


Fiscal and Performance Reporting Technical Assistance – 2011

**Flash Drive Directions**

1. Place the flash drive into your computer's USB port labeled with this symbol .
2. Go to "My Computer" either through the Start Menu or on your desktop.
3. Under "Devices with Removable Storage" double click on the Drive labeled "Forums 2011."
4. Two folders and a PDF file will be displayed. There is a folder labeled "Handouts" and a folder labeled "PowerPoint presentations." The PDF is a Table of Contents for both Fiscal and Performance presentations.
5. Double click on the desired folder.

**Folders**

**"Handouts"**

- There are five handouts which are exercises that accompany the fiscal presentations. There are no handouts for the performance presentations.

**"PowerPoint Presentations"**

- There are 16 presentations in this folder.
  - 1 – 9 are Fiscal Presentations
  - 10 – 16 are Performance Presentations