Good habits to get into when using your NYA issued laptops:

1) Synchronize your H: drive often.

- Whenever you take your computer home at night, log off and your computer will automatically sync all your files to make sure that you have the most up to date versions of your work saved to the NYA network.

2) *Don't* save files on your Desktop.

- The Desktop is not a location that gets synced to your H: drive. Rather, it can only be found on your computer itself. So if anything happened to your computer all files would be lost. Program icons and shortcuts to webpages are acceptable but documents, music and videos are not.

3) When installing new programs check to see where they save files.

- With programs such as iTunes or ExamViewer it is important to know where you're saving your files. By default both of these programs saves files in hard to find locations. For programs dealing with large files, such as iTunes, it is advisable to save files to a location such as "C:\music." For programs dealing with small files, such as ExamViewer, it is advisable to save files to a location on your H: drive, e.g. "H:\my exams." See the [How to Save Your Music in the Correct Location](#) help sheet for more information.

4) Keep your wireless switch *off* when connected to the network with an ethernet cord.

- This one is pretty self explanatory. Having the wireless switch on while plugged in can sometimes interfere with synchronization of your H: drive and profile.

5) Always check where you're saving your documents. Your "H: drive" is the best location.

- By default the Microsoft Office suite should save documents to your H: drive, but it is always good to make sure where your files are going. Furthermore, if you create PDFs using PrimoPDF make sure that your files get saved to your H: drive, because by default they get saved to a hard-to-find folder in the C: drive. See the [Saving Files](#) help sheet for more information.

6) Check the [Faculty and Staff Help Sheets](#) section of the Technology @ NYA page for quick and easy guides for various technology related questions.

- Recommendations for new help sheets are always welcomed. If you think there is a common question that we don't have a help sheet for, please let us know.