

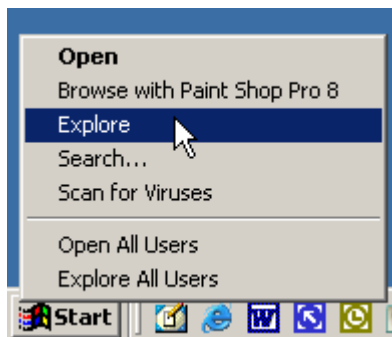
## Using Network Storage

Your Personal Network Drive or Z drive allows you to save and access files on the Worcester State College network. Additionally, these files are backed-up periodically, offering you greater file security. Your Personal Network Drive allows you to access any file stored in it from any computer on campus, on both the wired and wireless networks. You can move files to and from your local hard drive to your Personal Network Drive. To access your Personal Network Drive from the wireless network, you must be logged into a college domain (acl for students or wsc\_domain for faculty and staff).

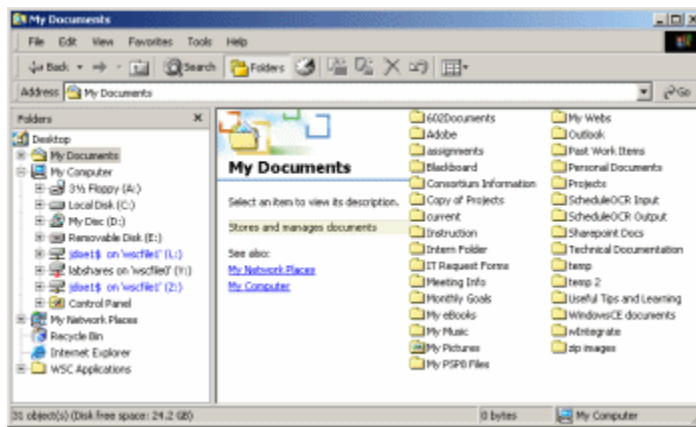
## Access through Windows Explorer

Your Personal Network Drive can be accessed through Windows Explorer. By accessing your Personal Network Drive through Windows Explorer, you can view and browse files contained on this drive.

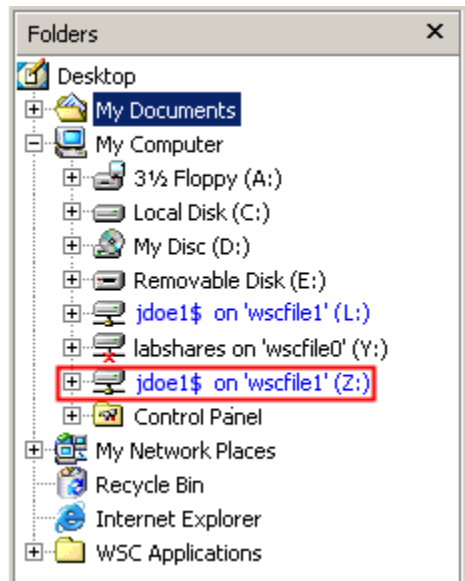
1. **Right-click** the **Start** button in the task bar to display the **Open** pop-up menu.



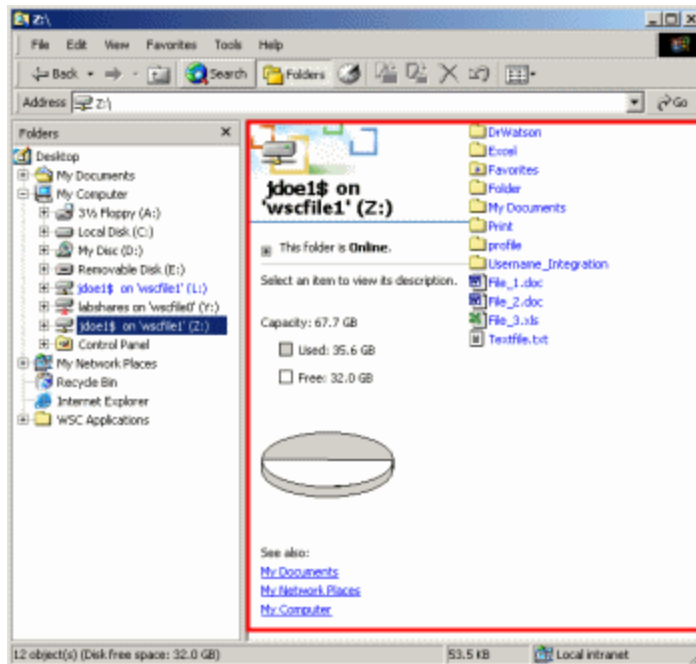
2. **Left-click** **Explore** to open Windows Explorer.



