

# WHERE TO SAVE DOCUMENTS



## H: DRIVE

PROs	CONs
<ul style="list-style-type: none"><li>• available to OSU students at any OSU campus</li><li>• can be accessed from any computer on the OSU campuses that logs in using an O-Key account</li><li>• capacity of 500MB</li></ul>	<ul style="list-style-type: none"><li>• is not available when OSU-Tulsa has connectivity problems with Stillwater</li></ul>

## REMOVABLE STORAGE

CD R/RWs or Flash Drives/Jump Drives/Memory Sticks

	PROs	CONs
CD R/RWs	<ul style="list-style-type: none"><li>• more capacity than a floppy/diskette</li><li>• cheaper than a flash drive</li></ul>	<ul style="list-style-type: none"><li>• break easily; can scratch</li><li>• cumbersome to use</li><li>• will not delete files; replaces files already on CD</li></ul>
Flash Drives	<ul style="list-style-type: none"><li>• more capacity than floppy or CD</li><li>• durable</li><li>• compact</li><li>• can be reformatted</li><li>• can edit and resave the same item</li></ul>	<p>initial cost (prices start at \$20)</p>

NOTE: THE LIBRARY NO LONGER RECOMMENDS USING FLOPPY DISKS. THEY TEND TO BE UNRELIABLE.

The OSU-Tulsa Library has these items available for students:

- Floppies/diskettes are available free of charge.
- CD RWs are available free of charge.
- Flash Drives are available for 7-day checkout (there will be a \$25 fee if it is lost and a \$1/day late fee). Or you can purchase your own from the OSU-Tulsa Bookstore, office supply stores, and online. When buying a new flash drive, we recommend at least 256K.


## OTHER OPTIONS

- EMAIL: Many databases let you email content to yourself. This allows you to pull up the content on any computer where you access your email.
- RefWorks: You can copy and paste information (ex: the full text of a document) into the "user boxes" inside a citation.

# HOW TO SAVE DOCUMENTS



1

- In **Microsoft Office**, i.e. Word, Excel, PowerPoint,: click File → Save As...
- In **Adobe**, i.e. PDF documents,: at the top left, click  Save a Copy

2

Insert the removable storage device (floppy/diskette, flash drive, CD R/RW), if you are using one.

3

Find the “Save In” drop down arrow. Select the location where you want your document saved.

- For **floppy/diskette** select “3 1/2 in. floppy (A:)”
- For **flash drive** select “removable disk (E:)”
- For **H: drive** select “H:”
- For **CD R** or **CD RW** select “Desktop” icon in the left frame of the “Save As”/“Save a Copy” dialog box.

4

In the “File Name” box, name your document.

5

Then click “Save”. The document is now saved to the location you selected.

**If saving to a CD R/RW, continue with one of the following methods:**

CD R/RW

The DRAG and DROP method

- Go to the Desktop
- Double click “My Computer”
- Double click CD R/RW drive (usually D:).
- Make this window smaller so you can see your file on the desktop
- Drag and drop your file to the open D:\ window (click+hold on the icon, drag to the CD R/RW window, release the mouse button)
- In the left column of the CD R/RW window, under “CD Writing Tasks”, click on “Write these files to CD”
- Name the CD (if not already named), then click Next
- Click Finish
- If the CD tray opens, you can close it
- Delete files saved to Desktop!
- Repeat these steps to save additional files to the CD

or

The “SEND TO...” method

- Go to the Desktop
- Right click on file name you saved there
- Click “Send to”
- Click the CD R/RW location, (usually D:)
- Click on the yellow balloon at the bottom of the screen, which says “You have files waiting to be written to CD”
- In the left column of the CD R/RW window, under “CD Writing Tasks”, click on “Write these files to CD”
- Name the CD (if not already named), then click Next
- Click Finish
- If the CD tray opens, you can close it
- Delete files saved to Desktop!
- Repeat these steps to save additional files to the CD