

# Saving Files When Using TU Computers

Proper Storage Techniques

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## Introduction

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When using campus computers to complete work, it is important for students to be aware of the storage locations when saving a file from an e-mail or other applications. Users need to save all files to either their H: drive or a flash drive, so that they are able to retrieve those files at a later time. Below are: general instructions for this process, two step-by-step examples, and instructions on retrieving a previously saved file.

## General Instructions

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All applications are different. However, they often follow the same pattern.

1. Have open the file you would like to save.
2. Look for the **File** menu, usually located in the upper left corner.
3. Select **Save As**. A dialogue box usually appears. You may have to choose which file type or make another selection before the dialogue box will appear.
4. If a dialogue box does not appear try to find an option that says **Browse**.
5. Once in the dialogue box look for **Computer**, and select it.
6. You should see under **Network Locations**, the H: drive.
7. The H: drive is titled after your **NetID** and the drive letter is **(H:)**.
8. If you are saving to a flash drive, it will be listed under **Devices with Removable Storage** (under **Computer**). It will be named **Removable Disk** and can have any drive letter for example (E:).
9. Click on the drive you are saving your document to. You may choose a sub folder or save directly to the root directory.
10. Click **Save**.

## Step-by-Step Examples

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Here are two specific examples of this common process. The first example explains how to save a file from your student e-mail in the web browser, Google Chrome, to your H: drive. The second example shows how to save a PDF to a flash drive.

### *Saving an E-mail Attachment from your Towson Webmail using Google Chrome*

1. Use your **NetID** and **Password** to log on to the computer.
2. Open up **Google Chrome**.
3. Sign-in to your e-mail.
4. Open the e-mail that contains the file you would like to retrieve.
5. Click on the down arrow.

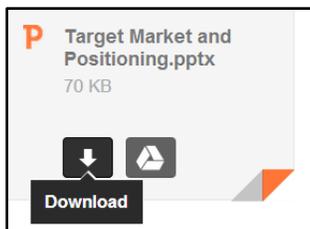


Figure 1

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- The download bar will appear at the bottom of the screen. Click on the large box with your file name in it to open the file.

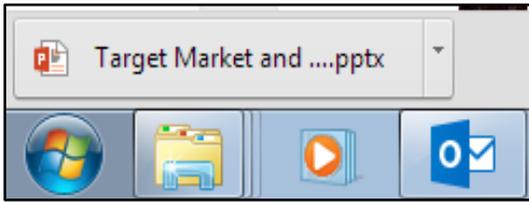


Figure 2

- From the program (PowerPoint in this case) select **File**.
- Select **Enable Editing**. This allows you to access all features of the document. In addition, this action will bring you back to the **Home** menu.

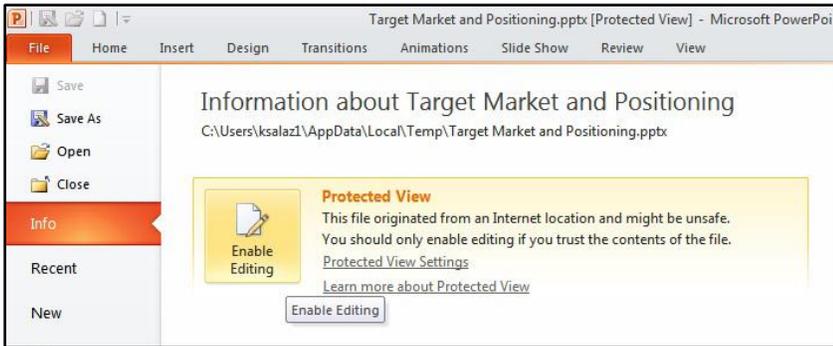


Figure 3

- Select **File** again, to get back to the **File** menu.
- Select **Save As**; a dialogue box will appear.

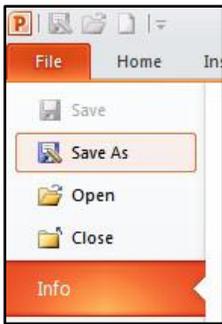


Figure 4

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11. Under **Computer**, select your H: drive named after your **NetID**.

