

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

PROPERLY SAVING YOUR WORK TO THE SASD NETWORK

Purpose

This handout illustrates how to properly save your work to the SASD Network.

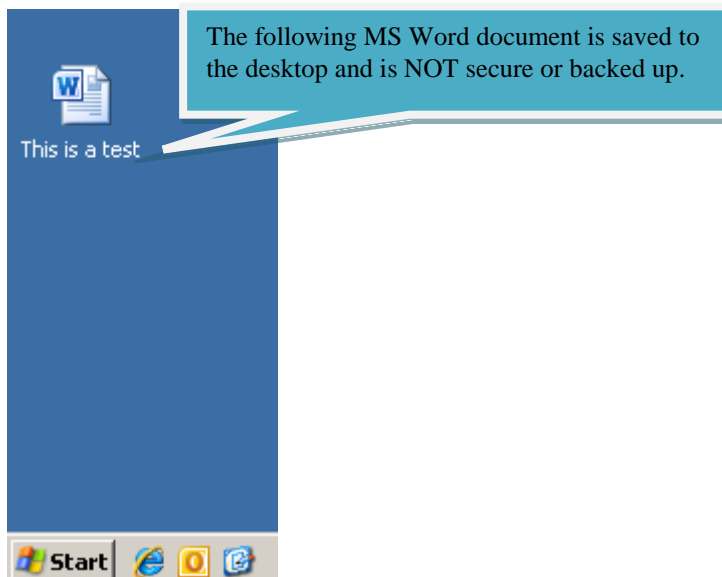
Why?

All work being completed must be saved to the SASD Network for the following reasons:

1. Any work saved to the network is **backed up**.
2. All work saved to the network is **secured**.
3. The **policy** of the district is that all work must be saved to the SASD Network.

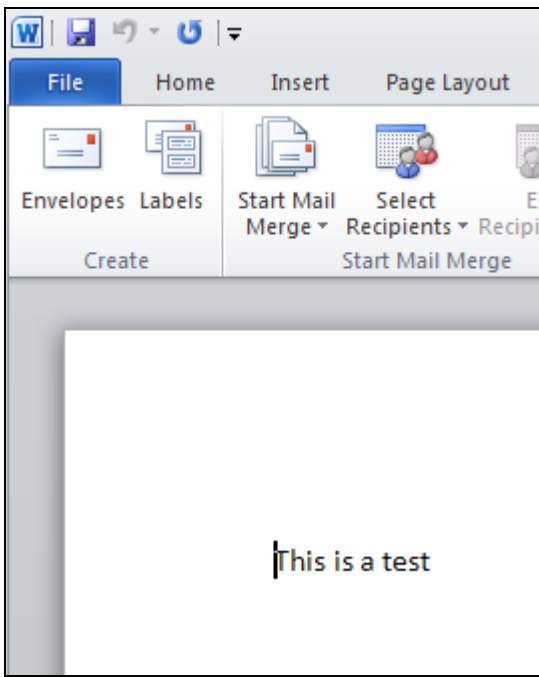
What If I Save My Work to My Desktop?


Saving your work to your desktop is not backed up nor is it secure. The following is an example of a file saved to a desktop:

