



Users guide to networked space

What is my home area?

Your home area is the area on the network where your profile and email are stored. Your home area is mapped to your G: drive and can be accessed from any PC you log into. Space is limited on the servers so space is limited in your home area. Allowing email and files to build up in your home area can result in loss of data and profile corruption.

Things to look out for:-

Corrupt profile: - Sometimes a corrupt profile is caused by lack of space

Printing: - A few 'unable to print' cases are related to the lack of space available.

Error message: - A warning may also appear stating that you are running low on space.

File management

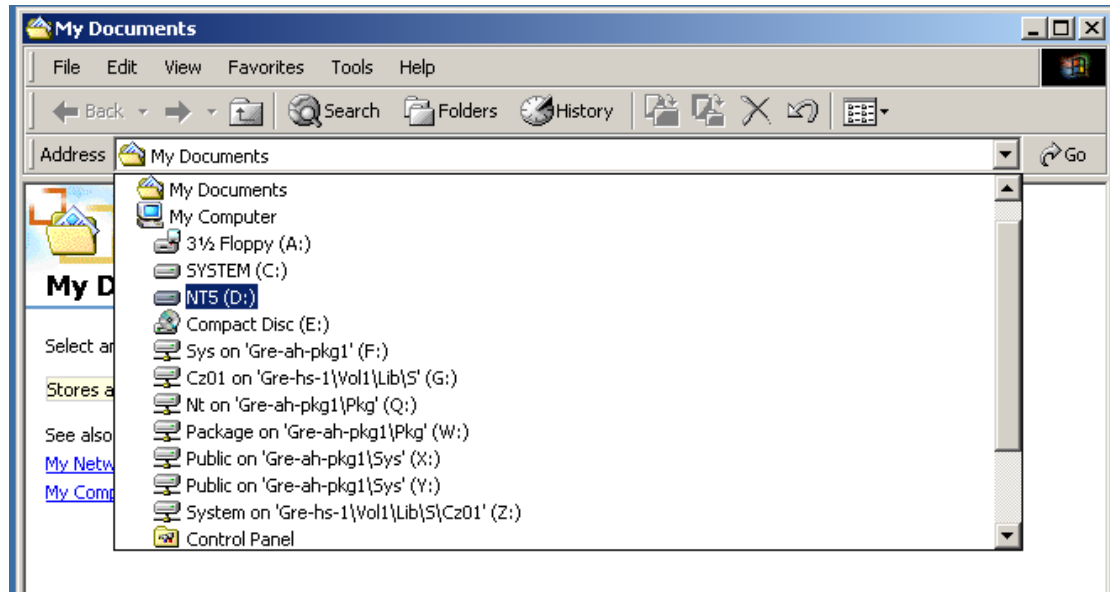
As the G drive is limited on space, it is essential to maintain good file management at all times. This will involve backing up work regularly, and saving files on to the hard drive of the PC rather than the network drive. It is advisable to create folders and if necessary split into subfolders, giving them names related to subject matter to help inform what is in each one.

If you regularly move from PC to PC, try to have only essential files stored on the G-drive, i.e. If you are not going to be at your own PC, then ensure that the documents you will need are on the G-drive, otherwise try to store the majority of files on the hard drive.

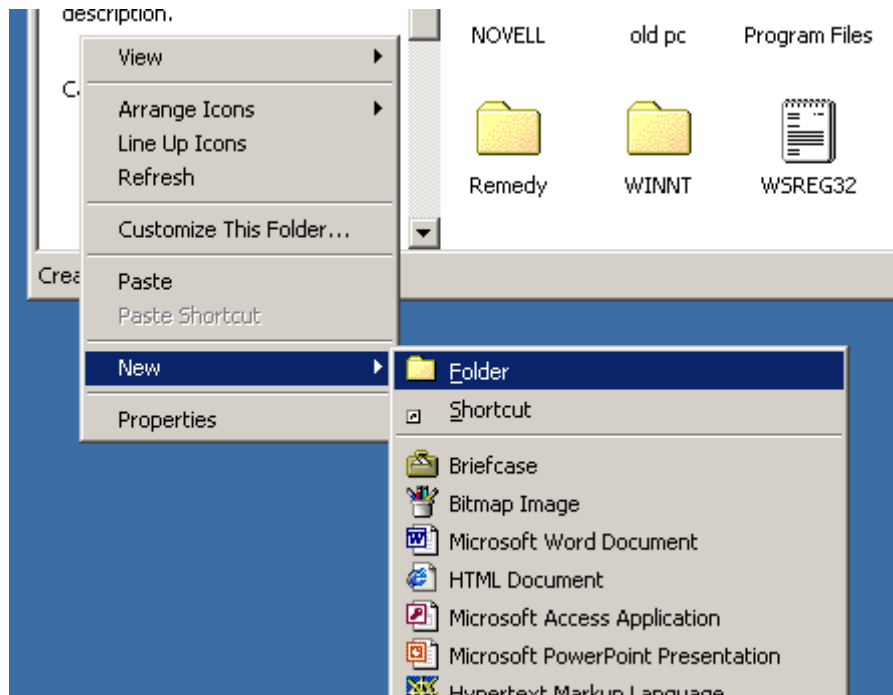
NB. As various system files are stored on your G: drive it is essential that you do not delete or move any files that you do not recognise. If you are at all unsure of a files purpose do not delete it.

