



Where are My Files? How to Use the Penn State Computer labs to store your work

PAWS

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Computer Labs

- Use Windows 7 OS
- Connect to network
- Have many options for storing work
- First check the MY COMPUTER window to see what is there.

Windows OS

- Windows likes to store your documents in the MY DOCUMENTS folder.
- In Windows 7 has added a LIBRARY super-folder.
- In the computer labs you have to choose to put MY DOCUMENTS in "U DRIVE" or "PASS SPACE"
- Network files are mapped to the local computer.
- Which are you using?

Flash Drive

- AKA thumbnail drive, USB drive, etc.
- Can store a huge amount of data cheaply
- Convenient
- Long lasting
- Portable
- Easy to lose?

U Drive

- A networked drive mapped to computer lab machines
- Not always "U"
- Background information [here](#)
- Can store documents, presentations, spreadsheets, images, etc.
- Can be accessed from your home computer via mapping. [Click here](#) for instructions.

PASS Space

- Network storage space
- Can hold up to 10 gigabytes of any kinds of files
- Mapped to computer labs as "X" drive
- Stores your webmail messages
- Can be a web site (WWW folder), including a blog
- Can be mapped to your own personal computer. See how here.

Penn State Portal

- A convenient way to tailor your computer resources:
<https://portal.psu.edu>
- Links to your most used Penn State resources
- Log in and customize it
- Make it the home page on your browser

PASS Explorer

- <https://explorer.pass.psu.edu/>
- Lets you see all the files on your PASS space
- Lets you upload and download files
- Works just like an Explorer Window

Use Penn State network resources and never lose your work

- Use the "SAVE AS" command on most applications to specify where your work will go
- Write it down in a notebook
- Use folders to group files together by course, by date, or by semester
- Decide what you like and make it a habit
- Make backup copies in different places

Good luck!