

Saving Files While Using a Library Laptop



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<http://www.law.uky.edu> (click on "Library")

If you are using Library Laptops be aware that the C: drive is erased each time that machine is shut down and re-started. You can save the file to the desktop and e-mail it to your own e-mail address, but that file will be erased when the machine re-boots. Students are encouraged to purchase USB Memory Flash Drives since they provide the easiest method of file saving and transfer. However, if you don't have a Flash Drive, files can be saved using the laptop CD/DVD burner.

1. Start with a blank CD-R, CD-RW, or a USB Drive

Remember that a CD-R can only be recorded onto once; once recorded, the CD-R cannot be changed. A CD-RW can be erased and overwritten, so it will be more convenient if you plan to make changes to your work. IN the alternative, you might consider using a USB (or flash or thumb) drive. When you insert the CD or USB drive, a screen may pop-up saying, "Windows can perform the same action each time you insert a disk or connect a device with this kind of file." If you get this message, simply click "Cancel."

2. Save the document

In all Microsoft Office applications (e.g., Word, Excel, PowerPoint), WordPerfect, and most Internet browsers, got to the upper left corner and click "File" then "Save As."

If you're using a USB drive, find your device by using the pull-down window next to the "Save in" button. Then name (or rename) your document in the "File name:" window and click "Save." You can disregard steps 3-5 below.

If you're using a CD, find the desktop by using the pull-down window next to the "Save in" button. Then name (or rename) your document in the "File name:" window and click "Save."

3. Is using a CD, select the documents saved to the desktop you want to burn to the CD

Click the right mouse button, scroll down to "Send To," and then click the "CD Drive (E)" with the traditional left button.

4. If using a CD, confirm documents to be burned to the CD

Once you have sent items to the CD drive, a message balloon appears in the lower right corner stating, "You have files waiting to be written to the CD." Click on this balloon.

5. If using a CD, activate the CD writing wizard

Review the files listed as "Files Ready to be Written to the CD." If all your files appear, click on "File," and then click "Write these files to CD." The CD Writing Wizard will appear, asking if you want to name the CD you are about to burn. If you don't select a name, the CD is automatically titled with the current date. Click "Next." The Wizard will ask if you want to create another CD using the same files, but if yes, insert a new CD and burn the files again. If not, click "Finish."