Creating folders in Windows Explorer.

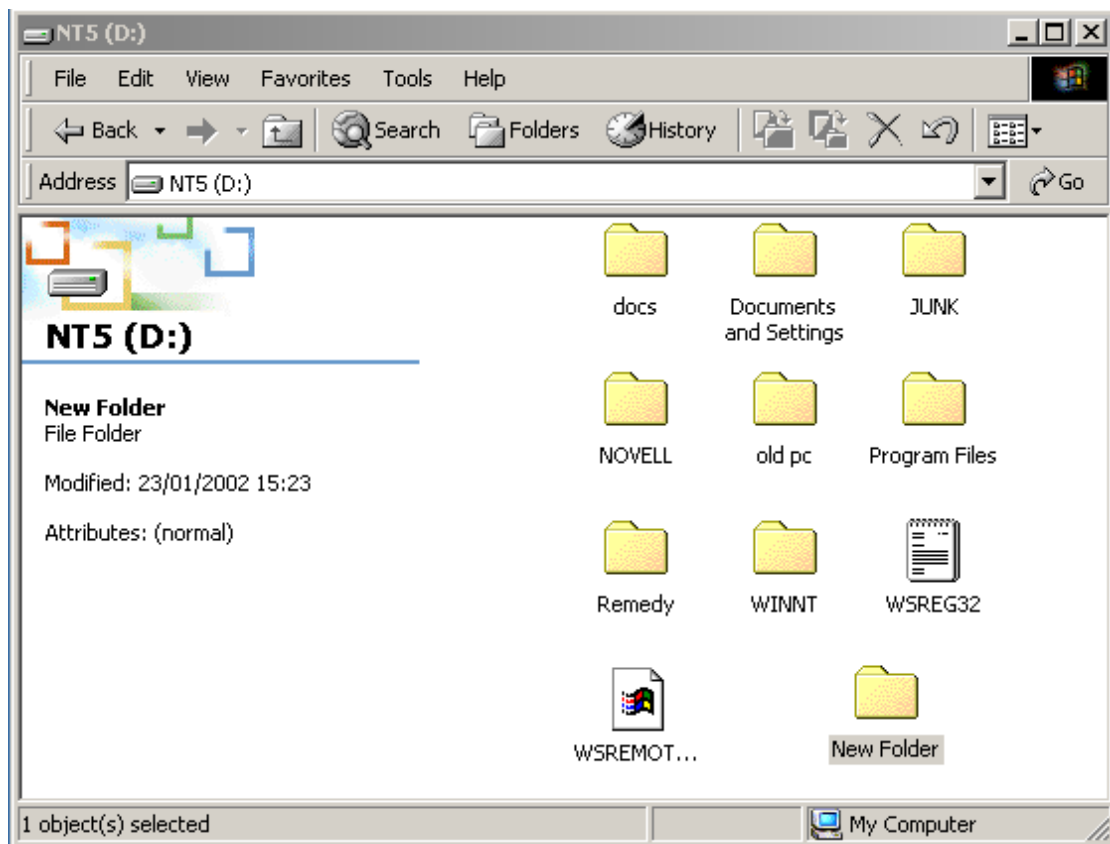
Open up windows explorer, from the drop down menu in the address bar, select the required drive you wish to save to.



Once you have selected the required drive, right click over the window, this will bring up a menu, from this menu highlight 'New'. This will then scroll across to another menu with the option 'Folder' at the top, select this to create a new folder.



A folder named 'New Folder' should appear in the window with the other folders on the specified drive.



This folder can be renamed by simply by right clicking on the folder, and selecting 'Rename'.

Other alternatives to saving space

If your space is running low and you have been advised to housekeep there are a few alternatives that could be used to store data other than your G: drive.

Zip Files: - Zip files are archives used for distributing and storing files, Zip files contain one or more files, usually the files archived in a Zip are compressed to save space. Zip files make it easy to group files and make transporting and copying these files faster. You can create and manipulate Zip files using Power Archiver. You will find Power Archiver on your Novell-delivered applications window.

Local Drives: - An alternative is to store your files on a local drive. Local drives are drives that physically exist on the PC you are currently using. The advantage is that they can hold vast amounts of data. The disadvantage is that the data will not be accessible from any other PC and any other user logging in to your PC will have access to those files.

USB Memory Stick: - Sometimes called a "Pen". You can carry this device with you and use it with any University PC.

CD/DVD Writer: - CD/DVD Writers are useful for storing files and folders, much more stable than a floppy and can hold vast amounts of space (Up to 700MB on a CD. Up to 4.7GB or 7.8GB on a DVD).

These examples are a good form of backup as well as saving space so that even if you have plenty of space left you may want to think about backing up important files.