

CAN'T PRINT



FIRST SAVE YOUR WORK



SAVE TO A DISK

If you brought a floppy or a Zip disk you can save your work to either of those drives. Be sure to close your files and applications **BEFORE** you eject the disk. *Not doing this, or ejecting before the green light is off can corrupt your disk and all your files!*

SAVE TO A USB DRIVE

If you have a USB device its recommended that you insert it into the front USB port on the computer **BEFORE** you login. This allows Windows to properly detect the device. In most cases this will show up as the E drive.

SAVE TO THE SERVER

If you don't have a disk you can store your files on the server in your own personal file space. This is only accessible if you use your own login on the computer. This will show up as the G drive. This is a secure and reliable way to store your important work.

SAVE TO EMAIL

If all other options fail you can save your work to the computer (but only temporarily). You can then use any web-based E-mail account (such as UC WebMail or Yahoo) to send your self the file. Login to your email account, and send yourself an email with the file attached.

DO NOT SAVE WORK TO COMPUTER!

The computers are reset every time they are restarted or you log off.
Your files are automatically deleted when this happens.

You must be logged on with your personal account to print.

If you don't have your account ID and Password you can pick it up in the Media Center

If all else fails ask a lab assistant for help or stop into the Help Desk, x3115, for further assistance.