We have received several support requests from staff, such as Counselors, who use worksheets which are marked as read-only. For example, Degree Evaluation Forms. When accessing these worksheets through the online W drive, attempting to make changes to these worksheets fails and work done in the sheets is lost.

Here is how to correctly open a copy of these worksheets so that they can edited and saved.

- 1. In W Drive Online, navigate to the file or worksheet you wish to open.
- 2. Right-click on the file. A menu appears.
- 3. Select **Download**, and then **Download to PC**. (optionally, if you use OneDrive, you can save it there as well).

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	Edit Document	Download to OneDrive
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4. If Microsoft Office is installed on your computer, you will be presented with the option of opening it in the appropriate program.

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5. From here, you can make changes and save the file with the correct worksheet name, and you can now upload that new saved file to W Drive Online.

A note for Mac users

Some Mac users are reporting they do not see the **Download** option in the menu. Instead, use the **New Document** menu or **Download as zip** options.

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