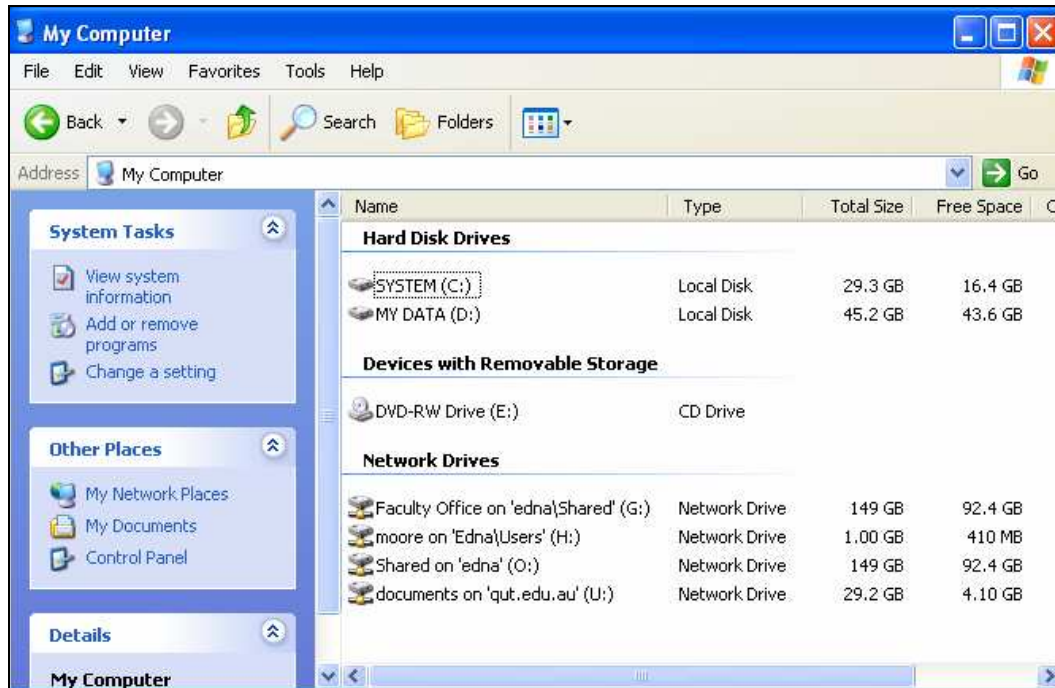


Drives and Directories

This section describes the various drives and directories available to you. The easiest way to view your electronic storage locations is to double-click on the **My Computer** icon in the upper-left corner of your screen. The following window will be displayed:



System (C:) – The System Hard Drive

Your computer has one hard drive which is divided into two partitions called **C** and **D**. The **C** partition is called the **System Hard Drive** because it contains all of the files required for your computer to run. This includes the Windows operating system, the system registry, computer and network configuration files, and all application programs that have been installed on your computer.

Note: To assure that your computer functions properly, it is imperative that you do not remove, delete, or modify any files in the C: System drive. Furthermore, you should not save any files into the C drive.

In most cases, when you save files from an application program (choose **Save** from the **File** menu), your files will be automatically saved to your **My Documents folder**, which is not on the C drive.

My Data (D:) - Your Space on the Hard Drive

The second partition on the system hard drive is called **My Data D**. This file storage area is available exclusively for your use. There are no system files stored on **D Drive**, and any application programs which you load on the computer should be installed to **C** drive only.

Note: You should always consult with the Technical Services group to install software on your computer. This can be done by logging a job with the computer support helpdesk at 4000.

You can create any folders and sub-folders necessary to organize files on **D Drive**. You can arrange files and folders to accommodate your data specifically for your needs.

*Note: There are no automatic backup operations on the contents of your computer's hard drive, therefore, if a file is stored exclusively on **D Drive**, and inadvertently lost or damaged due to system failure or power disruption, there will be no duplicate copy of that file available from the faculty's backup system.*

However, you can program your computer to do local backups on schedule (or call 4000 to log a job for assistance) through the Windows operating system to periodically backup files from **D Drive**. If you do this, it is advisable to store your backups on your H drive, which is backed up every week-end.

Shared (G:) – Your School's Shared Drive

The **G Drive** is a shared file storage area maintained specifically for the staff members in a particular school, research centre, or administrative unit. Its purpose is to provide a common file storage space where staff members in an organisational area can share files, but to which others in the faculty will not have access.

There may be some folders in **G Drive** that you will not have access to in the case of projects that you are not involved in; and there will be folders that you will have access to if your work requires it. You are permitted to store and delete files to and from folders which you have access to, but you cannot create new folders. Requests for changes in access privileges should be made to the Technical Services group (by ringing 4000), and will require appropriate authorization in the case of secure folders and files.

If you need a file storage space to share resources with team or project members, first check to see if there is an appropriate folder there already. If not, a new folder can be created by forwarding a request to the Technical Services group by ringing 4000. If you wish this to be a secure folder which is not accessible to others in your area, then you will need to provide the QUT access usernames of all staff members who should have access.

G\Public

Your **G Drive** has a **Public** folder which is accessible to all staff members in the school. You are permitted to store and delete files to and from the **Public** folder, but you cannot create new folders within it. **G\Public** contains some permanent folders that are used for long term storage of files related to specific functions, and some temporary folders that were created to store files related to specific projects.

G\Temporary Transfer Folder

Also within your **G drive** is a folder called **Temporary Transfer Folder**. This area is designated to provide a place where resources can be made accessible to others briefly for sharing and copying. If you want to make files available to others, copy them to the **Temporary Transfer Folder** then inform other staff members that your files are in that area for taking copy's of. At the beginning of each month, any files in the **Temporary Transfer Folder** that have been there more than 30 days will be deleted.

