

Accessing Your Network (S:) Drive

All teachers have a network drive available to them for backing up documents or storing documents for use on more than one computer. The drive designation is **S:**. To access your network drive, open **My Computer** (double-click the icon on the desktop in Windows 2000, or select the **My Computer** listing from the **START** menu in Windows XP) and look for the network drive associated with your username. The full title of your network drive is as follows: yourusername on yourcampusservername (S:). For example: **'gworden on crockett-apps (S:)**

Accessing

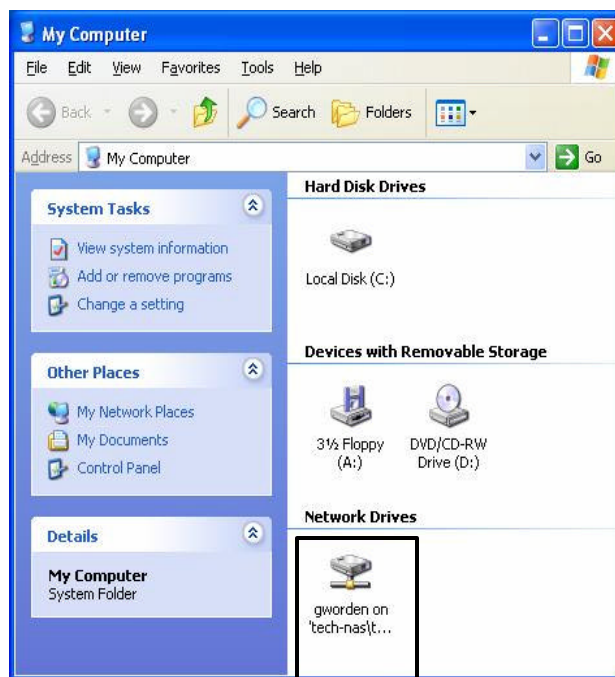
My Computer icon (Windows 2000):



My Computer (Windows XP):



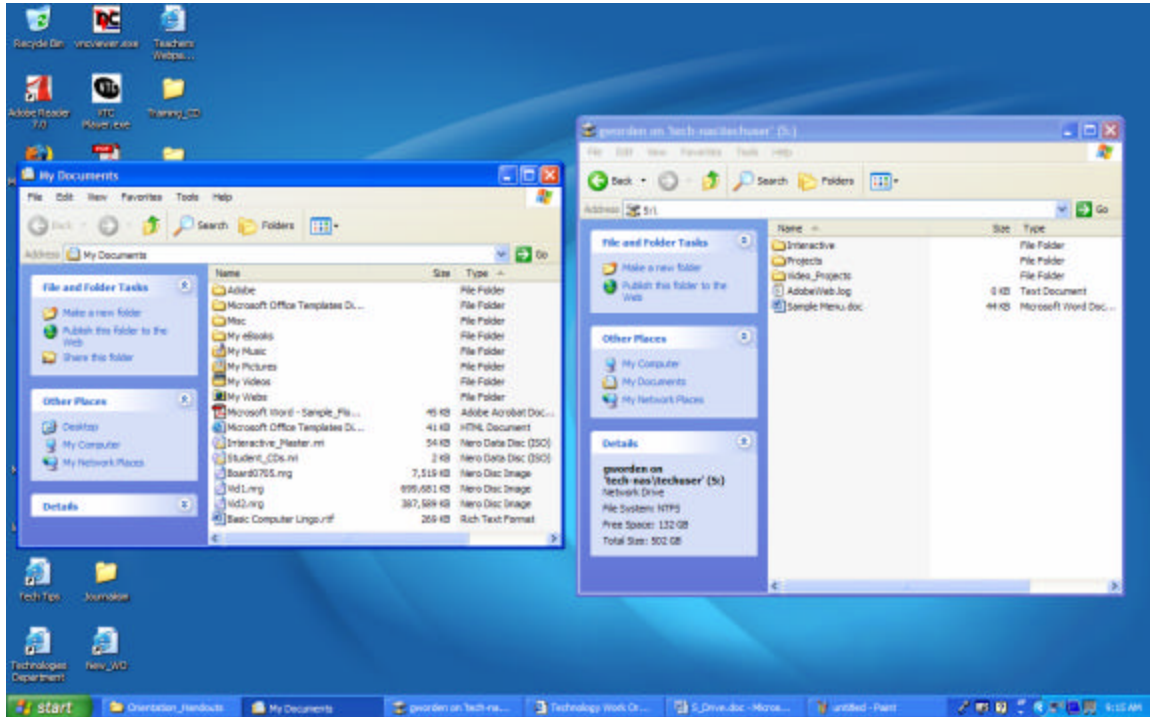
Locating Your S: Drive in the My Computer Window:



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Tips for Using Your S: Drive

The primary purpose of your S: drive is a place to back up your documents. You may either choose to copy and paste your documents and files from your My Documents folder into the S: drive, or you may choose to drag and drop your documents from one location to the other. Simply open both folders and align them so you can see both windows on your screen and choose your preferred method for copying documents to their new location.



If you prefer to copy all of your documents to your S: drive at once, highlight one file then press CTRL+A on your keyboard to select all files in that folder. You may then either copy them (CTRL+C or *Edit>Copy*, then CTRL+V or *Edit>Paste* into the new location) or drag and drop with your *right mouse button*; choose **Copy Here** from the pop-up menu that appears when you release your right mouse button.