

So...Where do I save it??????

4 Options:

- 1 Documents Folder or Desktop (This is what we've been doing in the past)**
- Items saved to your documents folder or your desktop are actually being saved to the server.
 - This means they take up space on the server.
 - These are backed up for you.
 - You can access these things from any machine you log into.
 - Put things here that are important--that you'll use over and over--that you'd be very frustrated if you lost.

- 2 Activserver (Go-->Connect to Server-->ActivServer-->Connect)**
- Items saved here can be accessed by anyone who logs to this server.
 - These are backed up.
 - Put things here that you want to share with other.

- 3 Hard Drive->Users-->Shared-->Your Name**
- Items put here are being saved on your machine.
 - They are only taking up space on your machine.
 - These are not backed up for you.
 - Put things here that you are downloading to check out and preview.
 - You can access these items only from your machine.

- 4 Portable Storage--USB Drive, External Firewire Drive, CD**
- Items put here aren't taking up space on any machines.
 - Items put here are portable and can be taken to any machine.
 - These aren't backed up (but you could use this as your back up).