

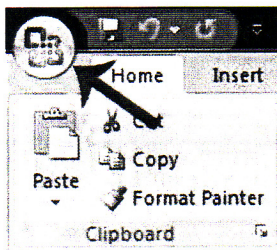
Saving your files

By default, most PC (non-mac) computers save into a folder named “My Documents” which is located on the hard drive of that individual computer.

For safety, security and convenience we required that students and teachers save their files on a server. This server is accessible from any computer in the school and is backed up nightly. People call this server by many different names: the “g” drive, the file server, the network. Whatever people call it, it is important that you learn to use it.

Files that are not saved on the server will be automatically deleted when you log off your computer.

Here is how you should save any file you want to keep (Word docs, Excel files, images, ect.): I will use an open Word document as an example here. But the process is basically the same with any kind of document.



Starting with your Word document open, click the office button in the upper left corner.

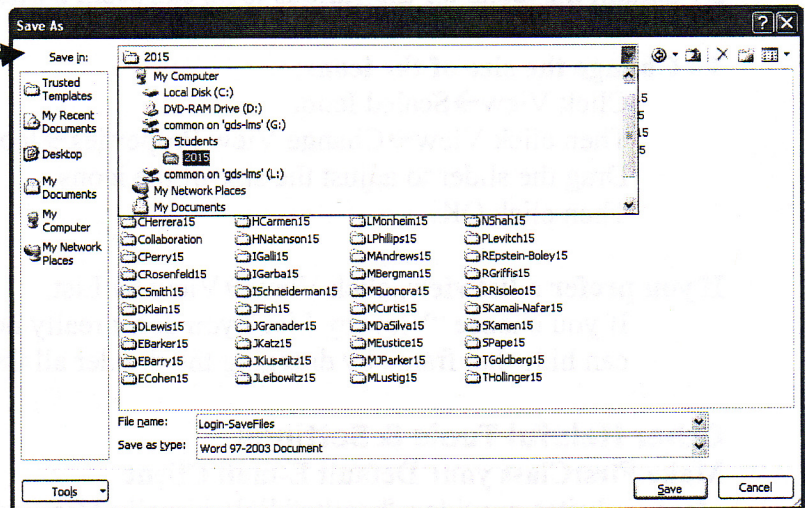
From the drop-down menu, click “Save As.”

A “Save As” window will open.

Click the drop-down menu and select “common on ‘gds-lms’ (G:)”

When the contents of that drive appear, double-click the “Users” folder.

Then double-click to enter the folder that matches your username.



Note: Many departments use collaborative folders that are accessible by everyone in that group. The path to that folder is:

common on ‘gds-lms’ (G:) \rightarrow Users \rightarrow Staff \rightarrow double-click on the folder you want