

Technology: Instructional Computing

Saving Your Files



Hours of Operation for L109

Monday–Thursday	8:15am-10pm
Friday	8:15am-6pm
Saturday	10am - 6pm
Sunday	12pm-10pm

Staff members are available in person or over the phone at **x2769** to assist you.

Computer Lab Saving Dos

Save to a zip or floppy disk. Disks are available for sale in the Bookstore. Please label your disks with your name and phone number or email address, so they can be returned to you if lost.

Save to the student drive (s:). Students have access to temporary storage space. Files are deleted from this drive (s:) once they are 10 days old.

Save to your network folder (y:). Every student is allowed 100 mb of space on the Simmons network. In order to access personal folders, student must log in and supply a password to the system at startup. Your network username is the same as your email username.

Computer Lab Saving Don'ts

Do not save to the desktop or hard drive. You will lose your files when the machine is restarted.

Do not save to another student's network folder. If you will be using the network to store your information, make sure you log in before you begin typing and log out when you are finished.

File Saving, Sharing and Accessing

Always save text documents in Rich Text Format (RTF). Often students will save a file on a Mac and try to open it on a PC or save as a WordPerfect document and try to open it in MS Word. When sharing documents with fellow students and faculty chances are they may use a different operating system or word processing program. Saving in RTF alleviates a lot of compatibility issues.

To save in **Rich Text Format:**

1. Click on file menu in upper left hand corner
2. Scroll down to **Save As...**
3. In **Save As...** dialogue box select **Rich Text (RTF)** in the pull down menu
4. Name your file, make a note of where you are saving it, ensure the extension (**.rtf**) is included in the name.

Be aware of the file extension when saving documents. The extension is the three letter suffix following the dot in your file name that helps the computer determine what application to open the file in. A MS Word document uses the **.doc** extension, for example, Cyndi.doc is a Word document named Cyndi. If the proper extension is not included in the filename when saving, you may have difficulty retrieving the information/document.

Make sure to visit us online at www.simmons.edu/technology/labs