




Managing Files & Folders

This guide contains information on working with files and folders within the new MySCC system.


Accessing Your H: Drive Files (network)

 For adjuncts and students, this H: drive is labeled “My Documents” in the My Resources box.

Step 1: From within an application, choose the **Open** command. The system automatically defaults to “My Documents,” which displays files and folders from your H: drive (personal storage area on the SCC network).

Step 2: Browse through the folders to find the desired file, as normal.

Accessing Files Stored on Your Computer

 Although you can open, modify and save your local files using the steps below, it’s highly recommended you do these functions from the My Documents area within MySCC – that would be your H: drive (personal storage area) on the SCC network. It’s much more convenient and the system will perform better for you. See steps below for copying files up to your H: drive.

There are two methods for accessing your local data files (e.g., documents, spreadsheets, etc.) on your computer’s hard drive. Both involve finding your local computer drive (C:), which is assigned the drive letter V: in MySCC.

METHOD ONE

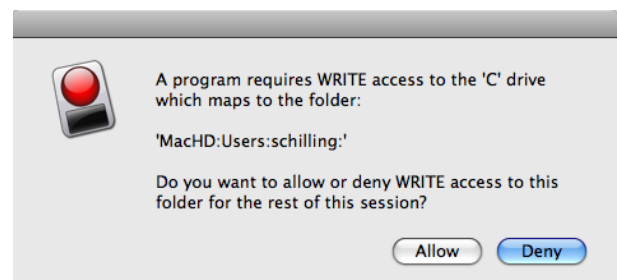
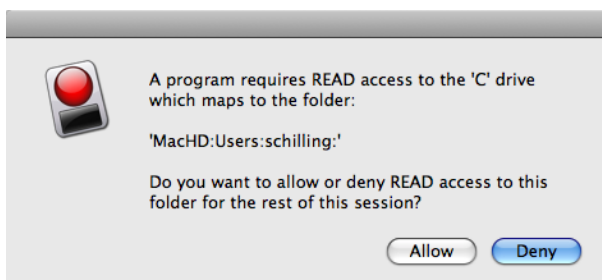
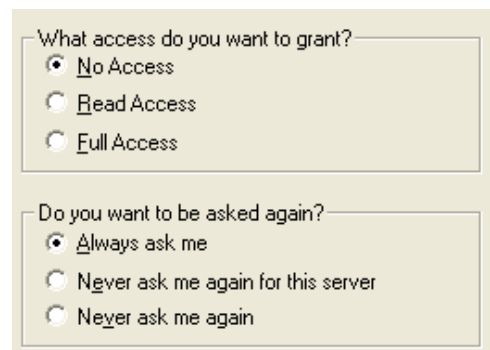
Step 1: From within an application, choose the **Open** command.

Step 2: Click **My Computer**.

Granting Permissions

On Windows PCs: You receive a Client File Security dialog box, asking for permission to access files on your computer. Choose *Read Access* to just view files; choose *Full Access* to be able to modify files. (Selecting *Never ask me again* will make this permission permanent.) Then click OK.

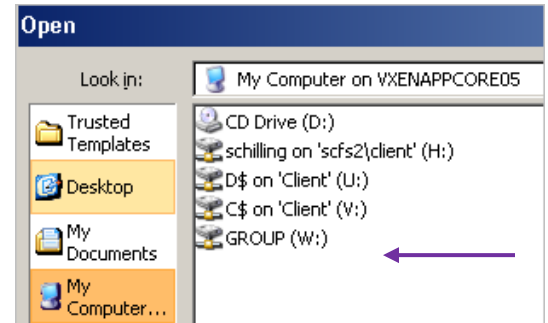
On Macintosh: A READ message appears when you try to view local files; a WRITE message appears when you try to open or save a file (note these examples):




Step 3: Note the dialog box changes to display drive letters (as in the following example from MS Word) →

Step 4: Double-click on **C\$ on 'Client' (V:)** to open your local drive.

Step 5: Navigate to find your folder and files.



On Windows PCs: To find files in “My Documents,” double-click **Documents and Settings**, then your name, then the Documents link.

 Choosing “My Documents” from the list at the left will take you to your H: drive on the SCC network. (Do not use the Desktop option!)


On Macintosh: Open the Desktop, Documents or other relevant location.

METHOD TWO

Step 1: From the Application window, click the **Windows Explorer** icon.

Step 2: In the Folders pane, click **My Computer on**
(You may have to scroll down to see it.)

Step 3: Click on **C\$ on 'Client' (V:)** to open your local drive. Follow instructions above for granting permissions. Your CD drive is usually “(U:)” drive on a Windows PC (B: on a Mac); a USB flash drive plugged into your computer is usually “(E:)” drive.

 Don't click on “CD Drive (D:)”. This is NOT your CD drive!

 Insert a flash drive BEFORE you log into MySCC.

Copying Files from Your Computer to Your H: Drive

Step 1: On the My Applications window, click the **Windows Explorer** icon.

Step 2: In the Folders pane, select **My Computer on ..."**

Step 3: Choose **C\$ on 'Client' (V:)**. Note section above describing granting permissions.

Step 4: Find and single-click the filename.

Step 5: From the **Edit** menu, click **Copy**.

Step 6: From the Folders pane, click **My Documents**.

Step 7: Open the appropriate folder

Step 8: From the **Edit** menu, click **Paste**.