3. **Windows Explorer** displays all of the files and drives that can be accessed by your computer. Using the scrollbars, scroll through Windows Explorer until you find the **network drive** listing. The network drives will be marked with a little hard drive icon connected to some pipes.
4. Find the network drive labeled *username*\$, where *username* equals your username. This is your **Personal Network Drive**.



5. **Left-click** your Personal Network Drive to view its contents; the contents are displayed in the **right-hand window** of Windows Explorer.



6. *Double-click* a file to open it.

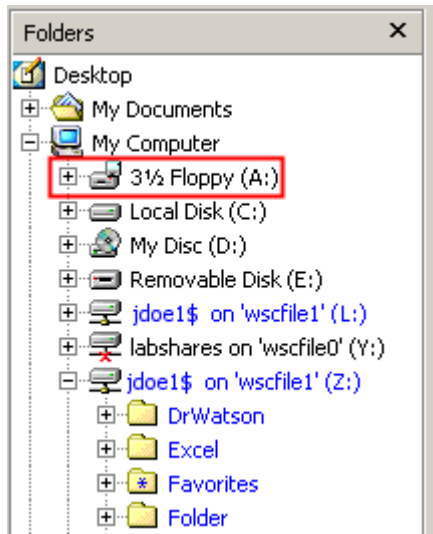
## Copying and Moving Files

You can move files to and from **another drive** to your **Personal Network Drive**. The ability to move files between your Personal Network Drive and another drive offers many opportunities. Using the copy function, you can keep a working copy of a file on a 3 ½ disk, while storing the original file on the network drive. This allows you to always have a back-up of your file.

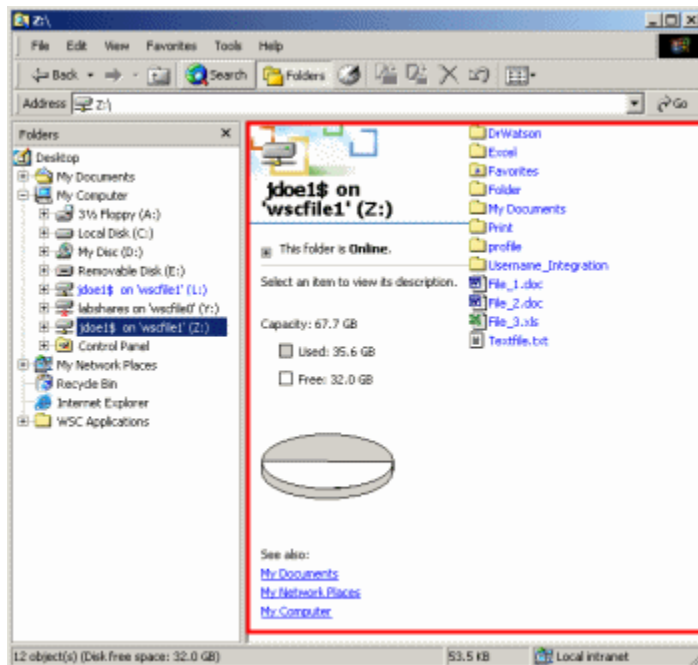
## Copying and Pasting a File

**Copying** allows you to copy files and place them in another location. Copying makes a duplicate of the selected file(s), leaving the chosen file(s) in the original location, and allows you to place a duplicate elsewhere. **Paste** is used in conjunction with copy. The paste tells the computer where to place the file(s) you have copied.

