

# Effective use of the Computer Labs:

You may have noticed that the computers are all being reimaged at the moment. With this new image comes a new set of instructions for effective use. Please follow these instructions for the happiest and fastest computer experience:

You should own one (or more) **USB Flash drives**. They are very cheap. \$11 will get you a 4GB flash drive.



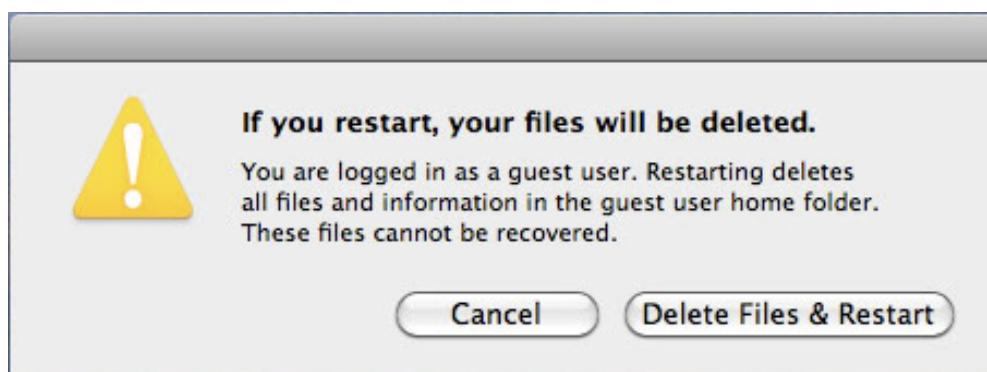
**Always have this with you in the Lab!**

Log onto the computer as a **Guest** (no password required)



This will ensure that every application is set up correctly. If someone before you has accidentally broken something, it will be fixed again as soon as you log back in as a guest. It will also mean that you have a nice clean desktop to work from, which will make operations on the computer run much more smoothly and quickly.

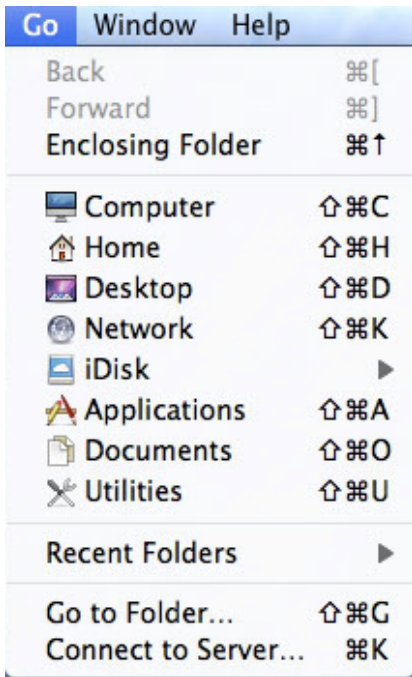
When you finish your session and try to log out as a guest you will get a message advising you that your files will be deleted upon exiting. You should make sure you have **saved your files!** Once you are happy all your files are saved, then please click Delete Files & Restart (or Log Out)



# To save and keep your files:

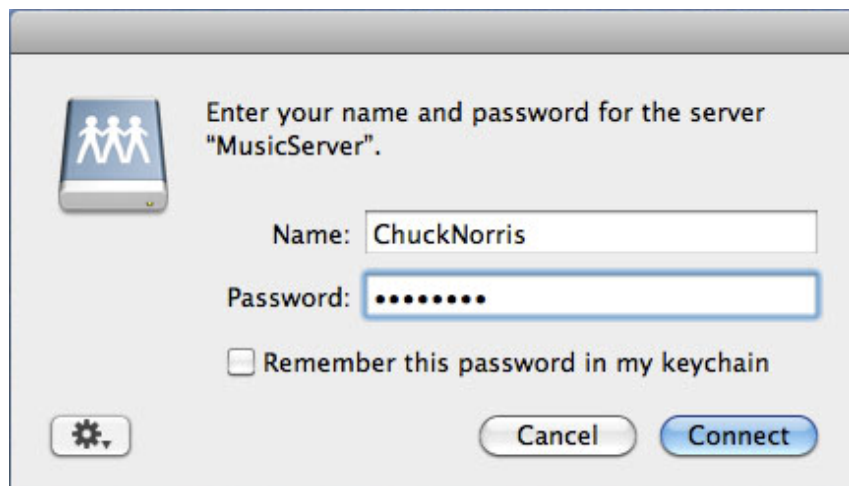
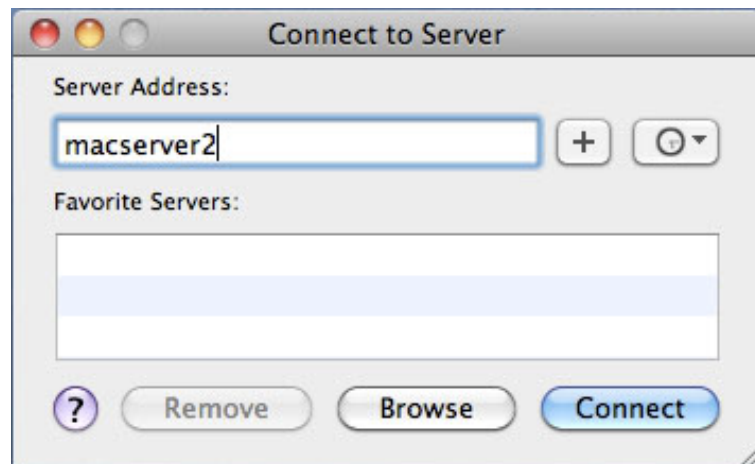
## Firstly: Save everything to your USB flash drive!