H: - Your Personal Network Directory

Commonly called your **H Drive**, this space is set aside specifically for you to store files used when doing your job. Most current staff members (and all new staff members) have an allocation of one gigabyte of space on their **H Drive**. This area is exclusively for your use, you can create and delete files and folders within the allocated space.

In your **My Computer** window, the **H** drive will be identified by your QUT access username, followed by the name of the server and shared area where the drive is stored, for example:

moore on 'Edna\Users'(H:)

If your **H Drive** becomes over 90% full, the system will send you an email message to remind you of your quota and how much storage space is still available. It is important that you keep your **H Drive** below 100% because an over-full **H Drive** can cause problems such as restricting access to email messages and difficulties saving files.

It is advisable that you always keep current copies of all important files in the **H Drive**, even if you use your **D Drive**, CD, or a USB device as a working directory. This is because, the contents of your **H Drive** are completely backed up to tape every Friday night, and any changed files will be backed up on weeknights.

*Note: Your **H Drive** is the only storage area which is regularly backed up to tape.*

Shared on 'edna' (O:) – the Faculty Shared Space

The **O Drive** is similar to the **G Drive**. Its purpose is to provide a common file storage space where staff members in the faculty can share files.

There will be some folders in **O Drive** that you will not have access to in the case of projects that you are not involved in, and there will be folders that you will have access to if your work requires it. You are permitted to store and delete files to and from folders which you have access to, but you cannot create new folders. Requests for changes in access privileges should be made to the Technical Services group (by ringing 4000), and will require appropriate authorization in the case of secure folders and files.

If you need a file storage space to share resources with team or project members, first check to see if there is an appropriate folder there already. If not, a new folder can be created by forwarding a request to the Technical Services group by ringing 4000. If you wish this to be a secure folder which is not accessible to others in your area, then you will need to provide the QUT access usernames of all staff members who should have access.

O\Public

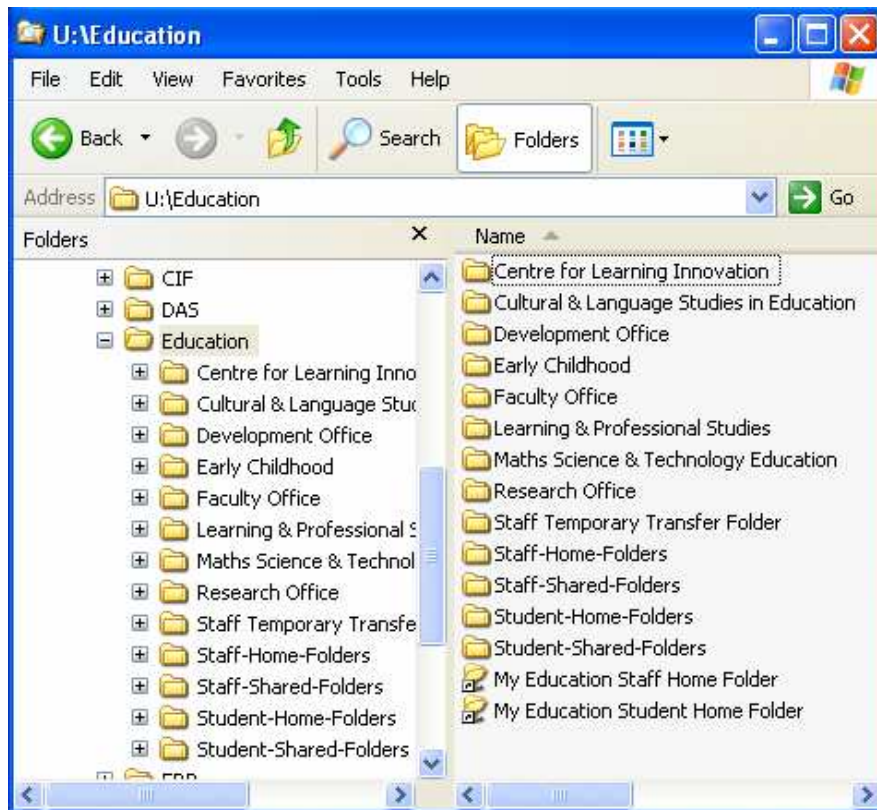
Your **O Drive** has a **Public** folder which is accessible to all staff members in the faculty. You are permitted to store and delete files to and from the **Public** folder, but you cannot create new folders within it. **O\Public** contains some permanent folders that are used for long term storage of files related to specific functions, and some temporary folders that were created to store files related to specific projects.

O\Temporary Transfer Folder

Also within your **O Drive** is a folder called **Temporary Transfer Folder**. This area is designated to provide a place where resources can be made accessible to others briefly for sharing and copying. If you want to make files available to others, copy them to the **Temporary Transfer Folder** then inform other staff members that your files are available for copying. At the beginning of each month, any files in the **Temporary Transfer Folder** that have been there more than 30 days will be deleted.

Documents on 'qut.edu.au' (U:)

When you double-click on the **U Drive** icon, then on the **Education** Folder, the window below will appear.



The purpose of the **U Drive** is to give you access to resources stored on the Faculty of Education servers, including your **H Drive**, when you are connecting to the QUT network from outside the Education facilities. For example, if you are in an office area at Carseldine and need to access some of your files, you can logon to any networked computer and find your files by navigating through the **U Drive**.

The **U Drive** window is similar to the **O Drive** window – it contains folders for all organisational units in the faculty. You will have access to some of these folders, and not to others, depending on where in the faculty you work, and which projects you are involved in. In this window you will also find staff and student Home folders and Shared folders (**H Drives** and **G Drives**), as well as links to your own **H Drive (My Education Staff Home Folder)**.