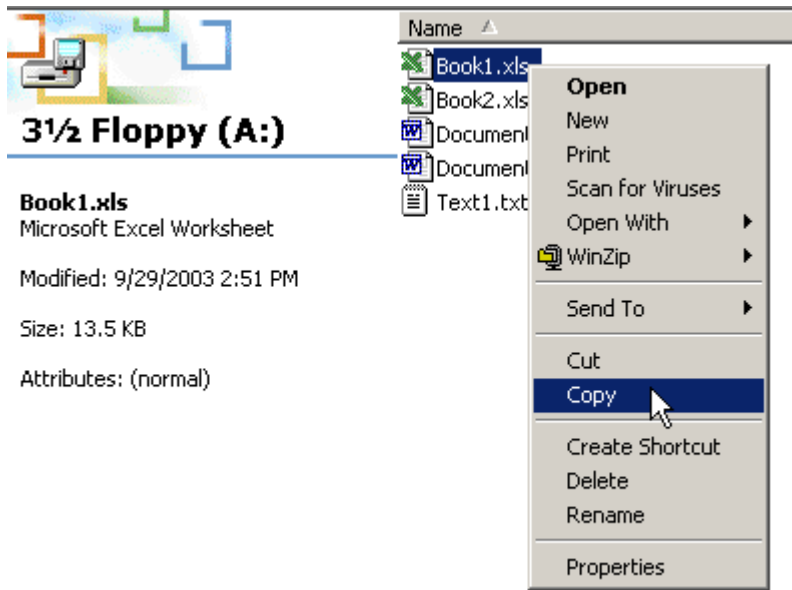
1. Place your 3 ½" disk in the 3 ½" drive.
2. Open Windows Explorer and follow steps 1 through 5 in **Access through Windows Explorer** above.
3. Using the scrollbars, scroll through Windows Explorer until you find the **3 ½" drive**. Your 3 ½" drive will be marked with a little disk drive and disk icon and labeled **3 ½ Floppy (A:)**.



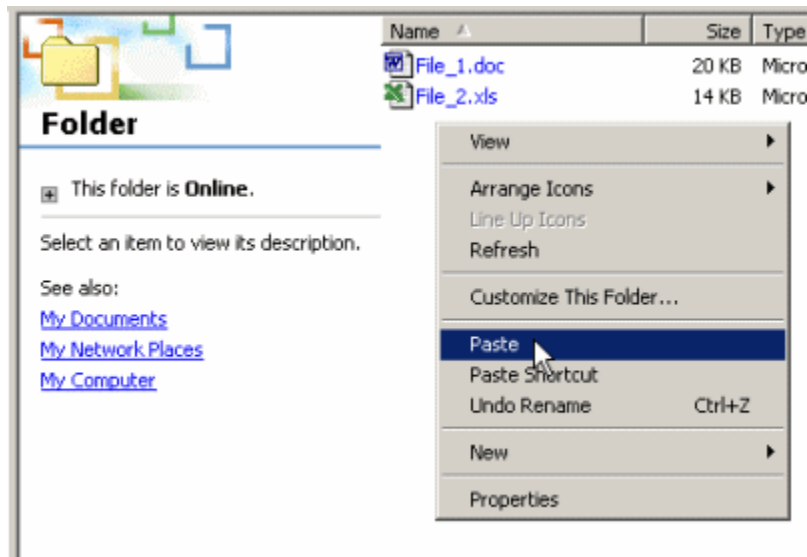
4. **Left-click** your Personal Network Drive to view its contents; the contents are displayed in the **right-hand window** of Windows Explorer.



5. In the **right-hand window**, find the **file** you want to copy. **Right-click** the file to open the **Open** pop-up menu. On the pop-up menu, **left-click Copy**.



- Using the scrollbars, scroll through Windows Explorer until you find your **Personal Network Drive**. *Left-click* the drive to view its contents. In the **right-hand window**, find the folder you want to place your file in; *right-click* the folder. You will see a pop-up menu. On the pop-up menu, *left-click Paste*.



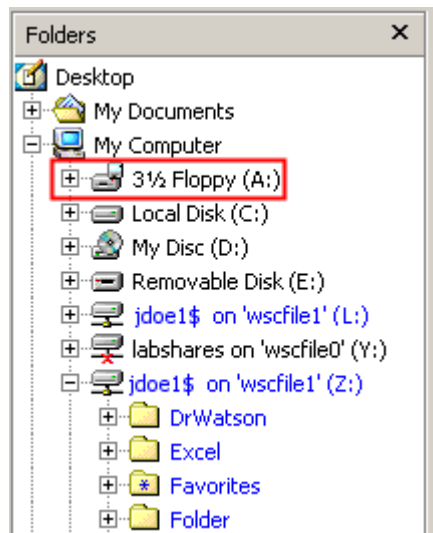
- Your file has now been copied to your network drive.

