

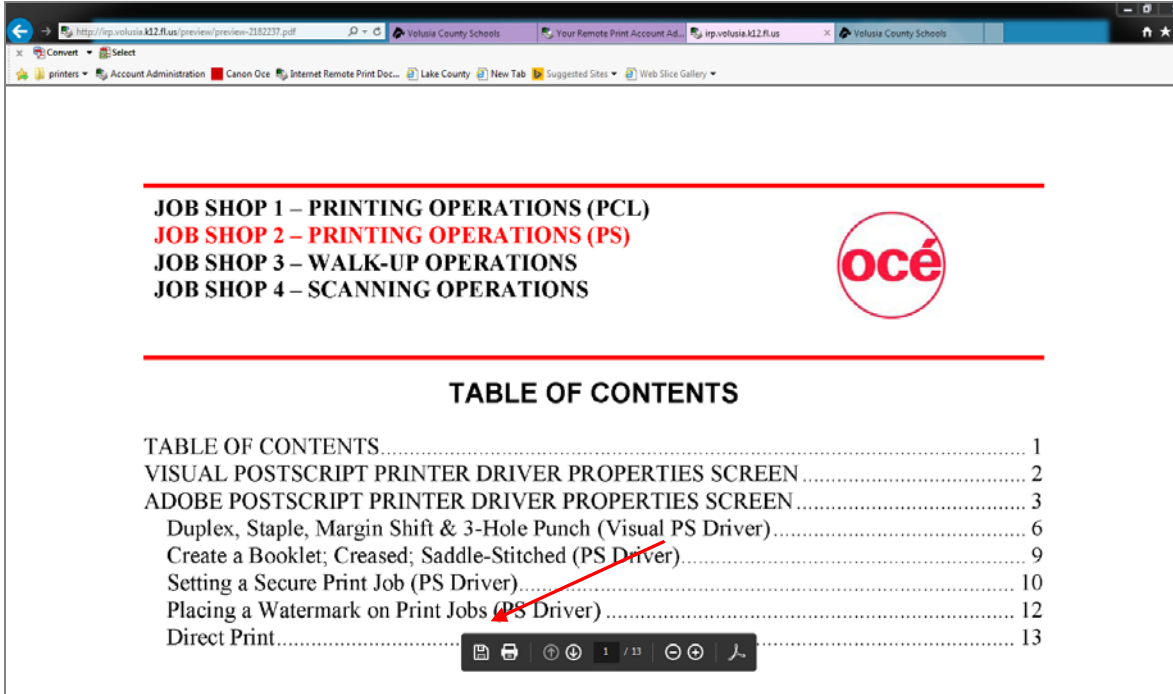


## HOW TO SAVE A PRINT JOB FROM YOUR PERSONAL IRP FOLDERS

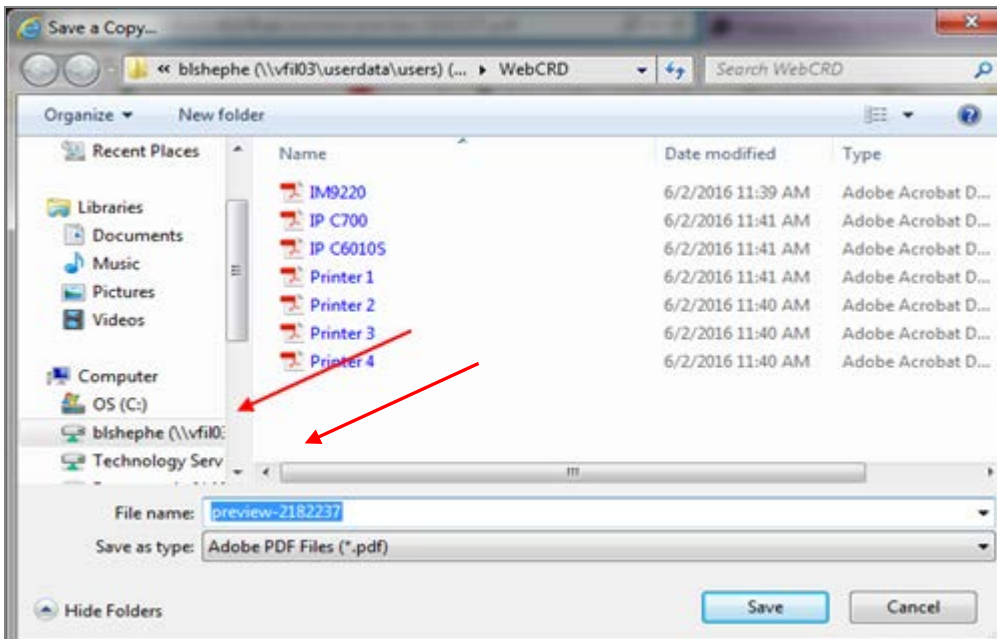
- Go to Volusia County Schools Printing and Copying Services site at: <http://irp.volusia.k12.fl.us/index.html>
- Login to “Manage existing copy center account”
- Click on the folder that has the document that you would like to save

- Under **Description** click on the document name.
- The document will open as a PDF

- In the PDF choose save.
- Select a folder on your computer where you would like to save the document.



- Click **Save**.
- Your document will be saved and will be available to send it to be reprinted when needed.



If you have any questions please call **Betty Shepherd** at **386-734-7190** extension **20840**