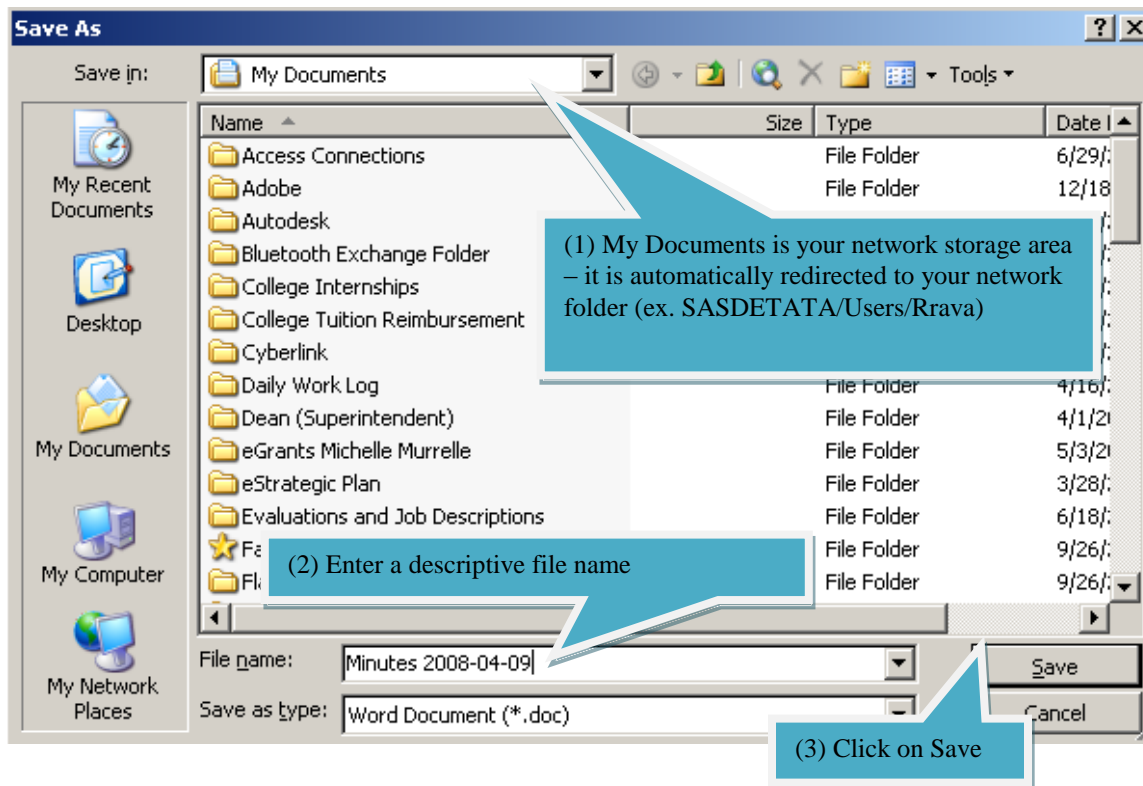


How Do I Save to the SASD Network?

Let's say you are creating a new document in Microsoft Word.



Click on the save  icon



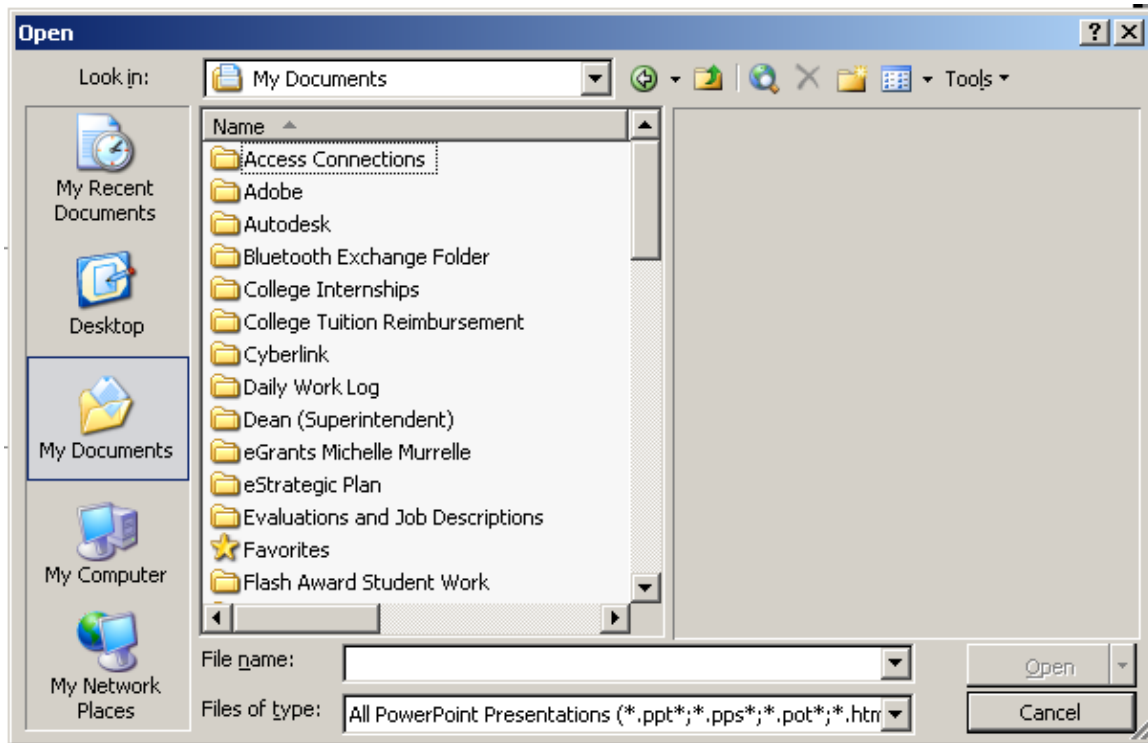
From the above screen – you will note that your computer automatically goes to the My Documents location (this is your network storage area).

