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Your File Practice Record & Backup and Support Plan

Part 1: File Practice Record (Page 25)

Complete this practice with a harmless sample document before your first major assignment. This exercise tests file preparation and retrieval; it does not confirm a submission to the LMS.

Name / Practice date

Semester and course folder location

Editable practice file name / Exported PDF file name

- ☐ I saved an editable document in the intended folder.
- ☐ I exported a PDF using the editor's conversion feature.
- ☐ I closed and reopened the PDF from its saved location.
- ☐ The PDF has all expected pages and readable contents.
- ☐ I reopened a matching copy from my approved backup location.
- ☐ I confirmed the file format required for my next real assignment.

Backup location tested / Offline access result if I need it

If practice failed: Exact step where I stopped / Error message / Next action & date

Part 2: Backup and Support Plan (Page 26)

Backup computer or work location

Hours and any reservation or checkout requirements

How I will get there or obtain access

How I will retrieve my current assignment files there

Official technical-support contact and service hours

Support Request Prep: Service/task not working / Error & steps tried / Relevant deadline & ticket #