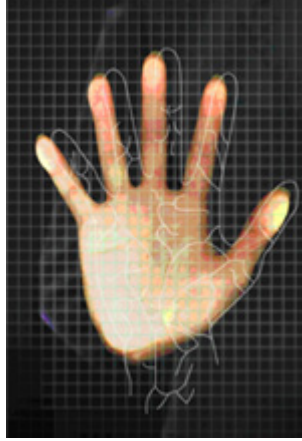


5 Ways to Save a File

(Without a floppy disk)



No Floppy? No Problem. Use one of these alternative methods.

1. **NETWORK** – Use the power of networked drives to save your documents. Did you know that you have network space assigned to you? Try the U: drive. Bonus: Networked files get backed up automatically!
2. **CDROM** – Burn it to a CDROM. All desktop machines in the library have burners. See our handout or ask at the reference desk for a quick tutorial.
3. **FLASH** – Use your flash drive. They're inexpensive, fast, and every computer on campus can read them.
4. **EMAIL** – Send yourself an email with your file as an attachment. There are file size limits, but that term paper should fit in your campus or off-campus email account.
5. **LOCAL** – You can save to the local computer hard drive. CAUTION: most public computers on campus wipe out files when they reboot. This is a very short term solution to hold you until you can use one of the other methods.