

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

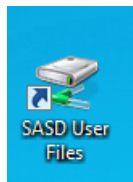
## WHERE ARE MY DOCUMENTS IN WINDOWS 7?

### Purpose

To locate My Documents on an SASD computer. All documents default to save to our SASD Network which is backed up.

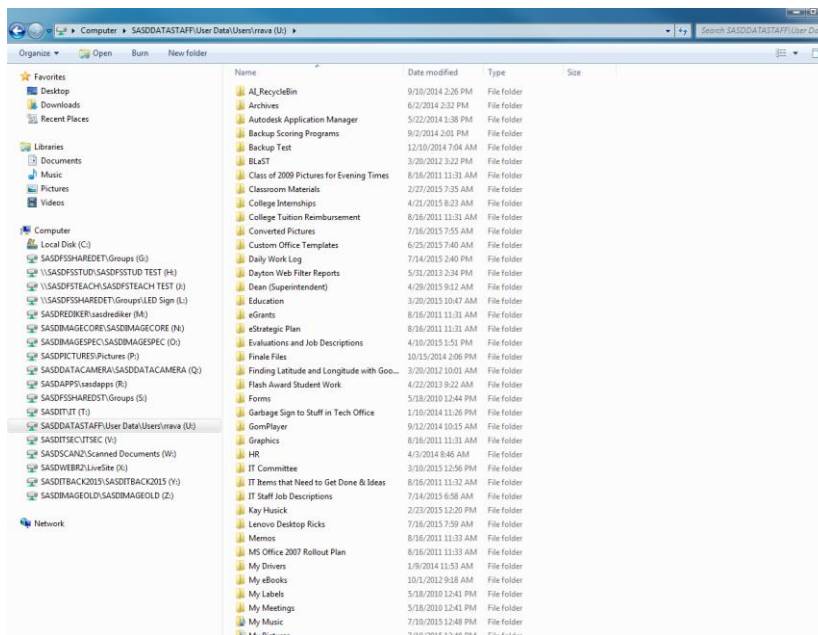
### SASD User Files

For our 64 bit Windows 7 build, user files are accessible under a new shortcut on the desktop.



This is your own personal storage area for documents.

Just double click on the shortcut and you will be taken to your files (see sample below):



# Exploring Within the User Library

Under the User Library, you can find your Documents, Pictures, Videos, and Music.

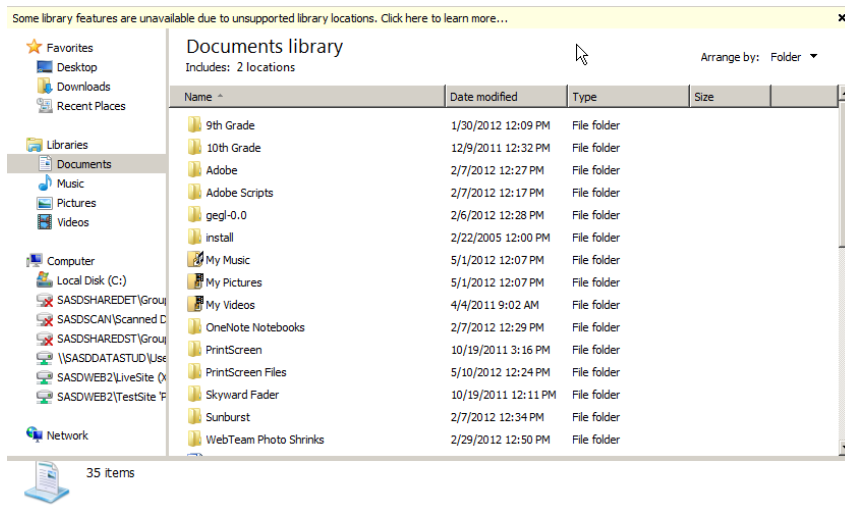
Most of the time, you will only need to explore your Documents – to go to my documents click on the documents icon.

## Libraries

Open a library to see your files and arrange them by folder, date, and other properties.



You should now arrive in your documents folder.

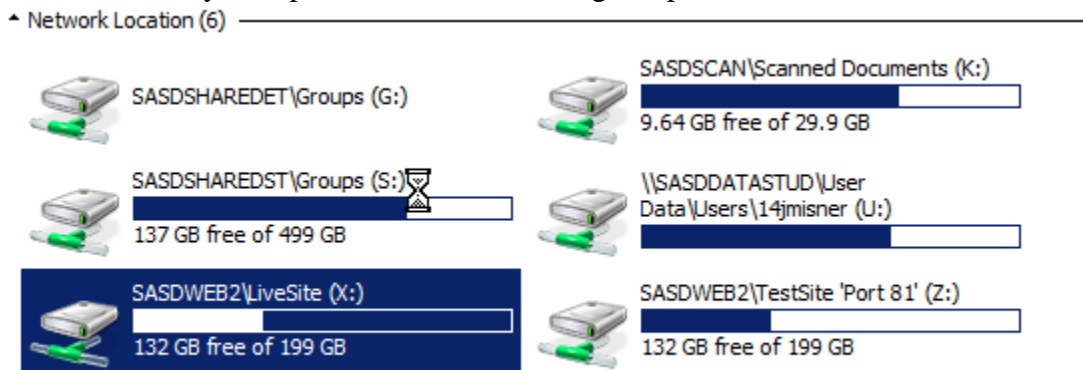


To explore other areas of your Library, select their icons.