*Note: This same process can be used to copy files from your Personal Network Drive to your local hard drive. Follow the same steps, but start in your Personal Network Drive, and finish in your local hard drive.*

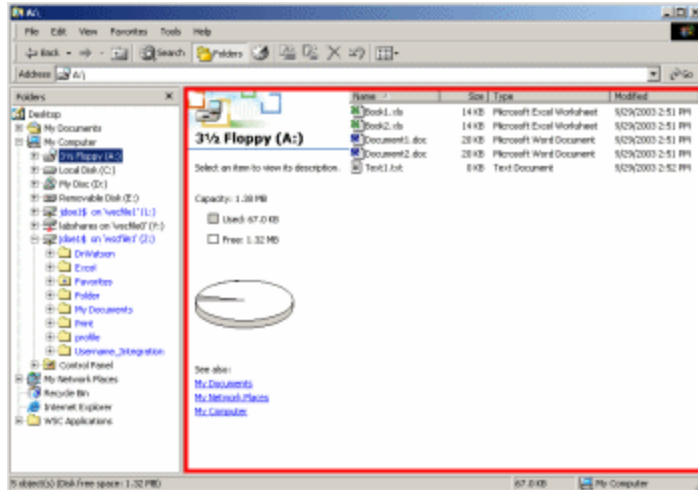
## Cutting and Pasting a File

**Cutting** allows you to move files from one location to another. Cutting removes the selected file(s) from the original location and allows you to place the file(s) elsewhere. **Paste** is used in conjunction with cut. The paste command tells the computer where to place the file(s) you have cut.

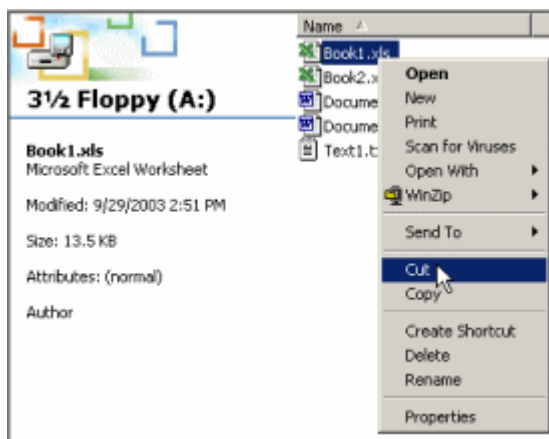
1. Open Windows Explorer and follow steps 1 through 5 in Access through Windows Explorer.
2. Using the scrollbars, scroll through Windows Explorer until you find the **3 ½" drive**. Your 3 ½" drive will be marked with a little disk drive and disk icon and labeled **3 ½ Floppy (A:)**.



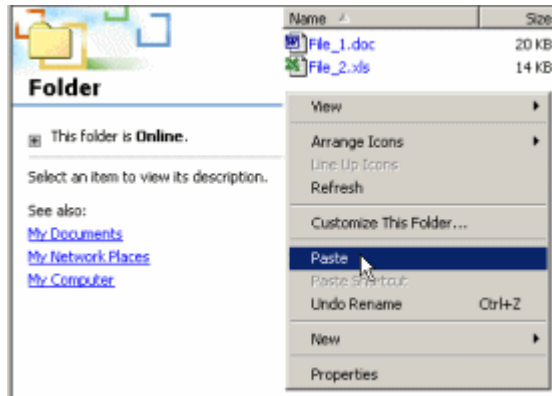
3. **Left-click** the drive to view its contents. The contents of the drive are displayed in the **right-hand window** of Windows Explorer.



4. In the **right-hand window**, find the **file** you want to cut. **Right-click** the file to open the **Open** pop-up menu. On the pop-up menu, **left-click** **Cut**.



5. Using the scrollbars, scroll through Windows Explorer until you find your **Personal Network Drive**. **Left-click** the drive to view its contents. In the **right-hand window**, find the folder you want to place your file in; **right-click** the folder. You will see a pop-up menu. On the pop-up menu, **left-click** **Paste**.



6. Your file has now been copied to your network drive.

*Note: This same process can be used to cut files from your Personal Network Drive to your local hard drive. Follow the same steps, but start in your Personal Network Drive, and finish in your local hard drive.*