

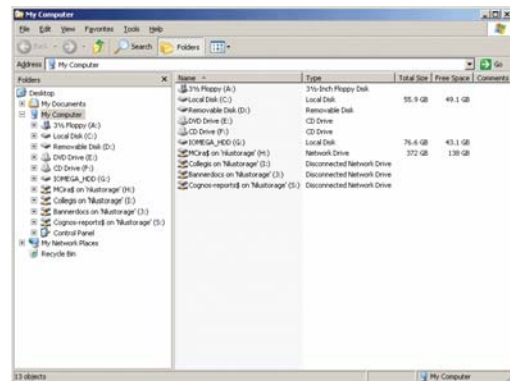
## Tech Tips: Protecting Your Critical Data the Easy Way - Using the H: Drive for Personal Storage

**Every** time you save a file you have a choice: “Should I save this file to my local (C:) drive – and risk losing it if I don’t back it up?” Or, “should I save it a safe, secure, highly reliable system that is backed up without fail every night?” The hard drives used in PCs have improved reliability over the years – but they are still one critical piece of your computer that is a moving, mechanical part – spinning constantly at 5,400 to 7,200 RPM. The mechanical parts of the drive (armature and disk) have to be fractions of a millimeter apart – and if they touch, the drive crashes. Besides a mechanical failure, users have to cope with lost or stolen machines, physical damage from dropping a laptop, electrical surges, and numerous other potential disasters. The bottom line: saving your data to your C: drive (without making frequent backups) is playing Russian roulette. *It is only a matter of time until you lose.*

**Every** user of the National-Louis network system has a network storage area for saving personal files. You can save all files types to this “home directory” on the network. We cannot stress enough the importance of doing so as the most reliable backup system available to you.

*How do I find this drive space?* When you logon, the system creates a user account in your “My Computer” area. The drive appears as **your\_username\$ on ‘nlustorage’ (H:)**.

This drive icon is the gateway to your personal network storage area. Your H: drive can be used to store any file, including MS Word, Excel, and PowerPoint documents; MS Access databases; your personal folder file (PST) from Outlook; downloaded image files and PDF documents; or any other file you wish to store. [Note: Mac users have access to the H: drive through use of special software, “Dave”. New Macs loaded with OS X have direct network access.]



Storing your files on the H: drive carries distinct advantages over leaving these files on your local C: drive.

1. The network is backed up nightly and stored on tape. This enables us to restore files for you should they ever be accidentally corrupted or deleted.
2. Particularly with laptops, if your machine is ever stolen, all of your hard work will be safe if it is stored on your H: drive. If it was only stored on your C: drive, that work is gone.
3. Hard drives occasionally fail. Data recovery from a failed hard drive may be impossible. If recovery is possible it is often expensive (\$1,000 or more is common) and time consuming, as the recovered files end up as unnamed fragments that you have to evaluate one at a time.
4. Saving files on your H: drive saves valuable space on your local disk drive.
5. Your H: drive is accessible anywhere you login to our network, including from home using a Citrix connection.

**Using your H: drive** is as simple as using any other drive or storage medium connected to your machine.

- When saving a file for the first time OR when saving a file you would like to save to a different location, click **FILE, SAVE AS**.
- There will be a section near the top of the screen labeled **Save In**. Click the drop-down arrow and select your **H: drive**.
- Name the file and click **Save**. Your document is now saved to the H: drive.

**Moving Files to Your H: Drive.** If you already have a large collection of files stored in My Documents on your local drive that you would like to move to your H: drive, take the following steps:

- Double-Click your *My Documents* folder.
- Click *Edit* → *Select All*. All of your files should now be highlighted.
- Click *Edit* → *Copy*.
- Double-Click *My Computer*.
- Double-Click your *H: drive*.
- There may already be a *My Documents* folder on your H: drive. If so, double-click this folder to open it. If not, take the next few quick steps.
  - Click *FILE* → *NEW* → *Folder*.
  - A new folder is created. Type *My Documents* and press the *ENTER* key on your keyboard.
  - Double-Click the new *My Documents* folder.
- In the *My Documents* folder on your H: drive, click *EDIT* → *PASTE*. This will create a copy of all of your documents on your H: drive.

Using your H: drive for your primary data storage is the best way to ensure your data remains safe and secure.