

Managing Your Files And Safekeeping Of Your Data

It is important to remember that computers are electronic devices and that sometimes these devices can fail. If your hard drive crashes, you might lose all of your data. If you are in the practice of keeping current backup copies of your data then you will be able to easily restore your files. If you don't keep backups then you may want to seriously think about learning how.

As a school district employee, you have the ability to store copies of your data on the network. Each employee is provided with two gigabytes of storage on the network. To use this storage area, look for a "Z:" drive under My Computer in Windows. This drive is backed up each night. Additionally, any file stored to your network drive is accessible from any other computer in the district as long as you are logged in.

Here is how you find the "Z:" drive.

The image shows a Windows 7 desktop environment. The top portion displays the Start menu with various applications listed on the left and a search bar at the bottom. A red arrow points to the 'Computer' option in the Start menu. A text box with a black border contains the instruction 'click on start then computer'. Below the Start menu, the 'My Computer' window is open, showing a navigation pane on the left with 'Computer' selected. The main area of the window displays several drives and network locations:

- Hard Disk Drives (1):** Local Disk (C:) with a progress bar showing 21.0 GB free of 39.9 GB.
- Devices with Removable Storage (2):** Floppy Disk Drive (A:) and DVD RW Drive (D:).
- Network Location (3):** DistrictOffice (\\Dist-Shares-01) (T:) with 209 GB free of 499 GB; Shared Folders (\\vmware-host) (X:); and dwalker (\\Dist-Shares-01\Staff) (Z:).

A red arrow points to the 'Z:' drive. A text box with a black border contains the instruction 'this is your network drive, double click on to open'.

Managing Your Files And Safekeeping Of Your Data

There are a number of ways that you can store your files to your network drive. Basically you can continue to store your files locally but make copies on your network drive or you can set your default storage to be your "Z:" drive and nothing will be saved on your local drive. Keep in mind that you can also use external drives commonly referred to as zip or thumb drives.

You can make a short cut to your "Z:" drive on your desktop by doing the following:

The image consists of two screenshots illustrating how to create a desktop shortcut to a network drive and how to save files to it.

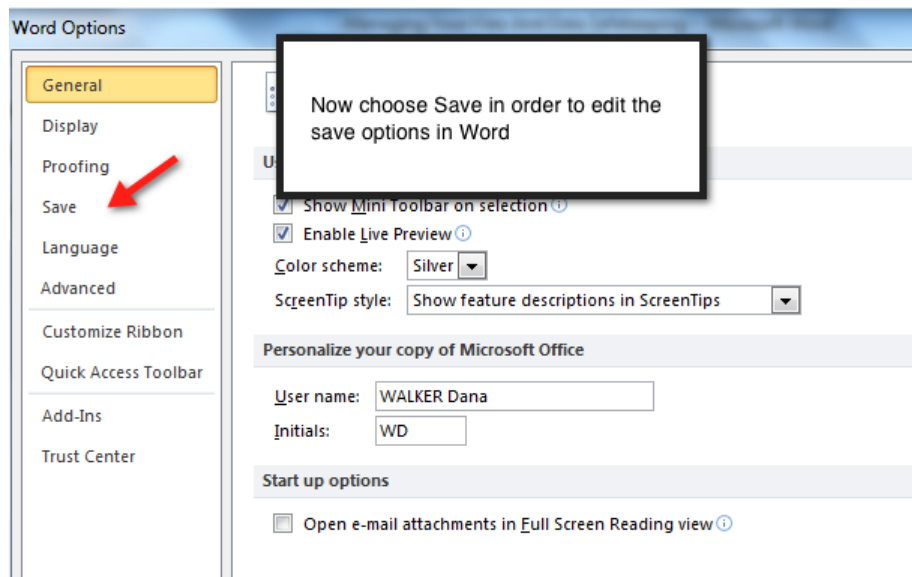
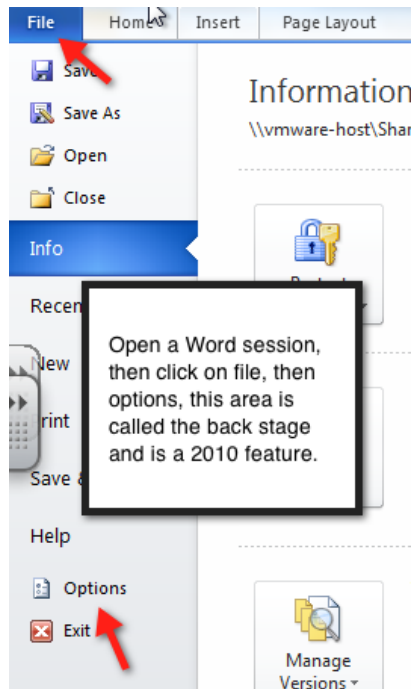
Top Screenshot: Shows a Windows XP desktop with a blue background. A network drive window is open, displaying "dwalker (\\Dist-Shares-01\Staff) (Z:)" with a drive icon. A red arrow points from this icon to a desktop shortcut icon labeled "dwalker (Dist-Shares-01\Staff) (Shortcut (Z))". A text box below the window says: "click on the drive icon and then drag and drop it onto your desktop".

