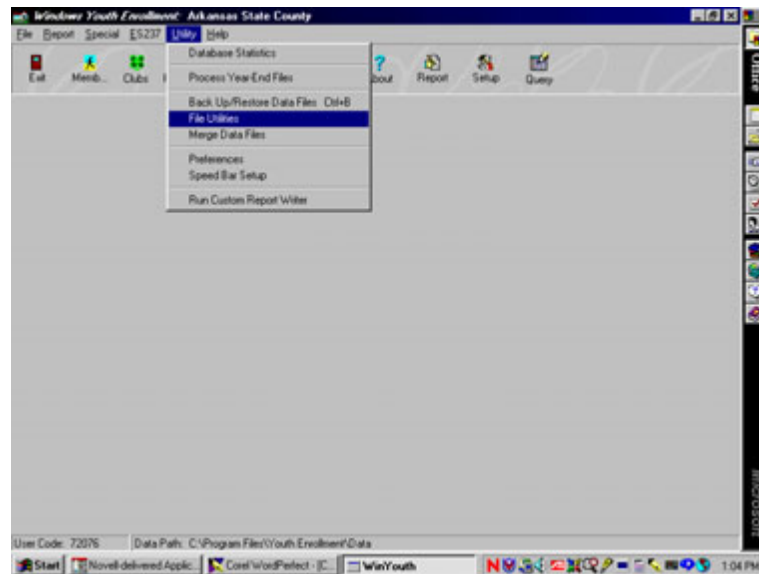


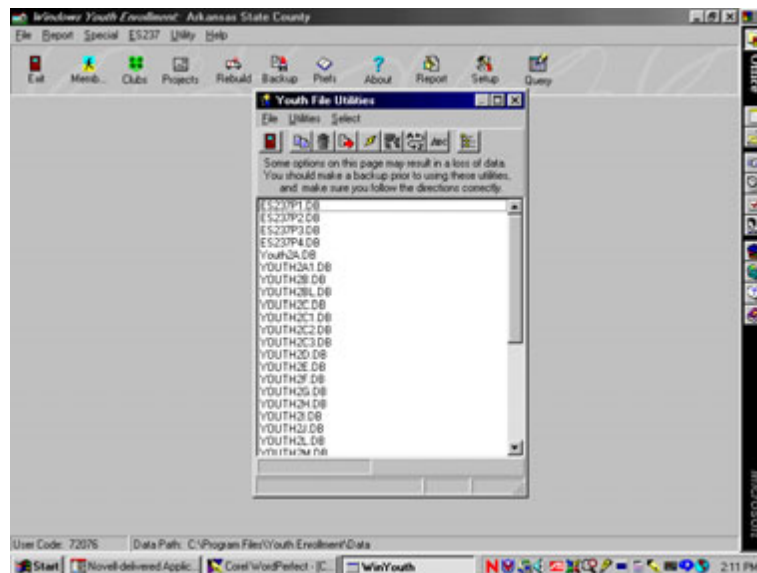
Submitting the ES237 to the State Office.