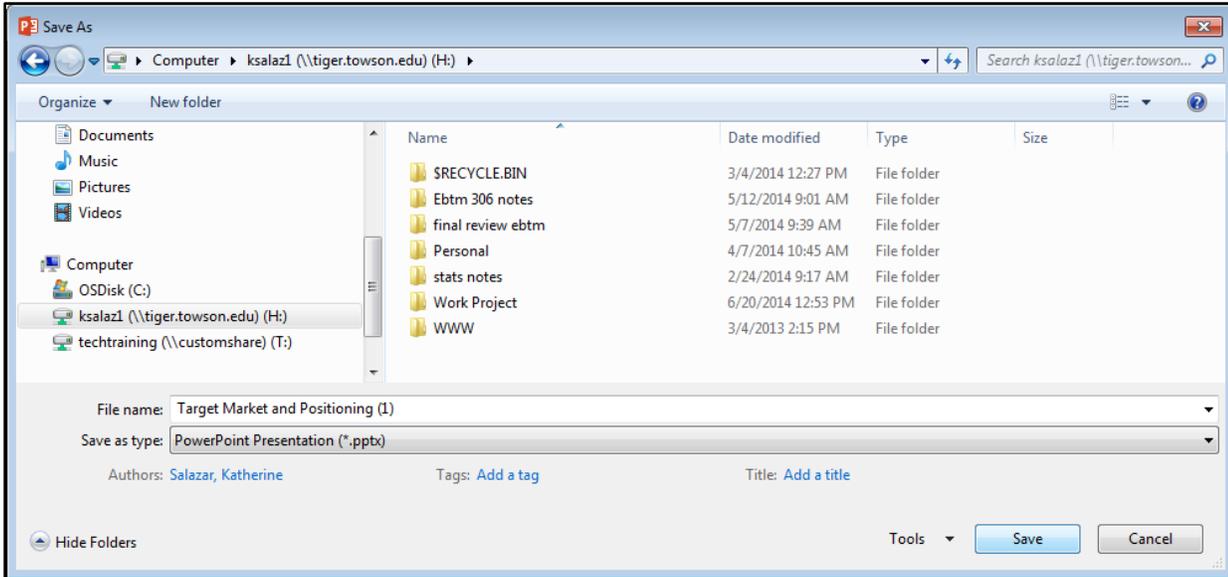


Figure 5

12. Once you have selected your H: drive, you can name the file. Click in the **File Name** box and type in the name you would like.
13. Click **Save**. The file from your e-mail attachment is now saved on your H: drive, and you can access it from any campus computer connected to the network.

### *Saving a PDF to a Flash Drive*

Some people who use campus computers may not have an H: drive. Even those who do, may wish to have access to their files at home. To do this, you will need to save to your own flash drive. The following is an example of how to save a PDF document to a flash drive.

1. Have open the PDF document you would like to save to your flash drive.
2. Click **File**. The **File** drop down menu will appear.

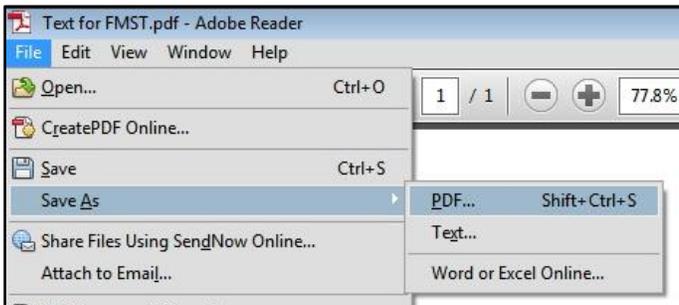


Figure 6

3. Click **Save As**. Another menu will appear.
4. Select the file type necessary; for this example **PDF** has been chosen. A dialogue box will open.

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- Under **Computer** select **Removable Disk (E:)**. Select open at the bottom of the screen.

