

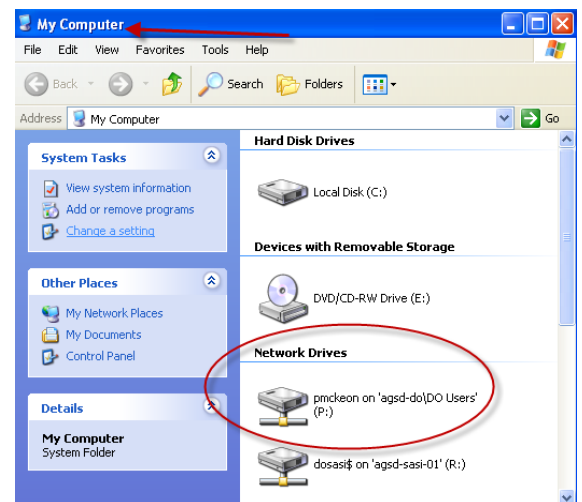
Creating and Deleting Folders on Your Network Server Folder

Our district maintains network server folders for teachers to save their files on the AG network. Using this folder is a good way to save/back up your work so that it is easily accessible from anywhere in the district, as well as insuring that it will be there when you need it. (Desktops and laptops can crash – you will lose everything if it isn't backed up!)

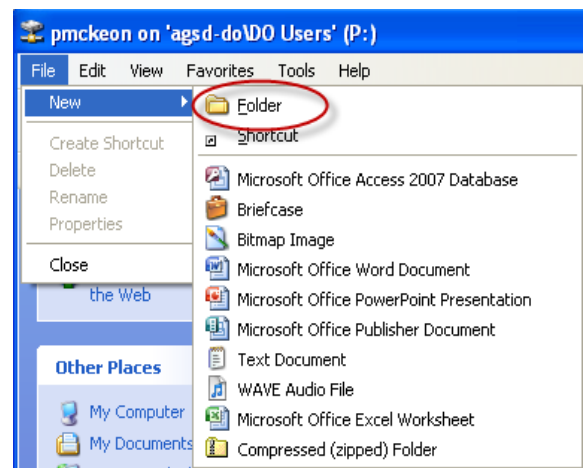
However, we don't have unlimited space, so maintaining your network folder is important. Keep what you are currently using and delete anything that is old. Digital pictures, videos and other large files should be saved on a cd or flash/portable drive.

Saving to Your Server Folder

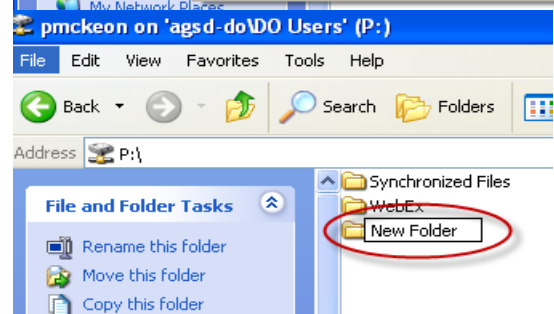
1. Click to open your **P:** drive from your **My Computer** folder.



2. Click on **File** and **New**. Then select **Folder**.



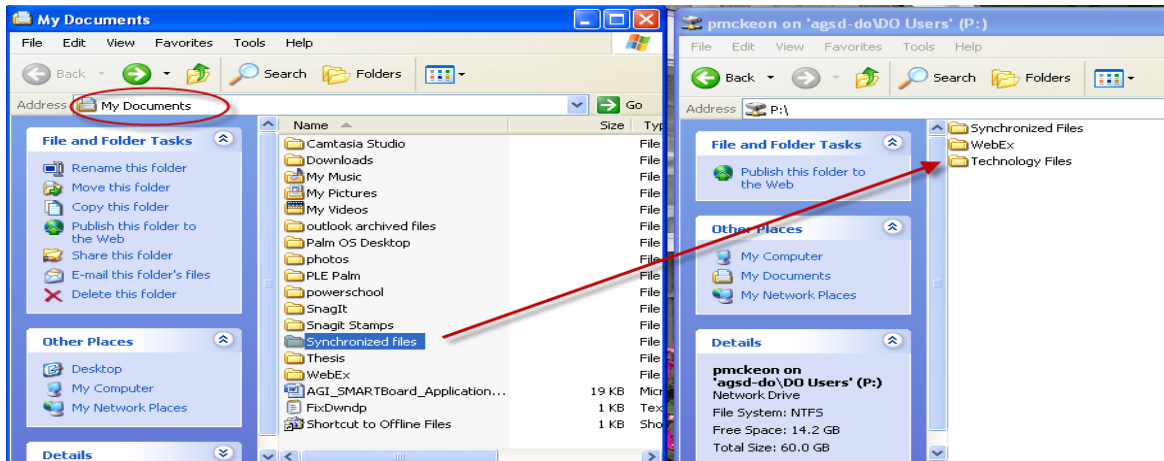
3. Type the name that you'd like to give the folder in the box with **New Folder**. Some people use the school year in this name so that when the documents were created and saved is apparent.



Saving Documents in Your Server Folder

After creating and naming the folder in your P: drive, you can begin to save/backup your work.

