

INFOBYTES

TECHNOLOGY SERVICES DIVISION OF STUDENT AFFAIRS

My Documents, a fatal trap for work files

By Jeff Brake

The bulk of our supported users with Technology Services are using PC machines. Windows is a wonderful tool (sometimes) and it automatically suggests that we save our files to My Documents. Therein lies a small, but possibly fatal problem.

At Technology Services we try to encourage backing up your work files. It's of critical importance that you not lose all of your work. If you're saving your files to My Documents, you are *not* backing up your files. These files are being saved on your local hard drive. This means if your computer dies, hard drive breaks, or your office gets flooded – you will lose your files.

You should save your work files on the server so that they are backed up nightly with us. Our PC users have access to a drive on your computers called m:\. On this drive there is a folder called users and another folder with your username. Saving your files here is a guaranteed safe space. Make sure that you're saving your work files here so they're being protected by our office.

We don't have unlimited file space, so we do ask that you maintain your personal files on your actual hard drive. These types of files include photos, media files, and anything not directly related to your work with the U. We also ask that you periodically go through the files that you're storing on the m:\ drive and remove files that are old or no longer relevant to your work.

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Online options

MFile (<http://mfile.umich.edu/>)

For the more technologically savvy, there is an excellent resource available to you for backing up your files or just for transferring them from work to home. You can point any web browser to mfile.umich.edu, login with your username and Kerberos password and upload files to your own private IFS space. All University students and employees automatically have 1 GB of storage.

Google (<http://docs.google.com/>)

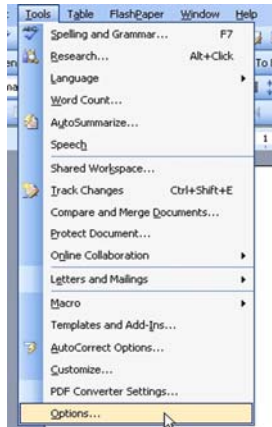
If you have a Google account you can use the new Google docs feature to store and share you files with others. Check out their website for more information.

Personal backup options

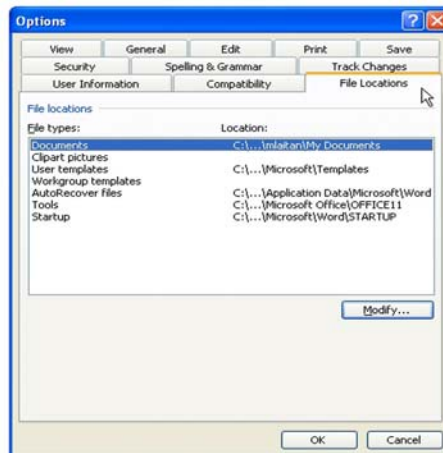
Using a USB drive

Another inexpensive alternative is to purchase a USB drive. This is a small hard drive that fits in your pocket or on your keychain. They come in sizes from 512MB to 8GB. They can store work or personal files and it's a very convenient way to keep backups safe. Just don't lose the USB drive! These handy little gadgets work just like an additional hard drive for your computer.

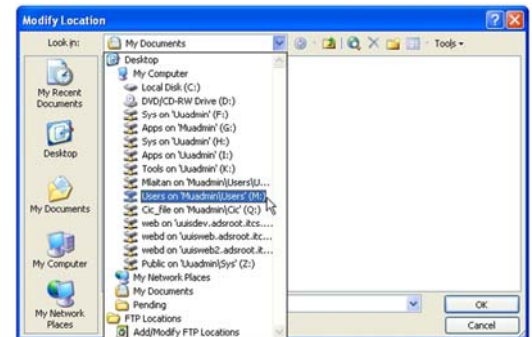
Changing the default location to m:\ file in Microsoft Word:



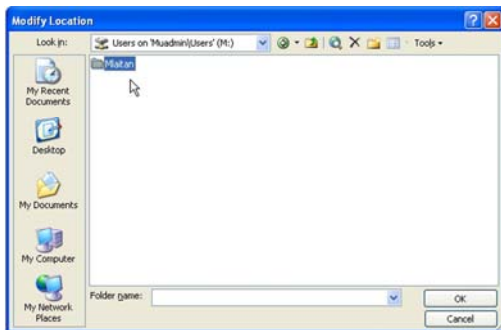
1. Open Microsoft Word
2. Go to the Tools menu and select Options



