



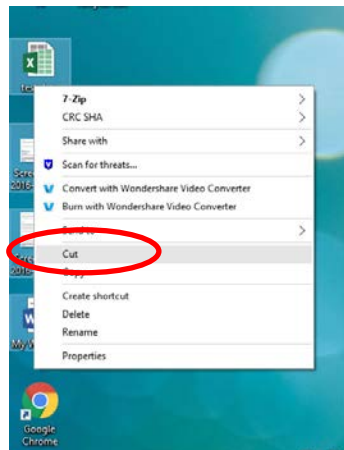
Moving Files From Desktop To a Network Drive

Saving files or folders to your desktop will increase the size of your **profile**. This will affect your PC's performance, including the time it takes to log in. Saving files to a Network drive, rather than your Desktop is more secure and enables you to access your files from non-UCLan computers using Remote Access or WebDav.

If your profile reaches 500MB you will receive a warning to advise you need to move items from your desktop to a Network drive (e.g. your N, S or T drives).

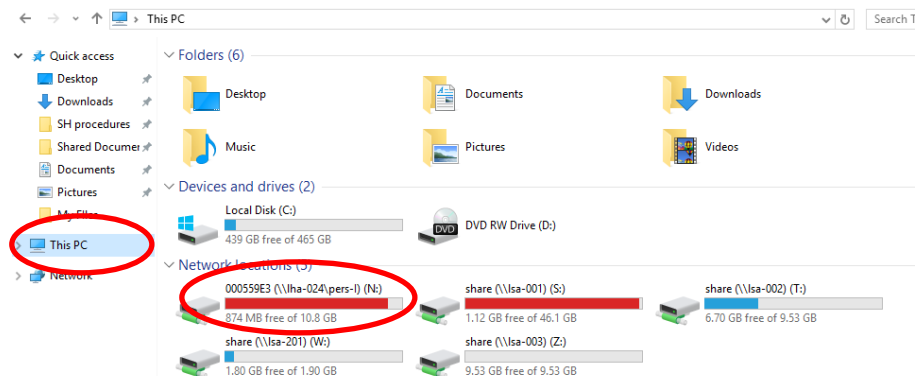
To move files from your Desktop to a Network drive:

Select items from your desktop. If you want to select multiple items at once, hold down **Ctrl** on your keyboard when selecting items with your mouse. When you have selected all the required items, right click and select **Cut**.

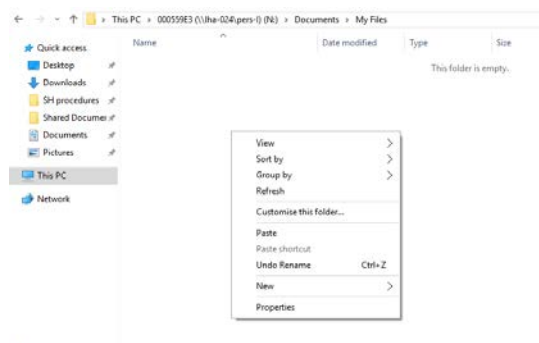


Now go to your chosen Network drive. If the files are personal to you it is best to save them on your N drive.

Open **File Explorer** and select **This PC** followed by your chosen drive and the folder you wish to save the files to.



Right click in the folder and select **Paste**.





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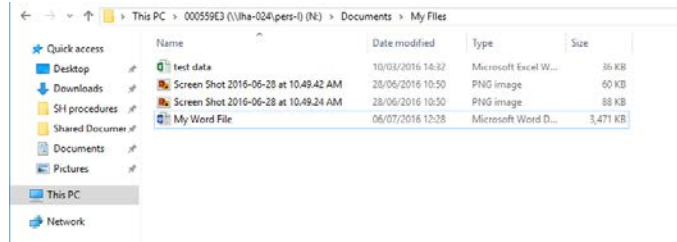
For help and assistance call

Support

+44(0)1772 895355

liscustomersupport@uclan.ac.uk

The items will move from your Desktop to the new location. They are now stored using your quota and not your profile.



Repeat this process until you have cleared all files and folders from your desktop.

NOTE: A **shortcut** on your Desktop is different to saving a file on your Desktop. You may have shortcuts to programs (e.g. Word, Excel, SPSS, Minitab, etc.). Shortcuts can be left on your desktop as they do not take up much space.

If you have any questions regarding this process or require further assistance, please contact LIS Customer Support on 01772 895355 or liscustomersupport@uclan.ac.uk.