From the Blue Ribbon Youth Enrollment Application

1. From the Menu bar, select **Utility**.
2. From **Utility**, select **File Utilities**.

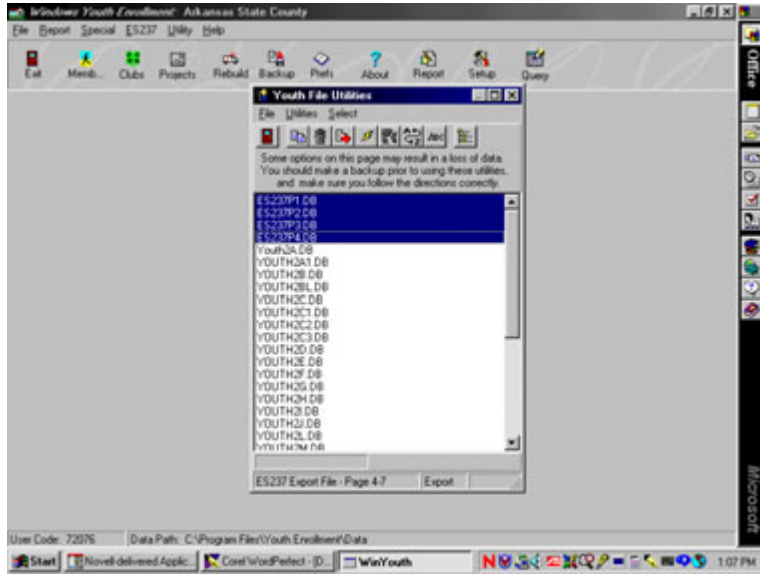


3. The Youth File Utilities screen is displayed.

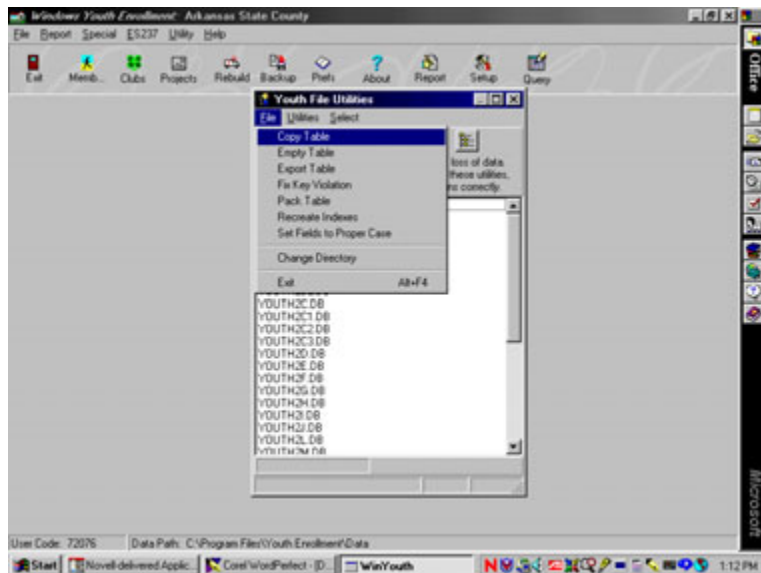


- 4. Highlight the following **four** files by holding down the CTRL key and doing a single mouse click on each file.

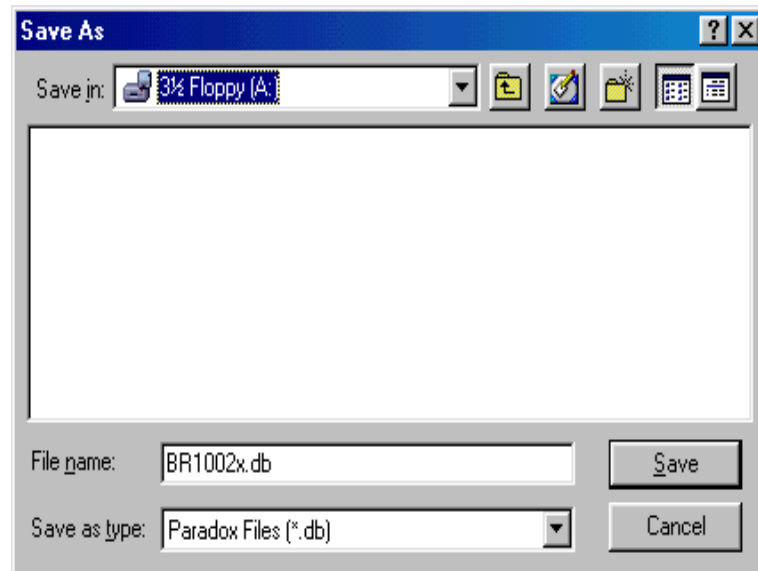
ES237P1.DB, ES237P2.DB, ES237P3.DB and ES237P4.DB



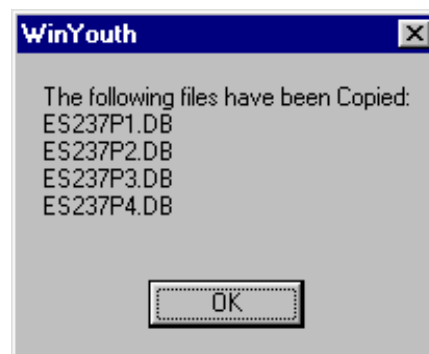
- 5. Select **File**, then **Copy Table**.



- At the **Save As** screen and in the **Save in** box, change to the 3 ½ floppy A: directory.



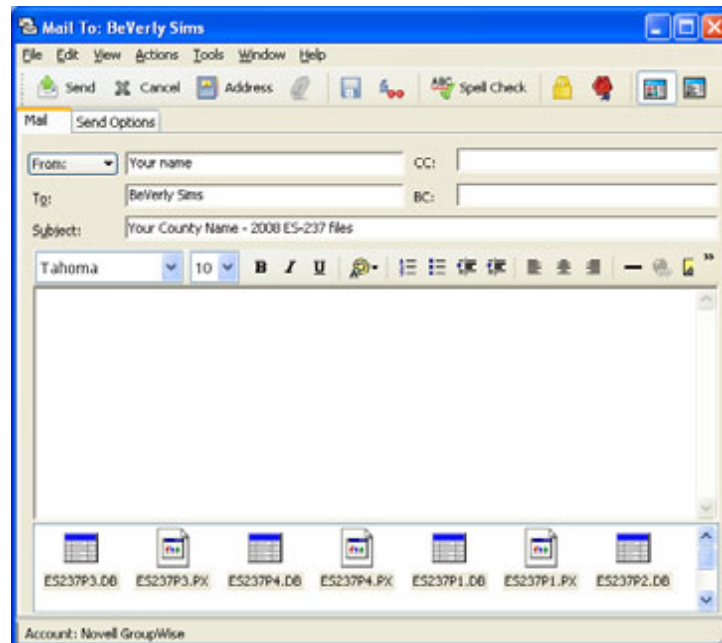
- Select SAVE.
- After files have been copied to disk, select OK.



