

# File Management

## Saving and transporting your files

When you save a document or project, it is stored in a location on your computer or on the campus network. This location may be your USB drive, the computer's hard disk (the C: drive), or in your U: drive – your folder on the Discovery network that is only accessible by you.

**DO NOT SAVE TO “MY DOCUMENTS” OR TO THE “DESKTOP”.** Various factors may interfere with the roaming capability of these files. This means that **if you save a file to “My Documents” on a particular computer in a particular campus lab, you may not be able to access it on another computer and/or in another lab.** Even though you may be able to access your documents initially, it is not a reliable practice and can result in the loss of your information. Always save to your network folder on Discovery instead (U: drive). This will help to ensure that you can access your saved files on any campus computer workstation.

## How to avoid losing your work

Expect your storage device to fail you – **always have a backup copy of your essay somewhere else!** Ever had your hard drive crash? Got your laptop stolen? Dropped your USB in the coffee? If your essay is on your laptop, save it to your USB; if it is on your USB, save it to the U: drive; if it is on the U: drive, e-mail it to yourself.

## Working with email attachments

You must **save your document from the e-mail to the U: drive before making any changes.** When you open an attachment in an e-mail message (Hotmail, Yahoo, etc.) immediately go to the File menu, click the “Save As” command, and save the attachment to your U: drive. Only then proceed to make changes to your document. **If instead you make changes first, click the “Save” command, and close the document, you will lose all of your changes.**

## If you use a different word processing program at home

Campus computer labs use Microsoft Word 2007. Word can convert some files created by other programs; however, **the most reliable way to ensure that you can work on the same file at campus and at home is to save your files as Rich Text Format (RTF) documents (\*.rtf).** Go to the File menu, select the “Save As” command, click on the “Save as Type” drop-down list, and select Rich Text Format (\*.rtf).

## When your Discovery account runs out of space

If you get a “Disk is Full” or “Windows cannot update your roaming profile” error message, you have used up your 200 MB allotted storage. You will need to delete some files after first backing them up on a removable storage device (USB, CD, etc.). Your instructor can authorize additional space on your Discovery account for course-related work. See the Technology@VIU web site for details ([www.viu.ca/technology](http://www.viu.ca/technology)).

