

## Know Your Computer

It can be difficult and frustrating to locate files later if those files are not carefully organized and managed. Fortunately, computers are set up to make organizing and saving files a simple and painless process.

Although you can save files to the hard drive (C-drive) of the computer, it is best to save files onto the server, which is a hard drive on a separate computer that is specifically built for storing large volumes of files. The server is connected to every computer where a login is required to be able to get those files from any campus computer. If a user begins a project in one office location and needs to finish the project from a computer in another office location, they will be able to find and work on those files with no problems if the files are on the server. Drives are given letter allocations set up by the computer builder. Standard (most computers provide space for 5 drives):

A – floppy disk

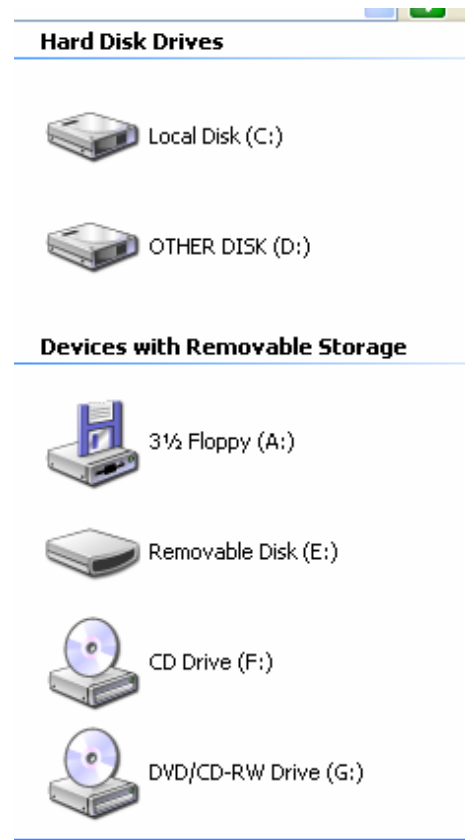
C – hard drive

D – usually additional hard drive

E – Removable disk (can be zip)

F – can be CD/DVD

G – can be CD/DVD burner



Usually any drive beyond G would be held on a server (external to the CPU) and is a designated drive by a network administrator.

GWC

Each drive beyond G is a server located at various sites on and off campus:

H- Individual Personal space provided on a server

I – Department space provided (allocated) on a server

N – Public PNI (district)

P – Public (district)

Q – Campus on a Server

#### Network Drives



chunt\$ on 'Campus H-Drive Server (harpo)' (H:)



idrive on 'ADM Q-Drive & I-Drive Server (zeppo)' (I:)



pni on 'doc6' (N:)



public on 'cccd-pub1' (P:)



qdrive on 'ADM Q-Drive & I-Drive Server (zeppo)' (Q:)

### File Structure

Whether you save to the local computer or a server, files could potentially be lost and precious time wasted looking through hundreds of documents just to find a specific file. The importance of a clear file structure cannot be stressed enough. A file structure is simply a system for organizing your files in a logical way much like a file cabinet with drawers (drives) containing the folders (location) in which the files (documents) are stored for easy access. You have a lot of flexibility in designing a file structure to fit your specific needs. You may store all your documents, presentations, spreadsheets, and databases file types pertaining to a specific subject within one folder (location); or, you may store all your files by type – a document in one folder (Word), spreadsheets in another (Excel), and so on.