## How do I see my SASD Drive Mappings?

It's quite simple, just do the following:

Double-Click on My Computer – see the following sample screen:



Under the Heading “Network Location” are all of your SASD Network Drive Mappings. In the above example, the user has drive mappings to G:, K:, S:, U:, X:, and Z:.

## What are my drive mappings used for?

Drive mappings allow a user to access network resources.

1. Here are some of the common drive mappings that SASD users have:

**U:** this drive mapping gives access to the logged in user's individual network files. For example, a teacher could have their lesson plans for their courses in this location.

**G:** this drive mapping gives access to a shared area for network files. For example, a SASD staff member could place all of their shared files for members of their team in this location. In this case, the staff members on that specific team would have access to create and modify files in this location.

**J:** this drive mapping gives access to the JumpStart programs such as Reading Rabbit. For

example, elementary student could have access to this program to work on their reading skills.

**R:** this drive mapping gives access to Rediker system and the GradeQuick system. For example, a teacher would have access to R: to work on their student's grades.

**S:** this drive mapping gives access to a shared area for network files. For example, a yearbook teacher could place all of their shared files for their yearbook students in this location. In this case, the students on the yearbook team would have access to create and modify files in this location.

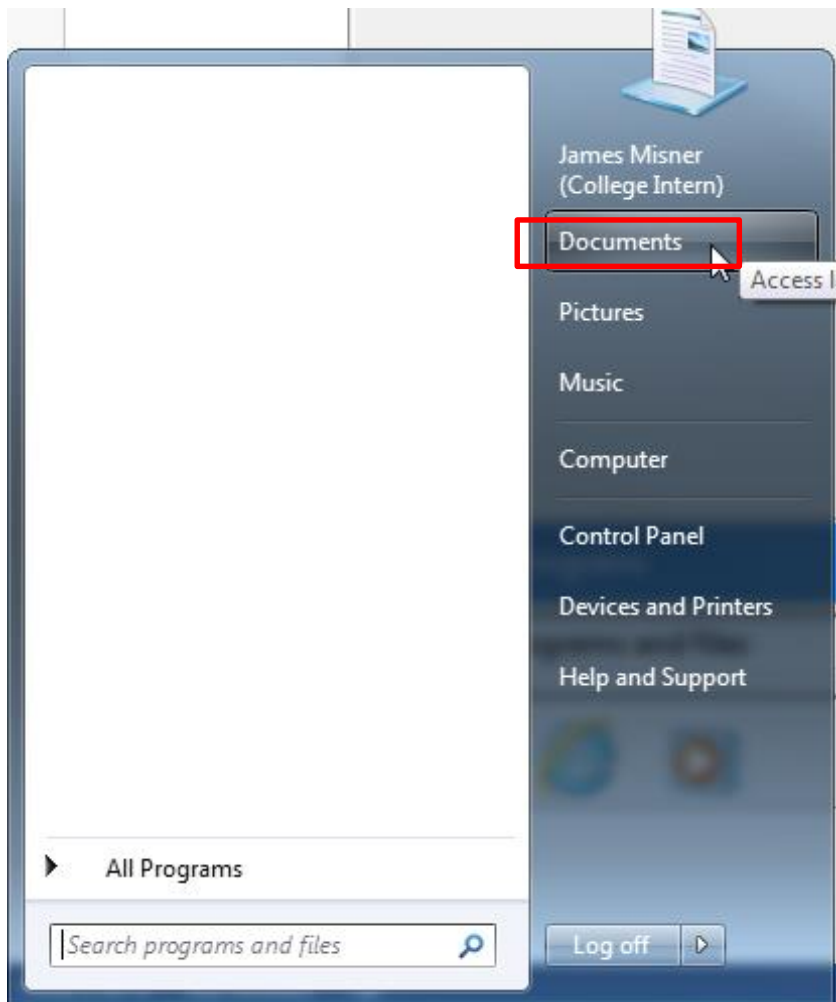
**W:** this drive mapping gives access to the SASD Scanned folder. From SASD printers that have scan capability, the scanned files are saved here.

Each user has different Drive Mappings depending on their needs.

## OPTIONAL (Old Method): Finding the My Documents Folder

To find the Documents Folder, observe the following steps:

If there is no My Documents Link on your desktop, you can go to Start->Documents or by using the shortcut key Window+E and selecting Documents.



If you cannot find Documents under either of these refer to the tech office for additional help.