Bottom Screenshot: Shows a Windows XP desktop with a blue background. A "Documents library" window is open, displaying a list of files. A red arrow points from a file named "Using Outlook 2010" to a desktop shortcut icon labeled "dwalker (Dist-Shares-01\Staff) (Shortcut (Z))". A text box below the window says: "Now from within your documents folder, you can click and drag, then drop a file right on top of the shortcut to your 'Z:' drive desktop shortcut and a copy of your file will be saved on your network drive! Remember that you can now access this file from any computer in district when you are logged on."

Name	Date modified	Type	Size
Embedding Symboloo Into Your Website	11/2/2011 11:03 AM	Microsoft Word D...	931 KB
Embedding Symboloo Into Your Website	11/2/2011 11:03 AM	Adobe Acrobat D...	653 KB
How To Use The Smart Notebook Docu...	10/27/2011 12:35 ...	Microsoft Word D...	355 KB
How To Use The Smart Notebook Docu...	10/27/2011 12:10 ...	Adobe Acrobat D...	425 KB
Managing Your Files And Data Safekeepi...	11/7/2011 2:28 PM	Microsoft Word D...	16 KB
This is a 2003 test	10/10/2011 1:41 PM	Microsoft Word 9...	22 KB
This is a tes1	11/6/2011 5:31 PM	Microsoft Word D...	13 KB
This is a test	10/10/2011 1:40 PM	Microsoft Word D...	13 KB
This	11/6/2011 5:51 PM	Microsoft Word D...	13 KB
Tutorial for SMART Notebook 10.8	6/23/2011 7:59 PM	Notobook File	4,780 KB
Using Outlook 2010	11/4/2011 1:16 PM	Microsoft Word D...	17 KB

Managing Your Files And Safekeeping Of Your Data

By default, Microsoft Office stores your files on the My Documents drive of your local computer. You can change this default so that each file you create and save will automatically save to your "Z:" drive instead. Here is how you would do that:



Managing Your Files And Safekeeping Of Your Data



Customize how documents are saved.

Save documents

Save files in this format: Word Document (*.docx)

Save AutoRecover information every 10 minutes

Keep the last autosaved version if I close without saving

AutoRecover file location: C:\Users\dwalker\AppData\Roaming\Microsoft\Word\ [Browse...](#)

Default file location: \\vmware-host\Shared Folders\My Documents\ [Browse...](#)

Offline editing options for document mana

Save checked-out files to:

- The server drafts location on this c
- The Office Document Cache

click on browse here to navigate to your "Z:" drive and change the default save location, then save these changes, each document you save going forward will automatically be saved to your "Z:" drive.