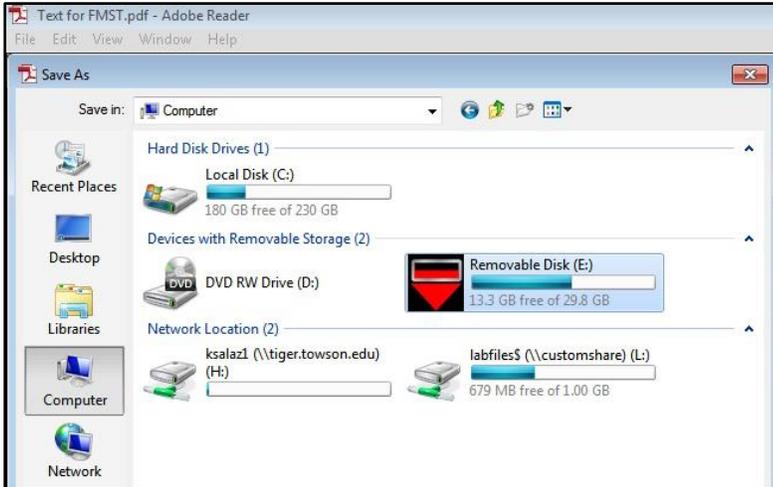


Figure 7

- Click **Save**. The dialogue box will close and the document is now saved on your flash drive.

**Note:** Your flash drive may not use the letter E! If you are unsure if this is your flash drive, check it. Go to the start menu, click computer located on the right side. A Windows Explorer box should appear that lists all the drives connected to the computer. Unplug your flash drive and refresh the Windows Explorer box. Note all the drives under computer, then plug your flash drive back in. The new drive should be your flash drive.

## How to Access the H: Drive on a Campus Computer

Now that you have saved a file to the H: drive from the first example, it is necessary to demonstrate how to access it again to edit or see it. You can do this by going to any campus computer that is connected to the network and following these steps.

- Click on the **Start Menu** located in the bottom left corner of the screen.

