

## Store your own files

You can also use a shared network folder as an extension of your own hard drive storage. For example, if you filled up all the free space on your hard drive with pictures, sounds, and movies that you downloaded from the Internet, but the network server has billions and billions of gigabytes of free space, you have all the drive space you need. Just store your files on the network drive!

Here are a few guidelines for storing files on network drives:

- » **Using the network drive for your own files works best if the network drive is set up for private storage that other users can't access.** That way, you don't have to worry about the nosy guy down in Accounting who likes to poke around in other people's files.
- » **Don't overuse the network drive.** Remember that other users have probably filled up their own hard drives, so they want to use the space on the network drive too.
- » **Before you store personal files on a network drive, make sure that you have permission.** A note from your mom will do.
- » **On domain networks, a drive (typically, drive H:) is commonly mapped to a user's home folder.** The *home folder* is a network folder that's unique for each user. You can think of it as a network version of Documents. If your network is set up with a home folder, use it rather than Documents for any important work-related files. That's because the home folder is usually included in the network's daily backup schedule. By contrast, most networks do *not* back up data you store in Documents.

## Make a temporary resting place for files on their way to other users

"Hey, Lisa, could you send me a copy of last month's baseball stats?"

"Sure, Bart." But how? If the baseball stats file resides on Lisa's local drive, how does Lisa send a copy of the file to Bart's computer? Lisa can do it by copying the file to a network drive. Then Bart can copy the file to his local hard drive.

Here are some tips to keep in mind when you use a network drive to exchange files with other network users:

- » **Remember to delete files that you saved to the network drive after they're picked up!** Otherwise, the network drive quickly fills up with unnecessary files.