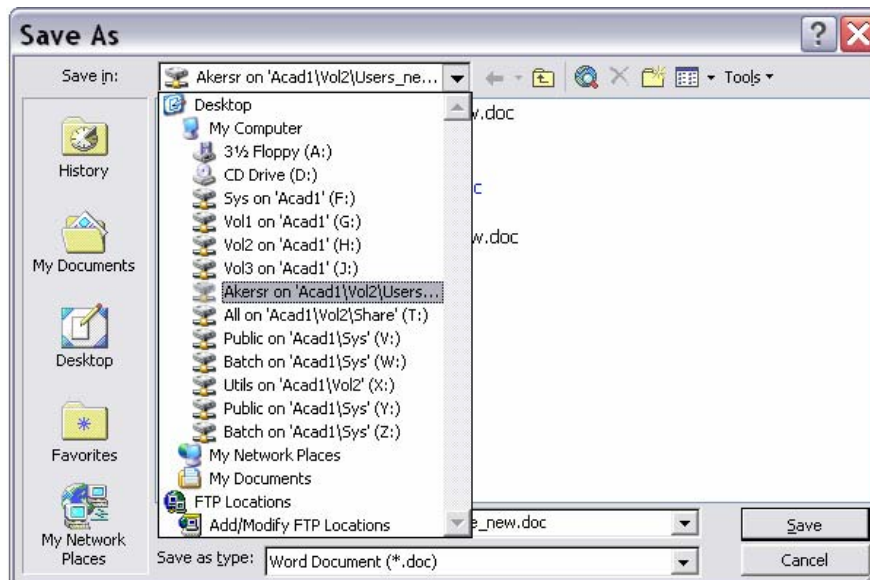


Troubleshooting your P Drive

What is my P Drive?

Your P Drive is the allotted amount of Disk Space that you are given whenever you sign up for a lab account. It is labeled as: **your user name on Acad1\Vol3\Students_new (P :)**



Saving Information to a Disk:

If saving to a disk remember to save to your P Drive as well. (**Floppy disks are not** the most **reliable** source of holding data so **always** save to your P Drive.)

Saving Information to Your P Drive:

If you are typing a word document, working on a PowerPoint, or making a chart, etc. remember to save those often. Try saving after every slide, few sentences, or data entry. This will prevent losing your files when the computer shuts down because of any power failure or any other reasons, or when you cannot save to disk.

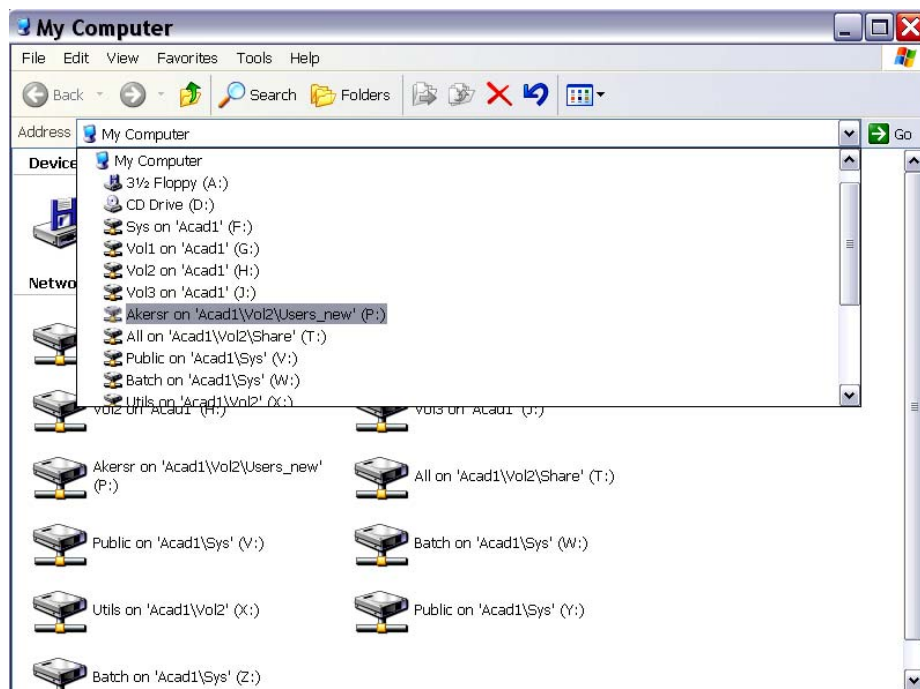
1. To save to your P Drive - Go to **File** and drag the mouse down to and click **Save As**.
2. Click on the drop down menu located next to **Save To** and click on (**your user name**)
on 'Acad1\Vol3\Students_new' (P:) as shown in the picture above.
3. Click **Save**

