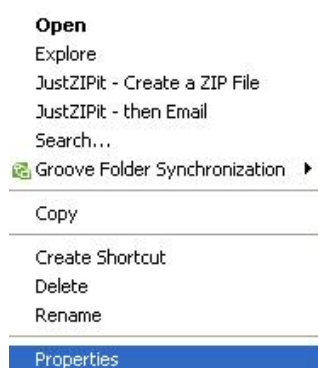


How-to Document 1: Save “My Documents” to Your Home Directory

By default, documents you create are saved in the “My Documents” directory on your local C drive. When your workstation is replaced, any documents on your hard drive will be lost.

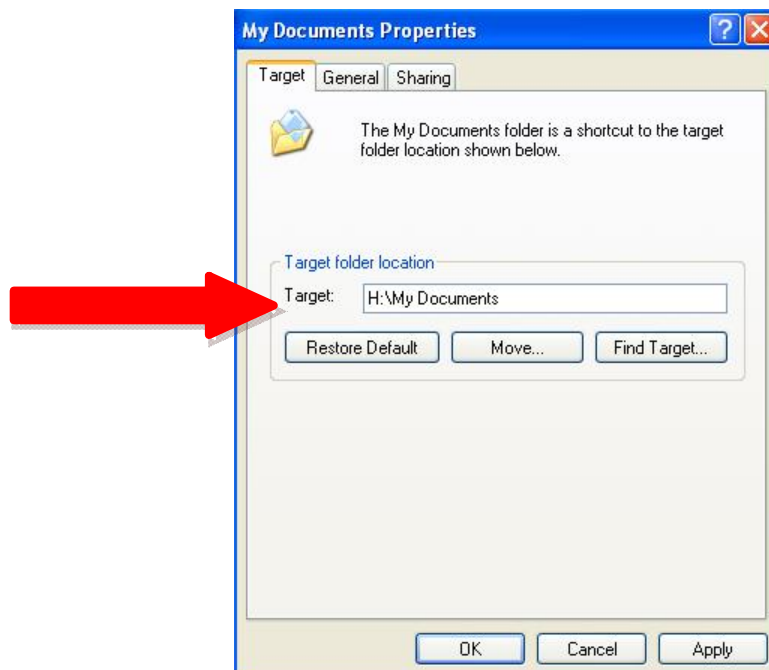
It is fairly simple to copy your documents to your home directory – your H drive. It might take a long time and you need to have all your programs and documents closed before you start this. We suggest you start the process at the end of the day and let it run overnight.

Find your My Documents folder 



Right-click the folder and choose Properties

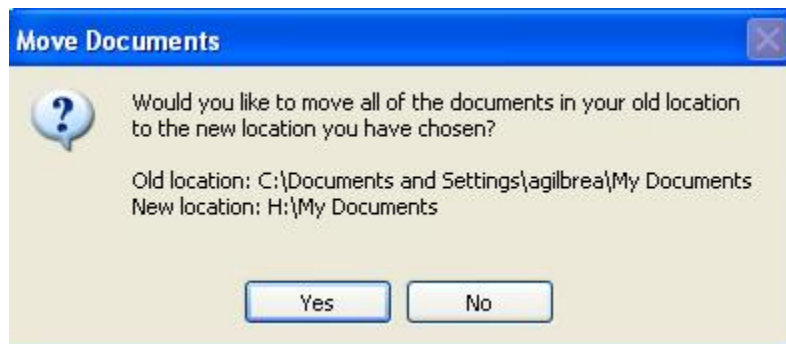
Change the information in the Target box to read H:\My Documents



When you click OK, you will (probably) be prompted to create a new folder. Click Yes.



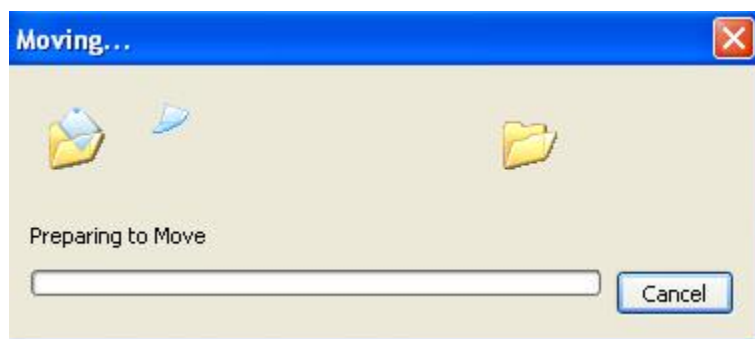
You will then be asked if you would like to move the documents to the new location. Click Yes.



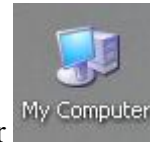
Items will be moved to your new folder in your Home Directory

If you receive a message that you do not have enough space to copy your files, please create a support ticket so we can increase your limits.

Also, please do NOT copy music files you may have saved to play locally on your computer!

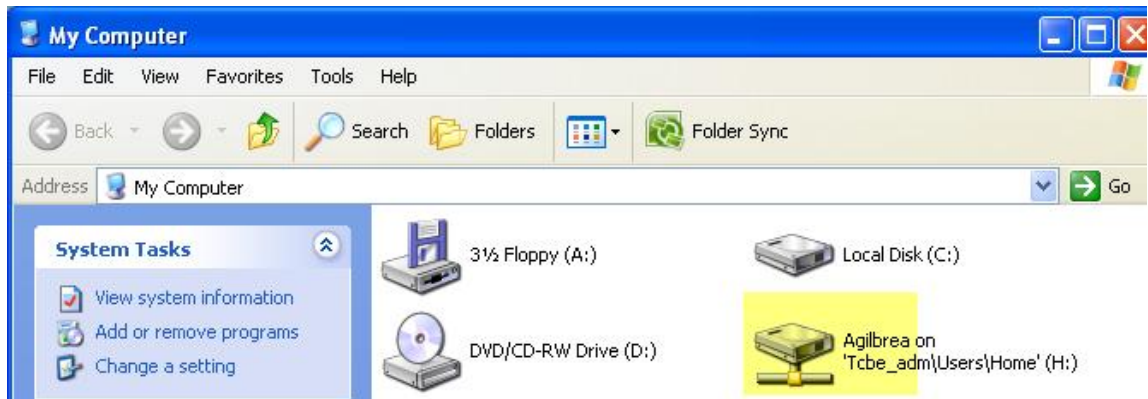


If you receive an error during the copy process, please write it down and open a support ticket!



To make sure your documents are there, double-click My Computer. It will either be on your desktop or, you may have to click the Start button to see the icon. When My Computer opens, double-click the drive with your name, your H drive.

If you do not have an H drive, please open a support ticket!



When H opens up, locate and open My Documents to make sure the information has been moved. If your documents are not there, please open a support ticket.