



TECHNOLOGY SERVICES

Deployment/Migration Training Resources

Instructions for Saving Personal Files

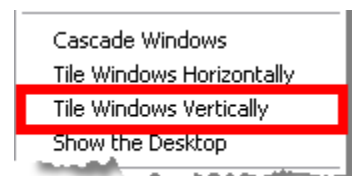
The option to retrieve files or data from your staff workstation after the migration/deployment will no longer be possible because the hard-drive will be completely erased and irretrievable. In order to have your files available for use after the migration/deployment, you must copy any files that are considered personal or confidential to the appropriate network drive, floppy diskette, CD, or Flash drive prior to the migration/deployment.

Space on the Network has been reserved for your work files and folders. Once logged in to the NISD Network, you have access to the drive(s) allocated to your position. The Home Drive is a secure location to which only you have access. Your H: Drive is identified with your Employee Number.

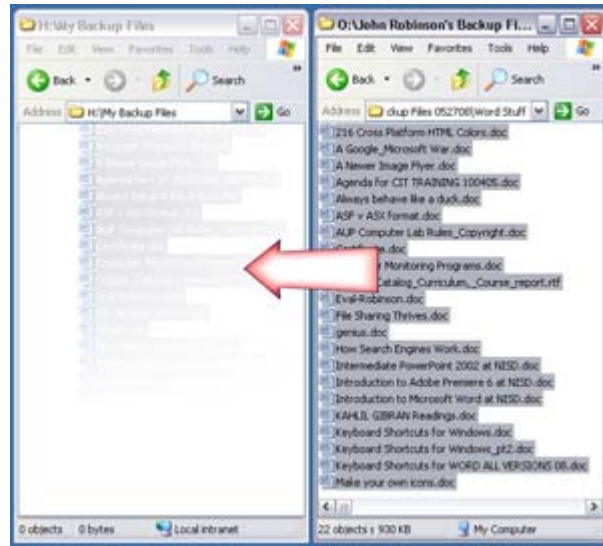
Saving Files from a Folder to Your H: drive

To copy your files from one location and back them up to your H: drive, do the following:

1. Open the folder where the files that need to be moved are located.
2. Inside of *My Computer*, locate and open your **H: DRIVE**.
3. Create a folder for storing the moved files by right-clicking in a blank area, go to *New* and select **FOLDER**.
4. Type a name for the folder and press **ENTER**.
5. Press **ENTER** a second time to open the folder.
6. On the *Task* bar, right-click in a blank area and choose **TILE WINDOWS VERTICALLY**.
NOTE: Both windows will display side-by-side.
7. In the window containing the files, click once on the first file.
8. Hold down **SHIFT** and select the last file.
9. Release the Shift button.
(All files will be highlighted.)

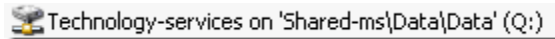


10. Position your pointer on any highlighted file and **DRAG** to the folder created on the H: drive.
11. Repeat as needed.



Saving Files in a “Shared” folder on the network

When you log into the network, a folder that is shared between users can be setup. A shared folder must be requested by the department Director and is assigned an arbitrary letter. This drive is treated the same as your C: drive. You may add/remove folders within the folder to organize your data files.



To save files in Shared folder, do the following:

1. From the *File* menu, select **SAVE AS**.
2. Navigate to the shared folder.
3. In the *File name* text field, type a name.
4. Click **SAVE**.

Saving Files from an Application to Your H: drive

1. From the *File* menu, select **SAVE AS**.
2. Click the **DROP-DOWN** arrow next to the *Save in:* dialog box.
3. Scroll down and locate your **Home Drive**.
4. In the *File name* text box, type a name.
5. Click **SAVE**.