Just type in a descriptive file name and click on save

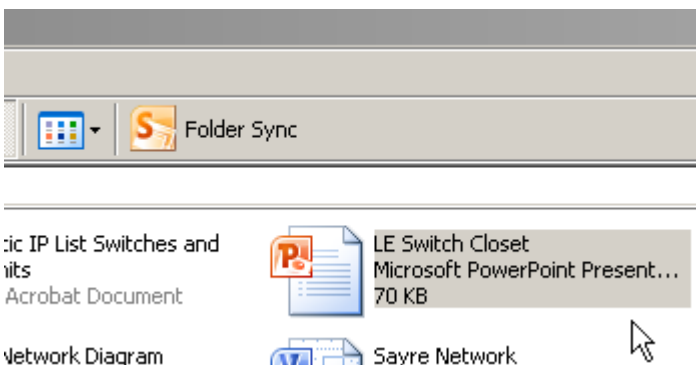
Method 1: Retrieving My Documents Using the Open Icon

Let's say you wish to look at your documents on the SASD network.

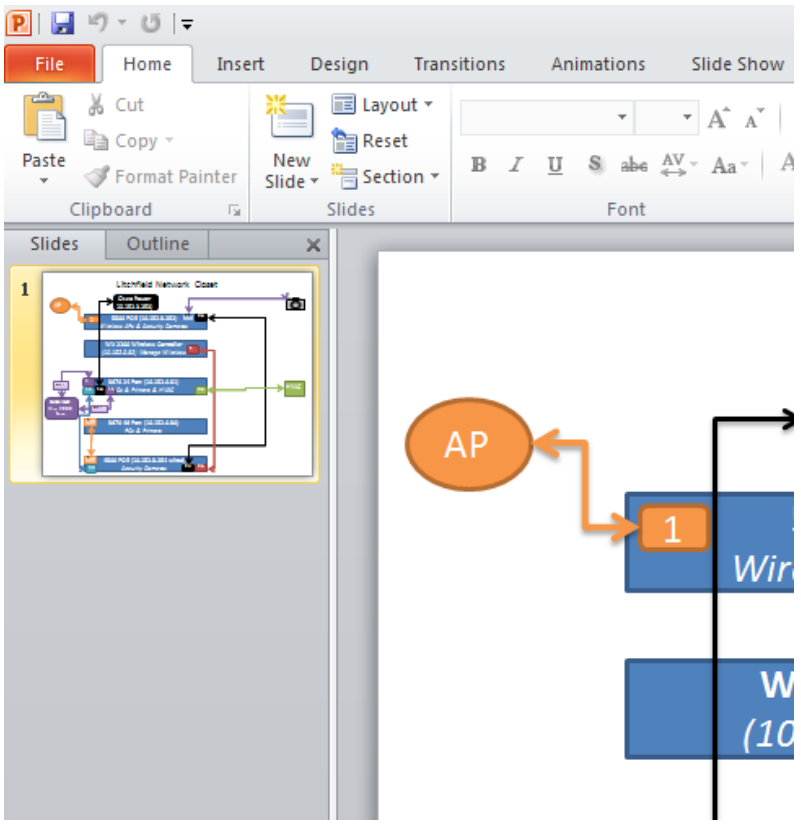
Just click on the **Open** icon in the program that you are using (ex. below is for MS PowerPoint).



