

**From:** dopmannouncement <dopmannouncement@uabmc.edu>

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**To:** DOPM All Users <DOPMAllUsers@uabmc.edu>

**Subject:** Computer Tip of the Week -- What to save where

## Best Practices: What to save where

Brought to you by

Lisa Schwaiger

- DOPM HelpDesk Triage and  
Computer Tech in MT-403



### QUESTION:

C: and Desktop and H: and S: (Swap) and Box.... Gosh, so many options....

So, where should I save things?

### ANSWER:

#### Background:

This Tip of the Week (TOTW) is in follow up to an earlier TOTW, which you can see for more background if needed at <https://www.uab.edu/medicine/dopm/images/TOTW/totw2019-02-21.pdf>.

Here is a summary of what to save where:

	How to think of it	What to save here:	Notes/warnings
<b>C:drive</b> Which includes <ul style="list-style-type: none"><li>• C:drive</li><li>• Your "Desktop"</li><li>• Your "My documents" or "Documents" folder</li></ul>	The computer at your desk	Only " <b>unimportant</b> " things.  (See below an excerpt from the form that DOPM people sign.)	It is NOT backed up.  Guideline: If you would cry (or anyone would be negatively affected) if something disappeared, then <b>don't save it here</b> .
<b>H:Drive</b>	"My personal Drive"	Things that <b>only you</b> will ever need access to.  Think about it like this: If you were out sick for months, will anyone need access to this? If not, then it's okay to save it here.	Other people <b>cannot</b> be given access to your H:Drive, except in extraordinary circumstances.