

File management

Using good file management techniques enables you to find and manage your files quickly and efficiently and reduce the risk of data loss.

What methods of saving my work are available on Library PCs?

Each user has an area of personal space on the University network where we recommend you save your work, and is called your F: drive. This drive is indicated by your network login username, e.g. abc123.

There are other devices for storing your data:

- Memory sticks or USB pen drives are an excellent way of storing your data. They are small and lightweight, they are robust and reliable, and are quick with huge storage capacities.
- Our PCs also provide re-writeable CD drives.

You can identify which storage facilities are available on our PCs by looking at the front of the PC.

Why should I save my files on the F:drive?

Look at the benefits ...

- It is a network drive, so you can access your files on any University networked PC. You can also access your F: drive from off campus too, via a secure webpage.
- Students are allocated 300 Mb of filespace in which to save and store your course assignments, database search results, etc.
- The risk of data loss is reduced when it is stored on a network server, as ITS backs up all files overnight, every night, so your files are more secure.
- In the event of a loss of data you can often salvage earlier versions of a document yourself (see end of guide).

How do I save a file to the F: drive?

Outlined below is one method of saving a file.

- From within your application, e.g. *Word 2007*, click on the **File** drop-down menu.
- Select **Save**. The first time you do this the **Save As** dialogue box will be displayed.
- Your login name appears in the Save In: area at the top of the dialogue box. If it does not, then click on its arrow and select your University network login name from the list of drives which appear.
- Enter a meaningful name in the Filename box (it makes finding the file later much easier!).
- Click on the **Save** button.

What's the difference between Save and Save As?

- Click on **File** then **Save** to save any changes which have been made to the original document.
- Click on **File** then **Save As** to make a copy of the original file. Give the file a new name and a copy of the file will be created whilst retaining the original document. If you do not change the filename then the original document will be overwritten with the updated information.

As you create a new document, name and save it straight away. Continue to save any changes to your document every 10-15 minutes. Use the **Save** button on the toolbar – it is quicker.



Save button

How can I make a backup copy of my important files?

After working on a particular assignment you do not want to lose your work because of a damaged pen drive or a frozen application. Get into the habit of making regular backups (i.e. copies) of your important documents, so that you can avoid or lessen the damage of such catastrophes.

Good practice

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| Rule One | All work should be created, edited and saved on the F: drive. It is quicker and more reliable. |
| Rule Two | Create backup copies of your important documents using a USB pen drive – make several copies on different pen drives if the document is very important. |
| Rule Three | A warning: it is safer and more reliable to make your copies using My Computer .
My Computer is a file management tool which allows you to view all the drives, folders and files which are available on your computer (see below). |

A recommended method of making backups...

e.g. Making a copy of a file from the F: drive to a pen drive, using My Computer.

- Double-click on the **My Computer** icon on the desktop.
- Double-click on the **F: drive** icon and its contents will be shown on the right side of the screen.
- Select the file you need to copy and click on the **Copy** button on the toolbar.
- The Copy Items dialog box appears. Scroll up the list and select the **removeable drive**, e.g. **E: drive**.
- Click on the **Copy** button with the dialog box. Your file is now stored in two separate areas – on the F: drive and the pen drive.

I've lost one of my files

If you have saved a file but cannot find it on your F: drive, use the search facility to help you locate it.

- Open **My Computer** and click on the **Search** button on the toolbar.
- In the Search Companion panel select the **All Files and Folders** option.
- You can search for all or part of a filename, and for a word or phrase within the document itself. Type the word/s in the relevant box and click on **Search**.
- Check you are looking in the correct drive, i.e. the F: drive.
- Any matches will be displayed in the main window and you can double-click on a filename to automatically launch the appropriate application and the file.

How do I delete a File?

- Locate and select the file you want to delete and press the **Delete** key on your keyboard. You will be asked if you are sure – click **Yes**.
- Do not delete files that you do not recognise as they could be essential system files required for the loading of applications. Only delete the files which you have created and no longer need.

I've accidentally deleted a file

Recovery of a deleted file, or an earlier version of the file, cannot be guaranteed but you can sometimes restore files which were deleted within the last two weeks of attempted recovery.

- Double-click on the **My Computer** icon.
- Right-click on the icon for your network drive (shown by your username and **F:**).
- From the pop-up menu, select **Salvage Files**.
- Highlight the file(s) you want to recover.
- Click on the **Salvage** button and click on **Close**. Your file(s) will now reappear on the F: drive.