

Quick Steps for Saving on TU Computers

General Storage Techniques

General Instructions

The following steps are general instructions for saving files to either an H: drive or a personal flash drive. It is important to remember that all applications and programs are different. However, they often follow a pattern similar to the steps provided below.

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, select **Computer**. You may have to scroll down to see the **Computer** option.
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** which is also under **Computer**. The flash drive 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**.

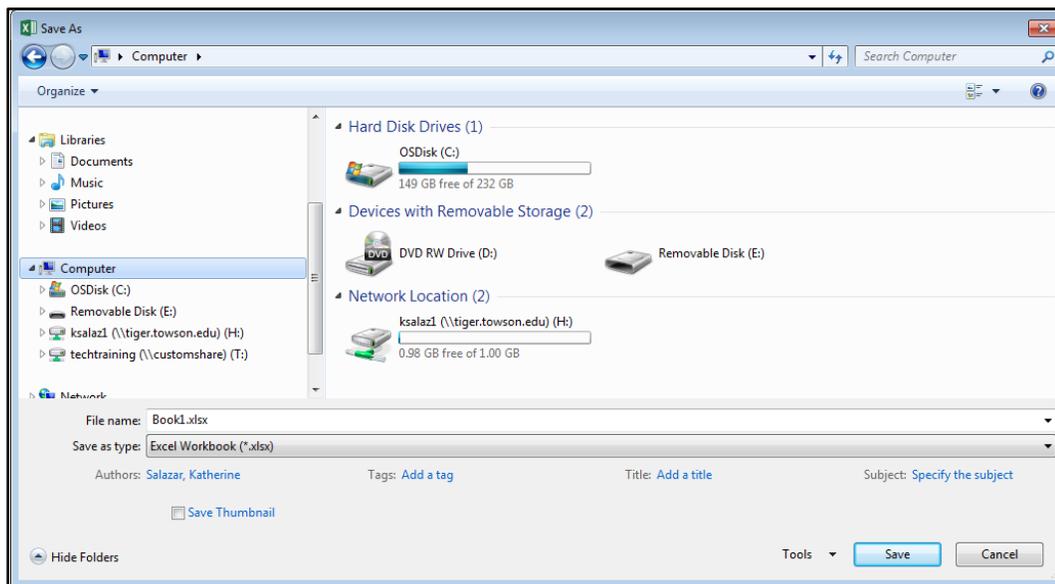


Figure 1

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, and refresh the window again. 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, you will need to know how to access it again to edit or see it. Users can do this by going to any campus computer that is connected to the network and following these steps.

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

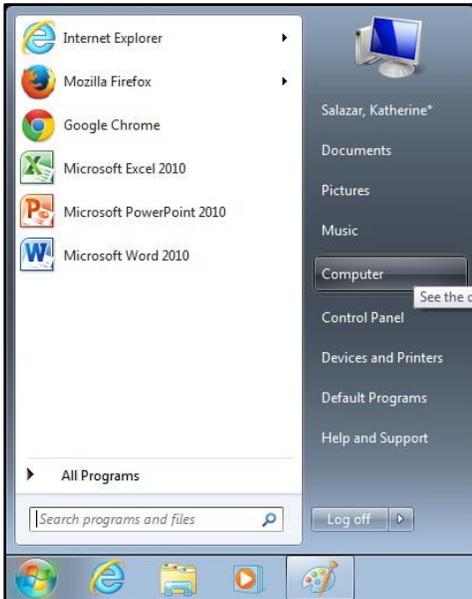


Figure 2

2. Click on **Computer**. The **Window's Explorer** screen will open.
3. Select the **(H:)** drive. You will see a list of folders and documents.

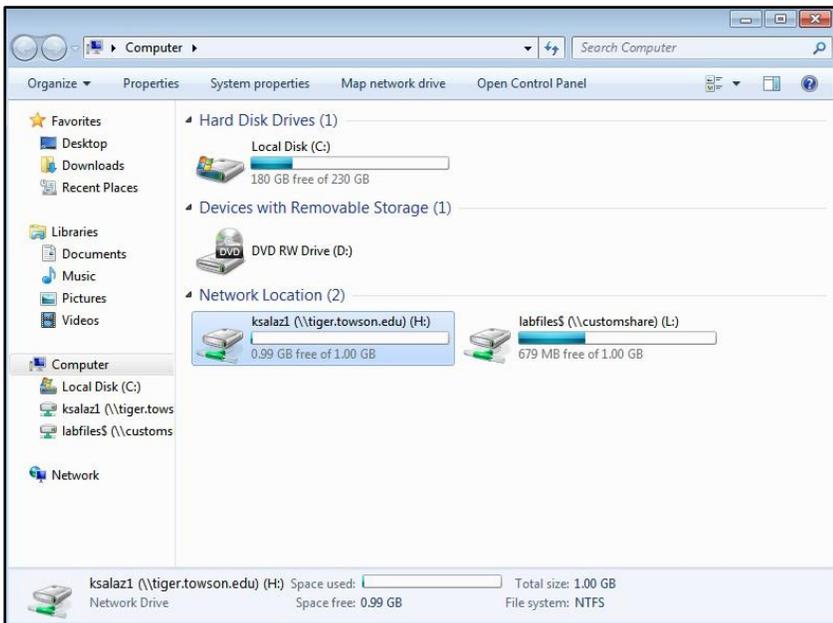


Figure 3

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