Navigate to the desired folder and file



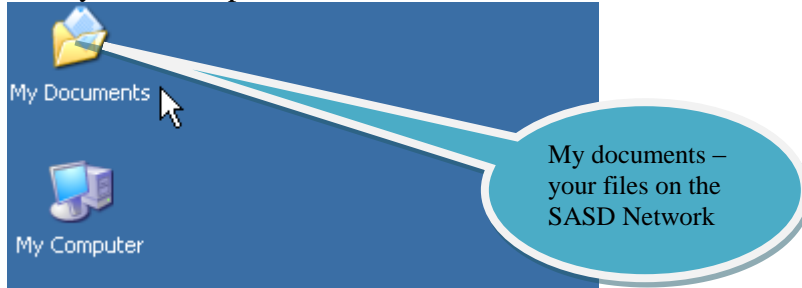
Click on Open



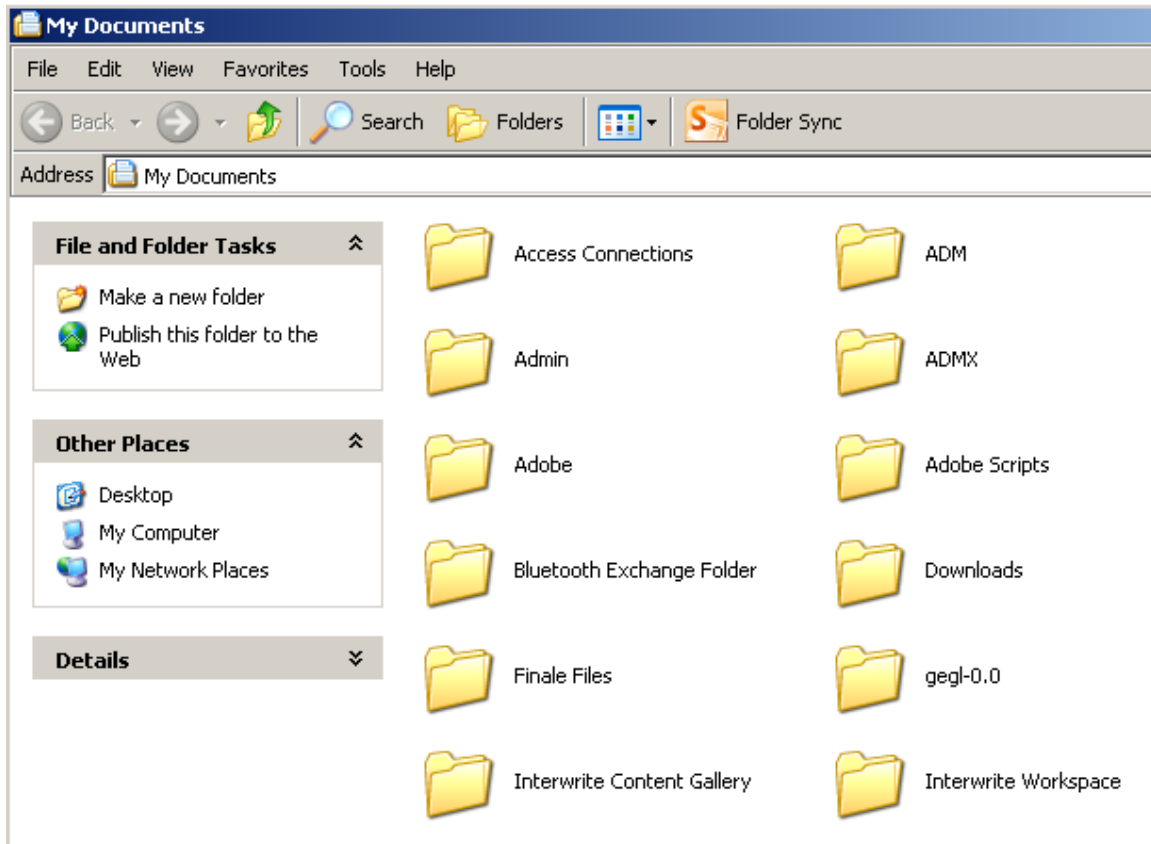
Method 2: Retrieving My Documents Using the My Documents Desktop Shortcut

Let's say you wish to look at your documents on the SASD network.

Go to your desktop



Click on the My Documents



Navigate to the desired folder and file & double-click the file to open it