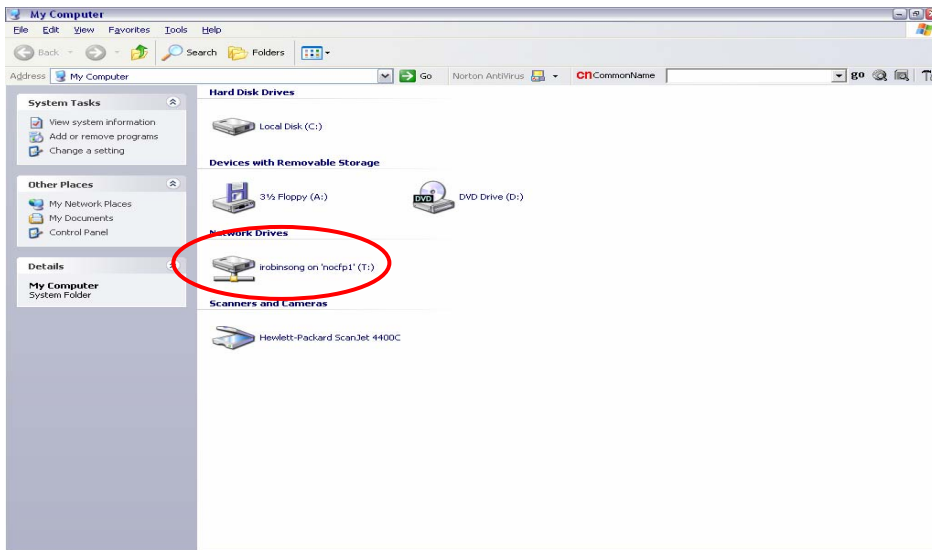


How to Save to the Network (T:) Drive Space

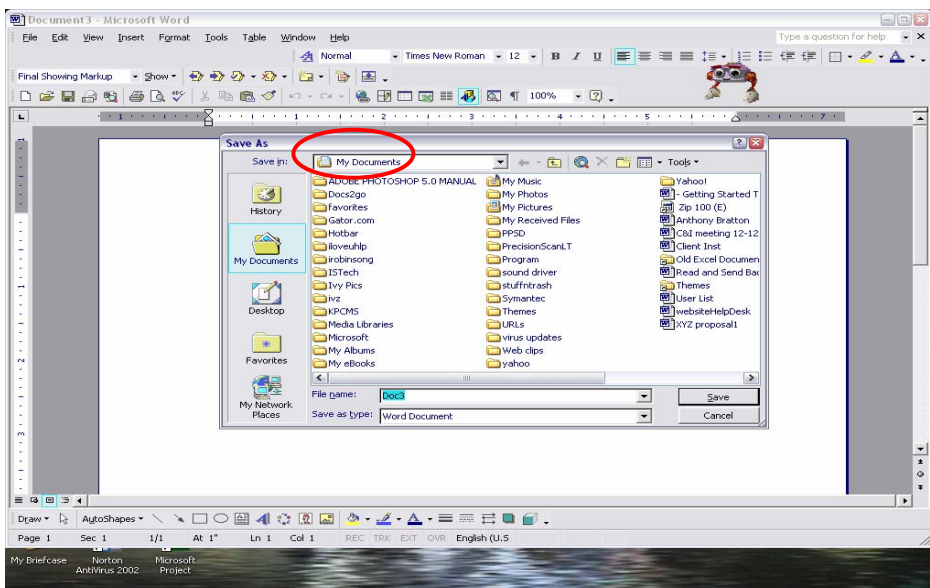
Network drive space is provided for all district personnel. This space is VERY limited, so please be sure to use it wisely. NEVER save the entire contents of your hard drive (C:) to the network drive space. Files saved here are accessible from any PC with a district network connection as long as you log on with your user name and password. It is recommended that this space be used to back up your most important files.

ONLY documents (MS Word, Excel, Power Point, Access, etc.) are to be saved in this space. DO NOT save photo, video or music files in this space. Anyone saving anything other than documents may have his/her drive space completely eliminated.

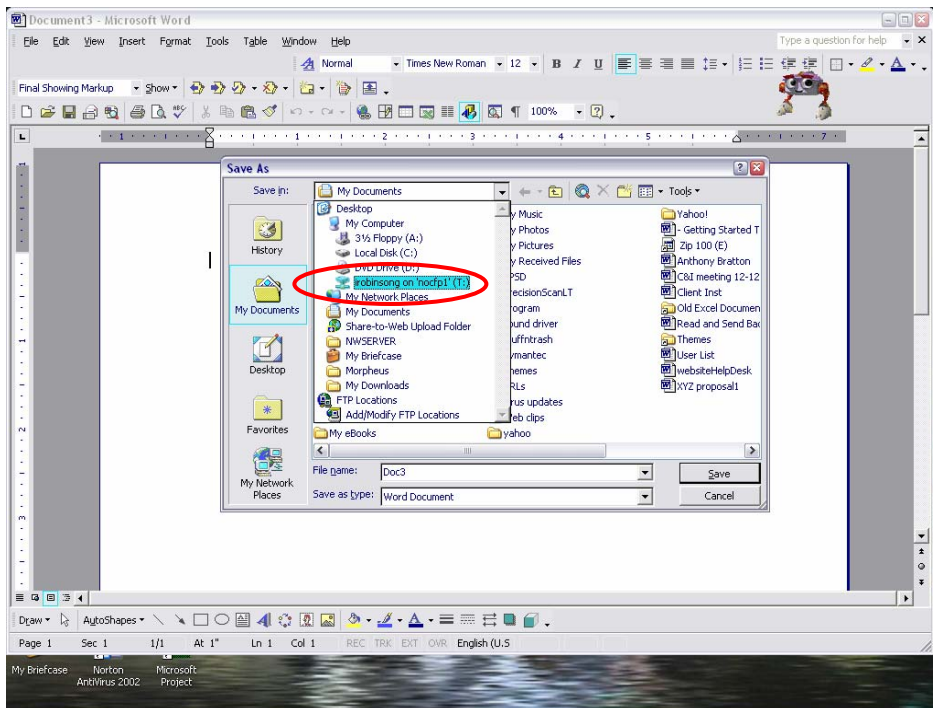
Your network drive space can be seen when you double click on the *My Computer* icon on your desktop



You can save your documents directly to the network drive by clicking once on *File*, then *Save* which brings you directly to the *My Documents* folder



Click once on the down arrow next to *My Documents*, choose the network (T:) drive, and click once on the *Save* button



Your document will then be saved on the network (T:) drive space.

To save existing documents, select the desired document(s), then hold down the **Ctrl** key and press the letter **C** key OR right click and choose *Copy* from the drop down menu to copy the document(s) to the clipboard

