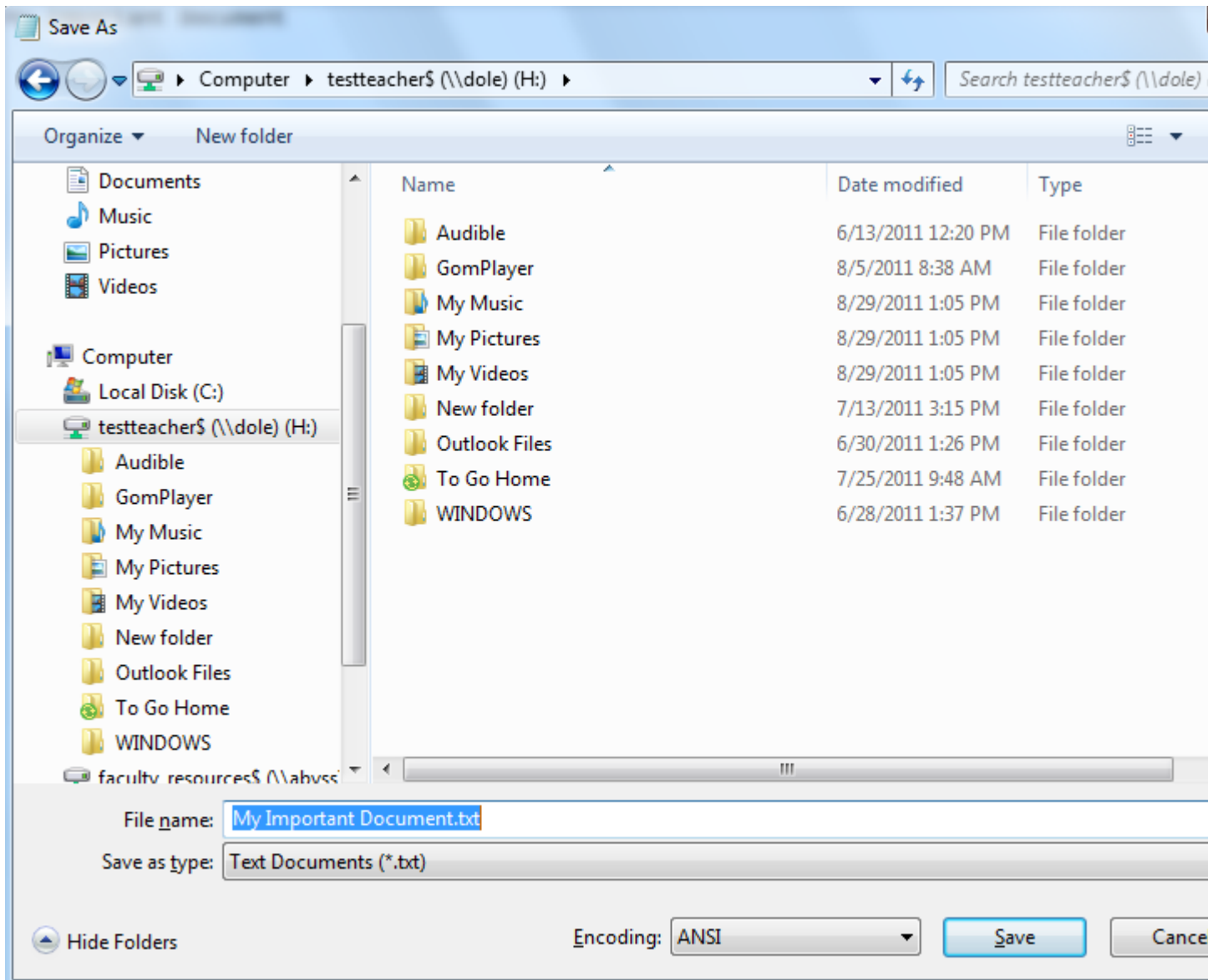


When saving your school files, you should take care that you save them to a location where you can find them again. When you click the “Save” button, often the files are placed in your profile or other locations that are hard to find.

Instead, make a habit of checking where your files are being saved.