Troubleshooting your P Drive

Cleaning Your P Drive

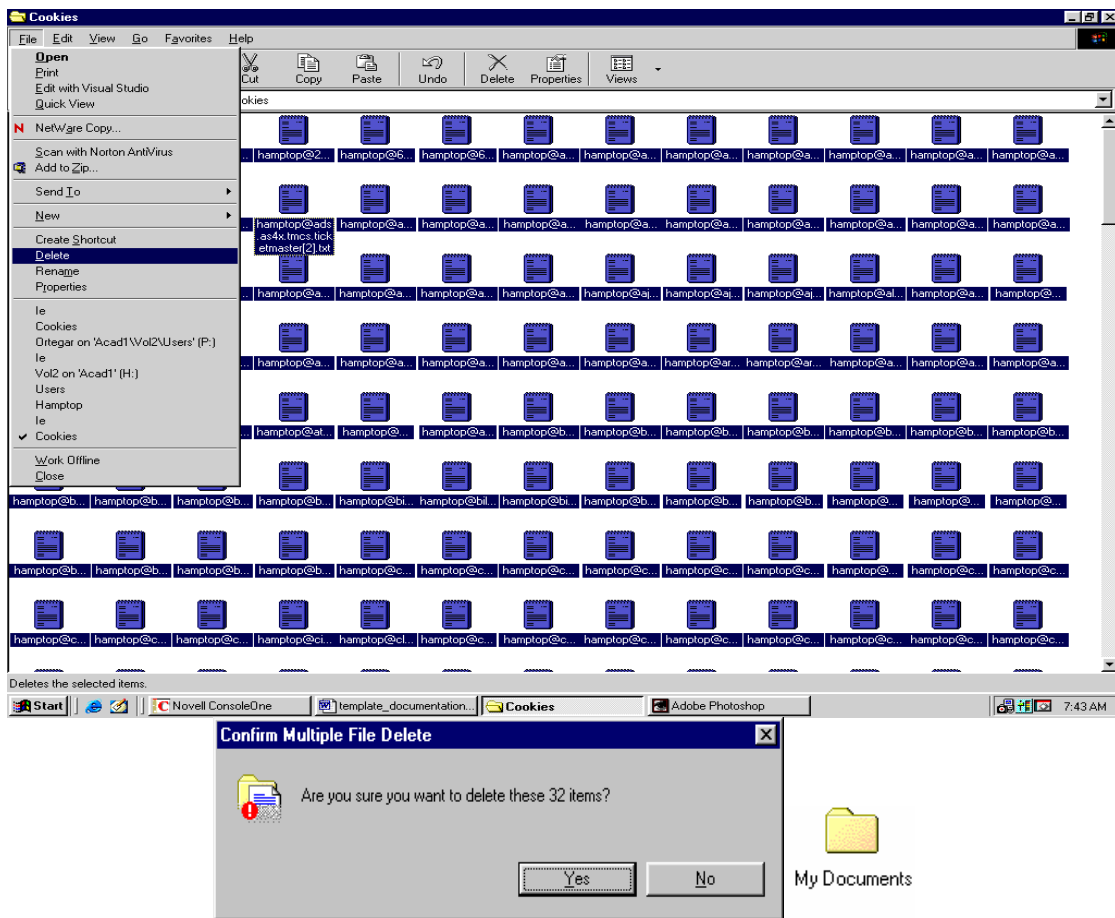
Whenever the P Drive runs out of disk space and you are trying to save, you will see a Dialogue box pop up saying “**out of disk space**”. This means that your drive is full of files and documents that you might need to get rid of.

1. Click on the **My Computer** icon on your desktop.
2. Go to the drop down menu at the top and select your P Drive.



3. Double Click on the folder labeled **IE**.
4. Double Click on the folder labeled **Cookies**.
5. Select all of the files that come up when you open **Cookies** except for the file labeled **index.dat** (this will highlight all of the files in blue)
6. Go to **File** at the top menu and select **Delete**. Click **Yes**.

Troubleshooting your P Drive



6. Double Click on The Folder labeled **My Documents**.

7. Delete every unwanted and unneeded document or file by going through the same deleting process as before.

Try going through this process for every folder and file, making sure that you get rid of everything that you think might be taking up too much space (Generally PowerPoint's take lot of space). Also, it is recommended that you delete any files that are not very current, such as before the year 2007, files that are too large or pictures and icons that aren't all that necessary.

Suggestion: You can also attach one of the big documents and mail it to yourself, and then delete it from P drive. That way you can have copy of it saved in your account.

If you have any problems or questions, call Support at 214-333-5500.