

WAYS TO SAVE YOUR FILES

1



SAVE TO A USB DRIVE

If you have a USB device it is 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 D or E drive. If your thumb drive is not working

2



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 will show up as the G drive and be named the same as your username. This is a secure and reliable way to store your important work. This can be accessed from any computer lab and also the dorms.

3



SAVE TO A CD

CDs are a good way to store large files, however cannot be written to as easily as other media.

- Save your file to the desktop.
- Right click on the file or files you want to burn to the CD.
- Click on Send To and then CD Drive.
- Open My Computer and double click on the CD drive.
- On the left side click where it says "Write these files to CD"
- Follow on screen prompts.

4



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!*

Do not ask for disks at the Helpdesk. We do not hand out disks. Disks can be purchased at the bookstore.

5



SAVE TO EMAIL

If all other options fail you can save your work to the computer (but only temporarily; do not log off or reboot). You can then use any web-based E-mail account (such as UC WebMail or Yahoo) to send yourself the file. Login to your email account, and send yourself an email with an attachment

DO NOT SAVE WORK TO THE COMPUTER!

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

Ask a lab assistant for help or stop into the Help Desk for further assistance.