Copying Files to Your H Drive using Windows 7

Please <u>click here</u> to view a brief vide on copy / pasting files. After that you can follow these instructions on how to copy / past documents into your H Drive.

1. Right click on the file/folder that you would like to copy. You can do this from anywhere in your computer including your desktop.



2. Select copy from the available options.



- 3. Navigate to your H drive.
 - a. Click the windows Icon in the low left hand corner
 - b. Then click on Computer





- 4. Open your H drive
 - a. Double click on either location to open your H drive. (Some people might only see one of the two examples below.)



5. Paste your Copied file/folder

- 0 X Computer ► banker (\\sau-server\staffhome\$) (H:) ► ✓ 4y Search banker (\\sau-server\staffhom... ▶ Organize 🔻 Burn New folder Name Date modified Size Туре 쑦 Favorites 🧮 Desktop idlerc 👔 4/7/2014 3:26 PM File folder Downloads Documentation 5/28/2014 1:12 PM File folder 📃 Recent Places Fonts 2/19/2014 9:49 AM File folder 퉬 Installations 5/22/2014 2:19 PM File folder 🥃 Libraries 퉬 Inwatsu Phone Label 6/27/2013 1:37 PM File folder Documents] Miles 5/27/2014 10:57 AM File folder J Music Profiles 5/20/2014 8:10 AM File folder Pictures 퉬 psych 4/24/2014 10:44 AM File folder 🛃 Videos 퉬 Receipts 5/12/2014 11:57 AM File folder 📗 Scripts 5/7/2014 9:13 AM File folder 👰 Computer 📗 SNAP 3/24/2014 3:20 PM File folder ڏ Local Disk (C: 퉬 test 4/7/2014 2:14 PM File folder 🖵 banker (\\sau 5/20/2014 8:03 AM File folder • View 坖 SAU Staff Sha 12/20/2013 8:52 AM File folder • Sort by 🖵 District Shared 5/27/2014 9:06 AM File folder Group by ۲ 5/21/2014 12:36 PM Microsoft Word D... 207 KB Refresh 📬 Network 2/26/2014 10:10 AM BAK File 132,224 KB Customize this folder... I.p... 5/20/2014 2:47 PM Text Document 1 KB 5/23/2014 2:50 PM Microsoft Word D... 12 KB Paste 2/18/2014 8:31 AM Microsoft Word D... 14 KB Paste shortcut 12 KB 4/21/2014 1:17 PM Microsoft Word D... New ۲ Properties 21 items Offline status: Online S Offline availability: Not available
- a. Right click within the window and select paste.

Please verify that the document copied successfully.