Does it really matter where I save stuff?

Brought to you by
Lisa Schwaiger
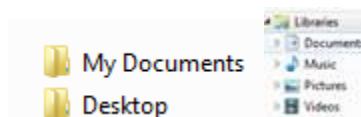- HelpDesk Triage and Computer Tech in MT-111

SITUATION:

I have documents (and such) that are important to my work, things that I definitely don't want to be lost or harmed.
What can I do to be sure that they are protected in all possible situations -- such as a virus, or hard drive failure, or theft?

SOLUTION:

- Save them on a **network** drive.
  - That's any drive that is H:drive through Z:drive -- including of course S:drive.
  - That means it's stored on our servers (in our server room and backup locations), and backed up twice daily.
- Do **NOT** save them on your **local** drive (i.e., your C:drive).
  - Because that is not backed up; and in a worst-case-scenario, anything saved there could be lost. ☹
  - In other words, you should **NOT** save anything important in:
    - Your C:drive in general
    - Including any of these locations (which are part of C:drive)

Looking Forward….
To help with this, in future Tips of the Week, you will see how to:
- change the default "save as" location.
- create shortcuts on your desktop to things stored on the network, to give you safety and convenience.

Was this helpful?   Do you have suggestions for a future Tip of the Week?   Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: http://www.uab.edu/medicine/dopm/help/totw