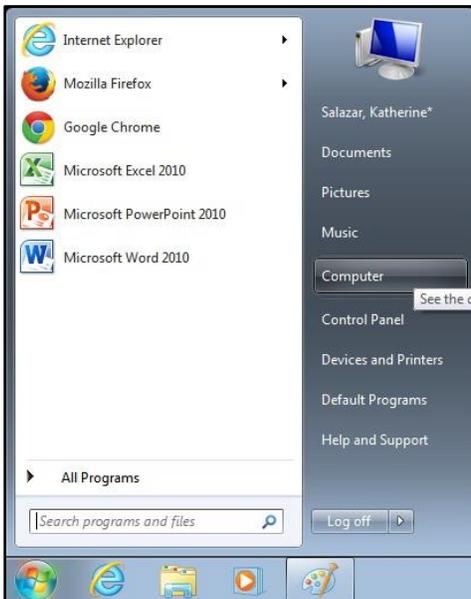


Figure 8

## Saving Files When Using TU Computers: Proper Storage Techniques

2. Click on **Computer**. The **Window's Explorer** screen will open.
3. Select the **(H:)** drive.

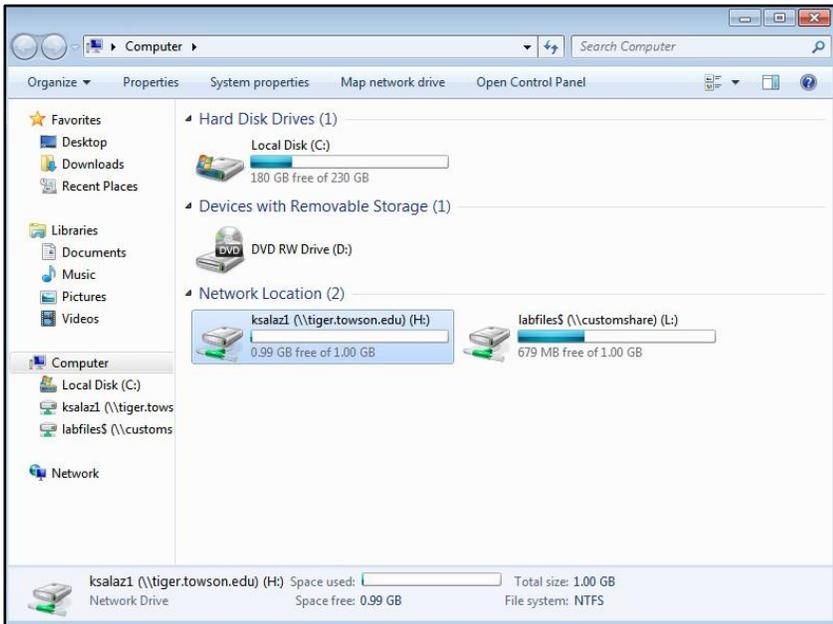


Figure 9

4. Scroll down to find the file you saved.
5. Double click on the file and it will launch.

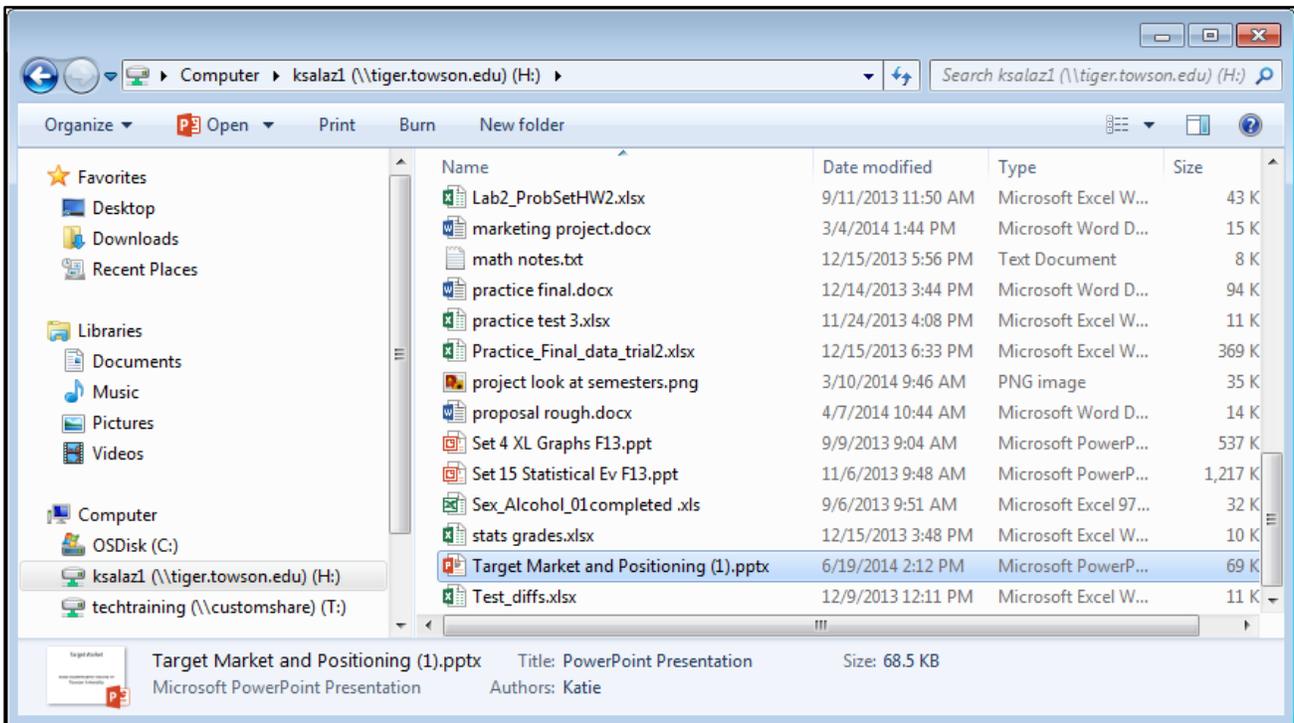


Figure 10