

Where should I save my files?

You may wonder where you can safely save your school files, so you don't lose them.

First rule: You can never be 100% safe when saving files; you have to back them up somewhere else as well.

There are three places you can save files when you're working at school. Your best option is to use at least two of the below locations to save files, so that you always have the files at hand when you need them and that you have a backup in case the first location fails.

1. On the local machine: **This is not safe at all, you have to have a backup.** If the computer you save on is a desktop computer in a lab, you never know if you will be able to work on the same computer the next class. If you have a school laptop, you will have the files with you wherever you take it. But if something happens to the laptop, your files may be lost!

2. On the server: The school system does automatic backups of the files stored on the servers, but if this copy fails your files may be lost. In addition to saving your files on the server, you can save them to an external hard drive, USB flash drive or on a laptop.

3. On Google Documents: With your school email address there's also a Document account where you can save school files online. It's handy because you can access these files from anywhere with an internet connection. You still need to have a backup, in case something goes wrong with the files there and for when you need to work on your files and don't have internet access.