

HOW TO ...

Use your network drive


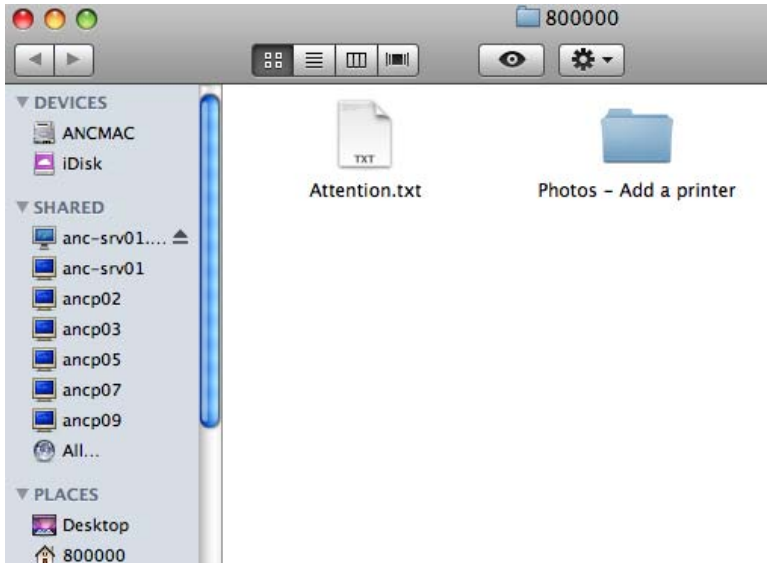
Affected Groups:	Business Support, Students
Equipment:	MAC OS X 10.5.x
Document Creator:	Cristian Ballati
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Students and staff members with a computer login account at Australian National College are provided with a network drive. Different users will have different rules regarding network drives. For further information, please read your IT Policies and Procedures documentation.


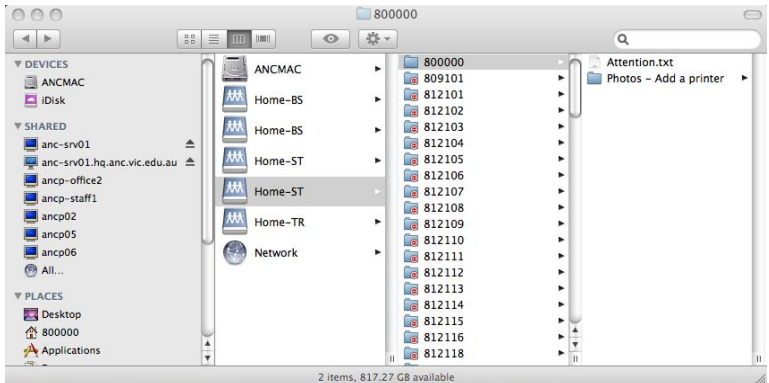
Below are instructions on how you can access your network drive on a MAC, along with tips on how to best use this facility:

Accessing your network drive – Method 1

<p>1 When you log into a MAC, you will see the DOCK on the bottom of the screen. A snapshot of the right hand side of the DOCK is shown in Figure 1. Your network folder will be near the TRASH icon.</p> <p>To identify your network drive folder, simply hover your mouse over each icon so that a description will appear on top. Your network drive will be identified by a label appearing ontop which is the same as your network login username.</p>	
<p>2 Once you have located your network drive folder on the DOCK, click the icon and watch the icon expand upwards with</p>	<p>Figure 1</p> 

<p>other icons appearing on top of each other as shown on Figure 1.</p> <p>Each icon on this tower is an item which is stored on your network drive.</p> <p>You can either access each item individually, or to produce the contents of your network drive within a window, click on the top icon on the list as shown in Figure 2.</p>	<p>Figure 1</p>  <p>Figure 2</p>
<p>3</p> <p>After clicking on Figure 2 on Step 2, you will be presented with a window as shown on the right which contains all items that you have placed on your network drive.</p>	

Accessing your network drive – Method 2

<p>1</p> <p>Click on the FINDER icon located on the far left hand side of the DOCK.</p>	
<p>2</p> <p>NOTE: The window which pops up may not look exactly as the window on the right, but the options will still be there to select.</p> <p>Click/Select anc-srv01.hq.anc.vic.edu.au</p> <p>Double Click HOME-ST <i>for students</i> HOME-TR <i>for trainers</i> HOME-BS <i>for business support</i></p>	

	Double Click the folder which has the same name as your network login username.	
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Tips on how to use your network drive.

Tip 1	Copying data into your network drive from your workstation.	<p>When copying data from your MAC to your Network Drive, it is best to make a copy of the files you wish to copy, then pasting them to their destination rather than selecting the items, and dragging them to their destination.</p> <p>To copy a file, hold down the "control" key then click the file and select copy.</p> <p>To paste a file, click on the area you wish to copy the file too, hold down the "control" key and click your mouse and select paste.</p> <p>Copying and pasting data apposed to dragging and dropping is a bit more secure, and can lower the risk of data corruption/loss should a problem with the network occur.</p>
Tip 2	STUDENTS: Saving data to your network drive.	<p>It is best to save your data within directories using a standard naming convention. The name of your directories should include your student number, exercise or assignment numbers, or anything else that can clearly identify your work.</p> <p>Examples: 800000-Ex3.2, 800000-Ex1.8, 902547-As4.6, 804775-LayersExercise, etc.</p> <p>Your teacher may have a particular structure of their own which they may want you to use so please direct further questions to your trainer.</p>