This should be your primary source. You are responsible for this.



**Secondly:** As a backup procedure, save your work on the **student network**. Do this by logging onto **Macserver2** and authenticating as yourself, using the same username and password as from Semester 1.

Please note, the student network server (macserver2) is not backed up. It is the backup server. So please keep a copy of your own work.



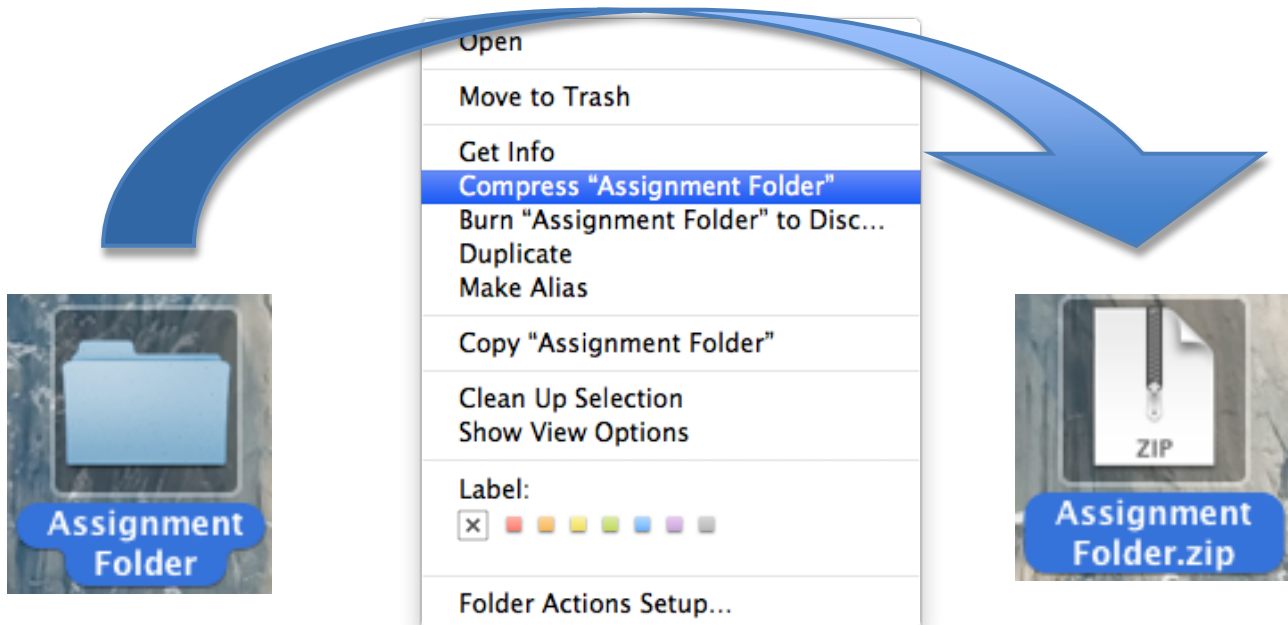
This drive should now appear on your desktop, and you can drag your files to it. To use the files in a later session, log back onto Macserver2, and drag your files to the guest desktop.

## Other methods for saving Files:

**Email:** Smaller files (documents, Sibelius, Max/MSP, MIDI, etc) can easily be saved by logging onto gmail or hotmail and emailing them to yourself as an attachment.

**Warning: To ensure integrity over email, Zip up your file before you attach and email it.**

To zip a file on a Mac: Right Click Mouse (or CTRL Click Mouse) on the file or folder you want to zip up and select **Compress**



The zip file of your work should appear under the original. Attach this zipped version. It can be unzipped by double clicking on the zip file.

**CD/DVD:** A CD or DVD backup can be made by inserting a blank CD/DVD in the drive, selecting the action **Open Finder**, and then dragging the files onto the new CD/DVD on the desktop. Before you eject your CD, click on Burn, to actually burn the files onto the CD/DVD.

