

## Information for Students

### Saving Files

1. Save assessment tasks and important files to your network storage space and have a second copy on a USB Storage Device or CD Rom.

**Storing important files on Floppy disks is not recommended.**

2. Keep a current printed copy or handwritten draft of assessment tasks and important documents available, in case other backup methods fail.

When working on assessment tasks or other important documents, remember to save the file at regular intervals. Each time you stop working on the project or document, save a copy to your network space and USB Storage Device. You may also want to print a copy of the document. Do not rely solely on Floppy disks to store files.

There are CD Burners located in the TAS area and Library for students to make a copy of all files. If you are going to write to CD, be sure you understand the differences between the media types that you can buy and which ones are compatible with the drive you're using. CD-R disks can be written on once only. CD-RW disks can be written on more than once. The most reliable media are CD-R disks.

At the end of each Term it is recommended you move all files which are no longer needed from your network storage area to a CD Rom.

The College reserves the right to examine any student files which are on the network server. Inappropriate and/or unauthorised files will be deleted immediately by the IT Coordinator.

### USB Storage Devices

The College encourages students to use these when transferring files to and from home. It is important that students label their USB stick clearly and take full responsibility for them.

Due to the unreliability of Floppy Disks, it is recommended students purchase a USB Storage Device for transporting files between home and school. The StorDrive (a.k.a. Flash Drive) plugs into the USB port and is seen as a removable Hard Drive by your PC. Students can order these through the College at competitive pricing.

### Printing

At the beginning of each year you will be given a credit of \$10 for printing. Any remaining credit from the previous year will be cleared. Additional credit can be purchased from the Bursar's Office.

You should proof read all documents carefully before printing to minimise the number of print-outs. If there is a problem with the printer do not continue to press print as you will be charged; let your teacher know.