

Computer Tips :: Saving - Basics

Save your file as soon as you start working on it. Computers can crash or freeze very often. If this happens, you will most likely lose your work unless you save it.

1. Select FILE
2. Select SAVE AS
3. Select **location** (Desk top, My Documents, etc.) from drop down menu or select icons on the left side of the screen
4. Click SAVE

Locations can also be **your own storage device** like a USB flash (pen) drive or your FTP space on the FS campus network. (See below)

- The new computers in the library do not have floppy disk or Zip disk drives yet external floppy and Zip disk drives can be checked out for library use only at the circulation desk. They plug into the USB ports on the front of the PC. Use it as another drive.
- Users are strongly encouraged to purchase a USB flash drive (also called pen drive, or thumb drive) for saving all documents and files.
- Your files/folders on a library PC will be erased automatically when you log off.
- Automatic log-off after 10 minutes of inactivity will erase all files on PCs. If you plan to leave your PC for a while, you have to save your file on your own storage device or your FTP space. What you save under "My Documents" will not be there when you login as yourself next time.

ATTACHING FILE TO E-MAIL

Please see http://library.fairmontstate.edu/help/LG_attachments.pdf

SAVING FILES TO A CD

If you are using a PC with CD-R/RW drive (please see a label on the drive -- find if it says "Rewritable"), you can also save your files on a CD-R/RW disk. Please see "Burning a Basic Data CD with Nero" at http://library.fairmontstate.edu/help/nero/burninccdnero_i.php

SAVING FILES TO FTP

1. Access your FTP space (Please see notes at <http://library.fairmontstate.edu/fsuftp.php>).
Go to: <ftp://ftp.fairmontstate.edu>
2. Enter your UCA ID and password and hit Enter.
3. Double-click on the "My Documents" icon on the desktop. You will see files/folders you already saved.
4. Using the mouse drag and drop them with your mouse into your FTP space. You can not save directly to your FTP space.

Please report any problems or concerns to the Fairmont State IT Solution Center
(Phone: 304.367.4810 / E-Mail: help@fairmontstate.edu)