3. Select File Locations
4. Select Documents
5. Click Modify



6. In the drop down menu select Users on Muadmin/ User/(M:)



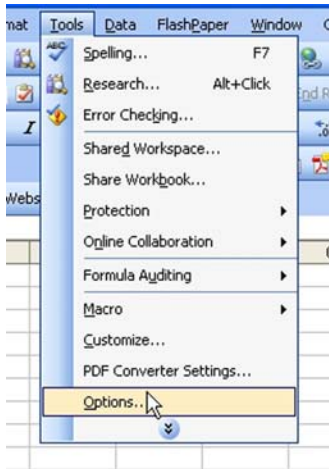
7. Double click your unqiqname
8. Click OK
9. Click Ok
10. Your default setting has been changed

1. To access your files on m:\ drive:
2. Go to My Computer
3. Double click Users on 'Muadmin\Users'
4. Double click the folder with your unqiqname

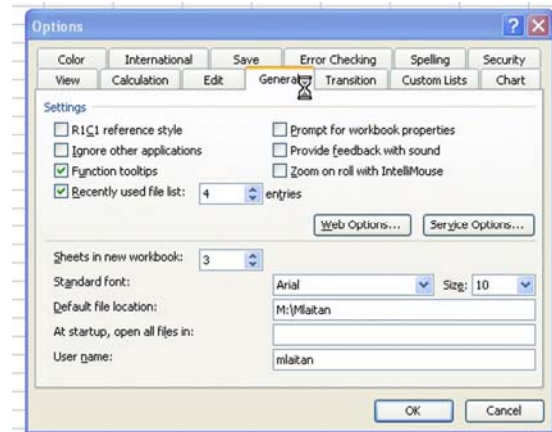
When you want to save a personal document please follow these steps:

1. File
2. Save As
3. In the Save In: drop down menu select My Documents
4. Click Save

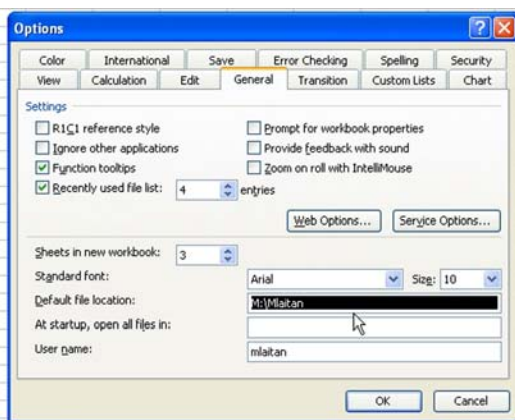
Changing the default location to m:\ file in Microsoft Excel:



1. Open Microsoft Excel
2. Go the Tools menu and select Options



3. Select the General Tab



4. Change the default location by typing in: M:/(your uniuqname) *Note that it's a backslash not a forward slash
5. Click OK
6. Your default save location has been changed

1. To access your files on m:\ drive:
2. Go to My Computer
3. Double click Users on 'Muadmin\Users'
4. Double click the folder with your uniuqname

- When you want to save a personal document please follow these steps:
1. File
 2. Save As
 3. In the Save In: drop down menu select My Documents
 4. Click Save

"It's just ones and zeros"

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Website of the Month

UROOMS



By Matt Aldridge

Urooms includes a listing of spaces available to rent on campus. The spaces are searchable by space type, what type of building the space is located in, and who can rent the room (university only, public, etc). Details including amenities and capacities are listed for each space. URooms aims to be the most complete resource for finding a place on campus. This application is administered by CIC utilizing a web interface and they will be populating URooms over the next couple of months. If you know of a place that is not listed, you can submit the space through the feedback form on the front page.

URooms: For when you need a place on campus...

<http://uuis.umich.edu/cic/urooms/>

SEPTEMBER BIRTHDAYS

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13 	14 	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



September 13: Amy Armstrong

September 14: Edie Andrew



Summer Marriages:

Jeff Brake: July 21, 2007

Maria (Laitan) Kirch: June 2, 2007

Summer Engagement:

Therese Nielsen: June 30, 2007