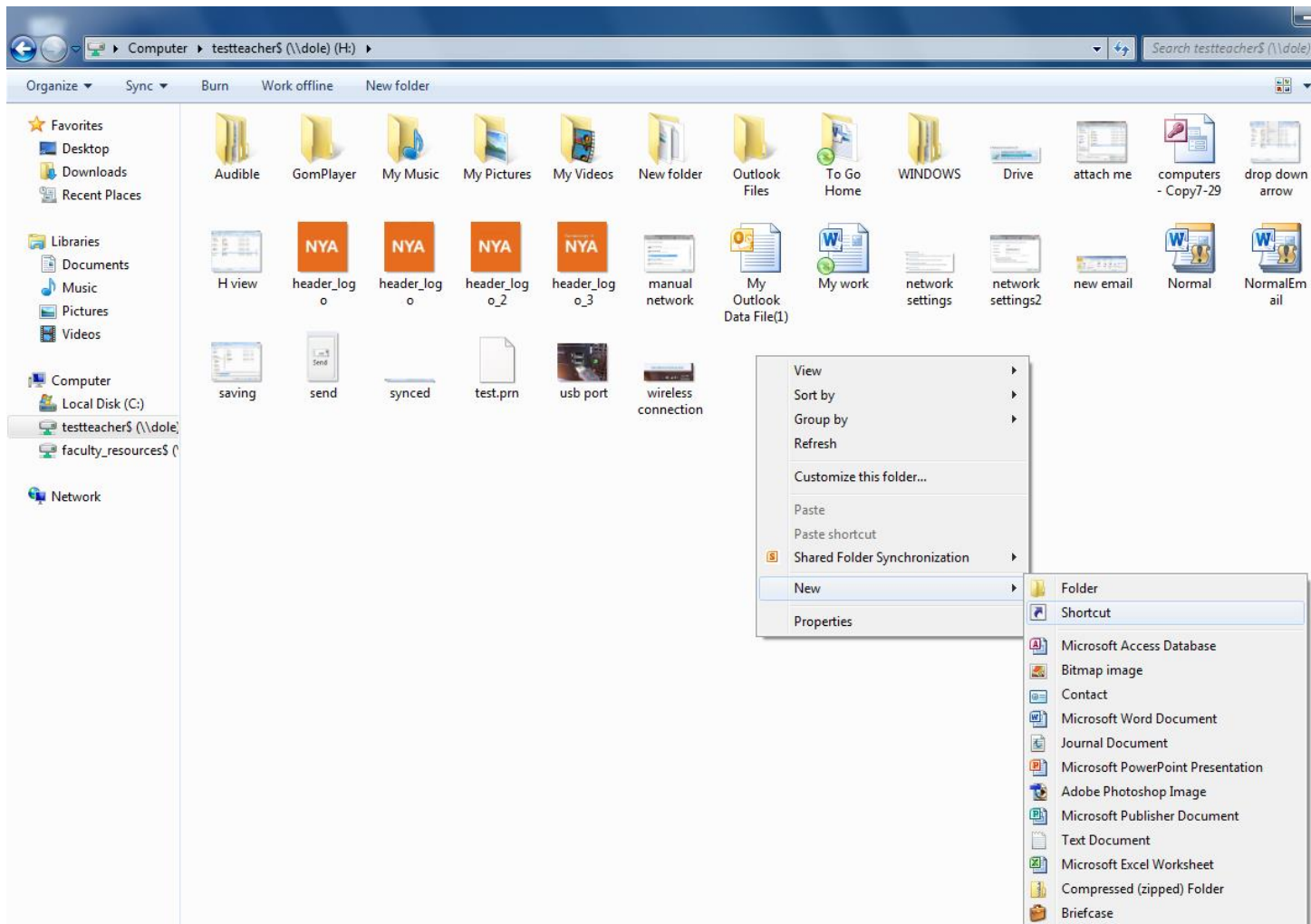
**** As a general rule, all school files should be saved to your H: drive. ****

After clicking “Save” make sure you are saving your file to the H: drive and not some other location (you might have to manually change the path). Please note that the server has changed from “dole” (in the examples below) to “curtis”.



It would also be a good idea to be reasonably organized with your file structure. For example, saving something as “Untitled.docx” is not a good file name: you will never be able to remember what it really is.

To create a new folder, first open up “My Computer”, then click on your “H: drive”. Next right click in the window, then go to “New” and click “Folder”. A new folder will appear, which you can name and use to organize your H: drive.



NOTE FOR FACULTY: If you wish to save personal files that are rather large (i.e. music or videos) you can create a folder in the **C:** drive and label it something like “My Personal Files” or “My Music”. Make sure that you rip all of your audio and video to one of these locations so that the IT staff will be able to find it and ensure that it won’t be lost when we reimagine your computer in the summer.