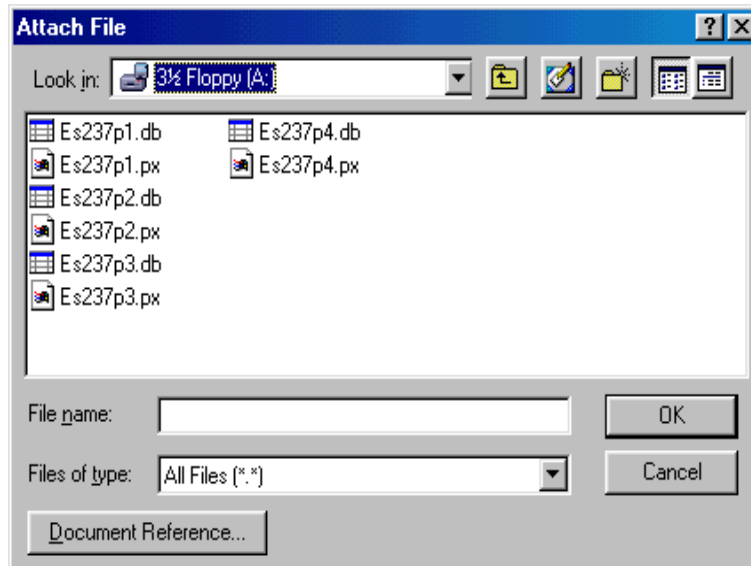
- Close the Youth File Utilities screen.
- Exit the Youth Enrollment application.

From GroupWise

1. Insert the disk with the ES237 files into Drive A:.
2. From **GroupWise**, select **File**.
3. From **File**, select **New**.
4. From **New**, select **Mail**.



5. In the **TO** box type **BeVerly Sims**.
6. In the **Subject** box type your county name, district and 2008 ES-237 files.
7. Select **Attach** and the Attach File screen is displayed.
8. In the **Look In** box, locate 3 1/2 floppy (A:).
9. There are eight (8) Blue Ribbon files displayed. All eight files can be attached, or attach only the four files with *.db extension.



10. Hold down the **SHIFT** key, single mouse click on the first file and single mouse click on the last file. All eight files should be highlighted. Or hold down the **CTRL** key and single click only the files with the *.DB extension.
11. Select **OK**. Select **SEND**.

If you are unable to copy the ES-237 files to disk using the original instructions, follow the steps below.

The files can be email directly from the Data Folder

1. Close Blue Ribbon Youth Enrollment.
2. Right click on **START**.
3. Select **Explore**.
4. Locate the **Local Disk (C:)**.
5. From **C:** locate **Program Files**.
6. From **C:\Program Files** locate **Youth Enrollment**.
7. From **C:\Program Files\Youth Enrollment** locate **Data** (or whatever folder you are using.)
8. From **C:\Program Files\Youth Enrollment\Data** (or whatever folder you are using) locate the **eight (8) ES237 files**.
9. Highlight ALL the ES237 files.
10. Right click and select **SEND TO**.
11. Select **GroupWise Recipient**.
12. The GroupWise **Mail To** screen is displayed.
13. The ES237 files should already be attached.
14. In the TO: box type **BeVerly Sims**.

15. In the **Subject** type "**Your County name - 2008 ES237 Files**".
16. In the message box type "See attached files" or something similar.

Or the files can be copied to disk and emailed from the disk.

1. Close Blue Ribbon Youth Enrollment.
2. Insert a disk in Drive A:
3. Right click on **START**.
4. Select **Explore**.
5. Locate the **Local Disk (C:)**.
6. From **C:** locate **Program Files**.
7. From **C:\Program Files** locate **Youth Enrollment**.
8. From **C:\Program Files\Youth Enrollment** locate **Data** (or whatever folder you are using.)
9. From **C:\Program Files\Youth Enrollment\Data** (or whatever folder you are using) locate the **eight (8) ES237 files**.
10. Highlight ALL the ES237 files.
11. Select **Edit** and select **Copy**.
12. On the left side, locate **3 1/2 Floppy (A:)**.
13. On the right side, select **Edit** and select **Paste**.

The files should be copied to the Disk. Email the ES237 files from the disk as an attachment to me.