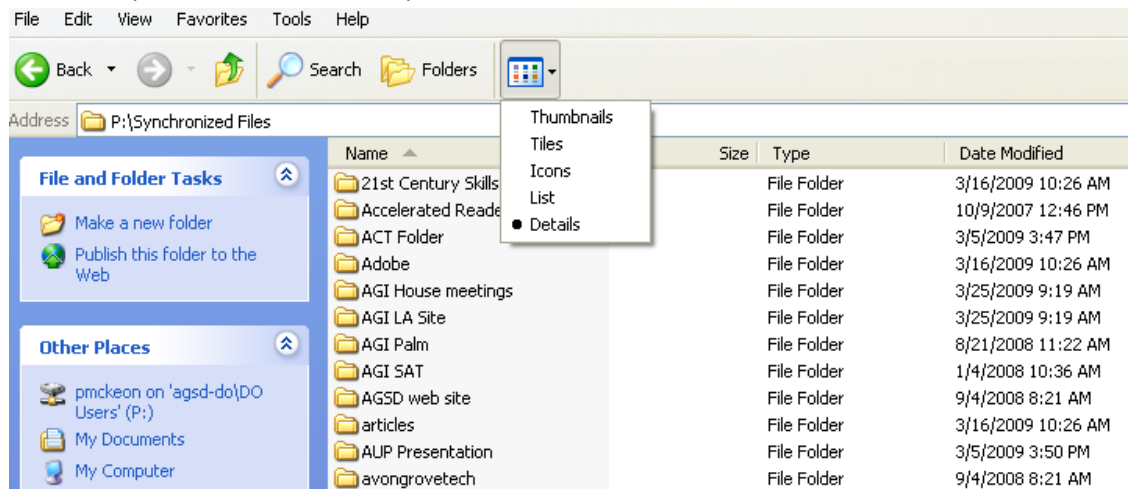
1. First open the folder on your desktop that contains the files you want to move. (Usually **My Documents**) Have your P: drive folder open beside it.
2. Click on the file/folder you want to move in My Documents. Then drag and drop it into the folder you created on your P: drive.



Deleting Files on Your P: Drive

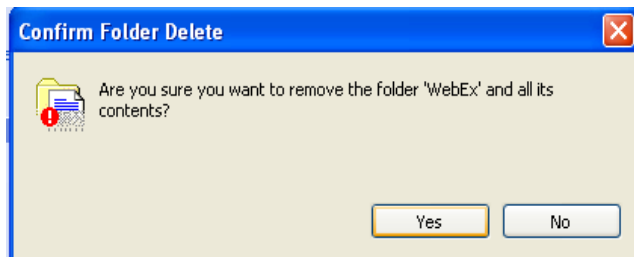
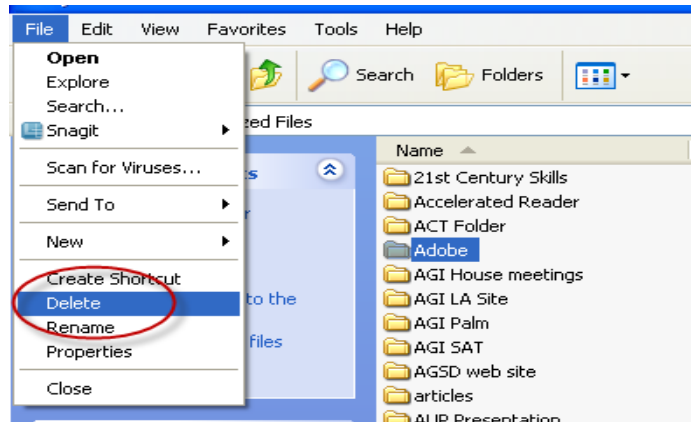
It is important to maintain your files since our server space is not unlimited. There are three ways to delete your files/folders.

1. First select a way to view your files so that the date they were created is visible. In the menu bar, click on the last icon on the right (looks like a table). Select the **Details** option and the screen will change so that **Date Modified** is visible for each file/folder. This may need to be repeated as folders are opened.



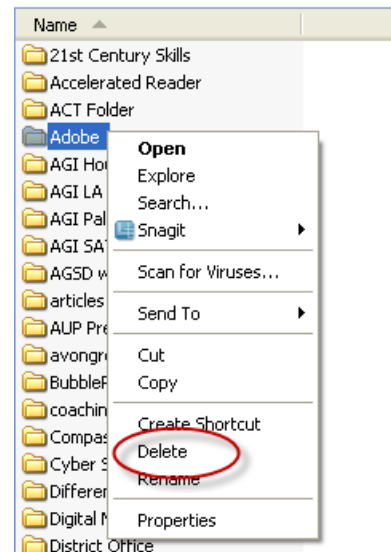
Deleting Plan A:

1. Highlight the file/folder in your P: drive that you'd like to delete.
2. Click on **File** on the top left.
3. Scroll down and select **Delete**.
4. You will be asked if you want to remove the file/ folder. Select **Yes**. Note: your file/ folder will be permanently deleted. It does not go the recycle bin on your desktop from here.



Deleting Plan B:

1. **Right click** on the file/folder that you want to delete.
2. Click on **Delete** in the drop down menu that appears.
3. See number 4 in Plan A above for the message you will receive.



Deleting Plan C:

1. Highlight the file/folder in your P: drive that you'd like to delete.
2. Click on **Delete this folder** or **Delete this file** in the blue box to the left. (The box will change depending upon what you have highlighted.)
3. See number 4 in Plan A above for the message you will receive.

