



# Saving data to your H: drive and Using Offline Files

User Guide (v1.5 – February 2010)

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## Introduction

This guide will show you how to save data to your home folder (H: drive) rather than to the desktop. This is the recommended way to save your data. You can then make your H: drive available when you are away from the District network.

## Saving to your H: drive

1) Open **My Computer** and make sure you have a **H:** drive.

There should be an icon for **YourName\$** on **ServerName** (H:)

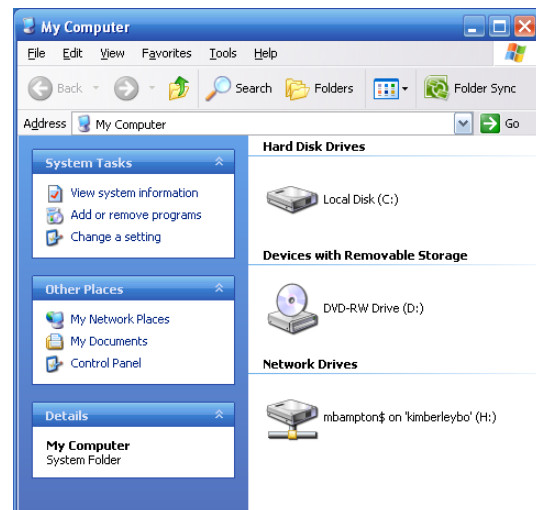
For example:

**jsmith\$** on **selkirkdc** (H:)

or

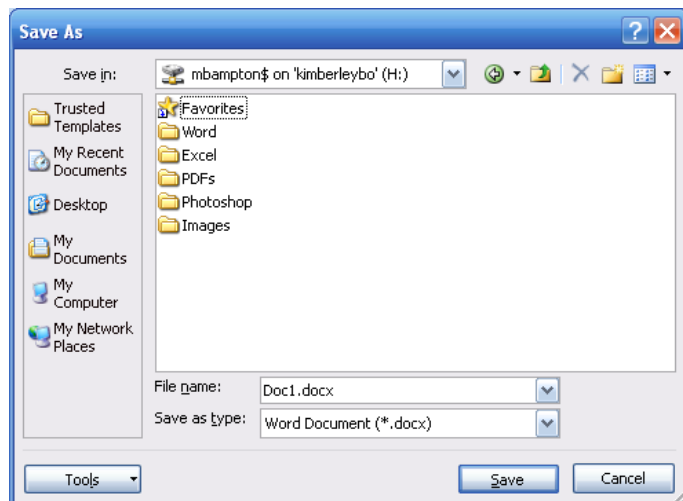
**john.smith\$** on **empdc** (H:)

If you don't have a **H:** drive please call the Help Desk.



2) When saving files in Word or any other application make sure you use the **Save As** dialogue and save to **H:** not My Documents.

You may want to create folders in **H:** for each type of file or project.



## Desktop Shortcut

If you want to have a shortcut to your H: drive on your desktop just go to **My Computer** and right click on the **H:** drive icon, choose **Create Shortcut** and click **Yes** to create a shortcut on the desktop. You can now access your **H:** drive directly from the desktop as you would My Documents.

## Offline Files for Mobile Users

If you need to access your H: drive when you are away from the District network you can choose to make it available offline.

- 1) Go to My Computer.
- 2) Right click your H: drive and click **“Make Available Offline”**
- 3) Follow the directions choosing to include any subdirectories.
- 4) You will be prompted to synchronise your data.  
**This may take a long time** so please be aware of this before you start, in case you need to leave and take your computer with you.

