



### Transporting Files

- Students are, at all times, responsible for their personal data.
- Each workstation in the Law Library Computing Facilities has a folder accessible on the desktop named **Temporary Storage**, where work can be stored temporarily until it is copied to personal media.
- All Temporary User Storage folders are deleted daily.
- Students working in the labs have the option to save/transport their files in a variety of ways:
  - to writable DVD/CD (E:) – *instructions follow*
  - to USB Memory Stick/Flash Drive – (F:)
  - upload to BC's MyFiles@bc a web-based file storage and sharing system – *instructions follow*



DVD-RAM  
Drive (E:)



Removable  
Disk (F:)

- The Law Library does not supply floppy disks, zip disks, DVDs, CDs or USB storage sticks to students.

#### COPYING FILES TO A DVD/CD (on a Windows Computer in a Law Library Computing Facility)

1. Insert a blank writable DVD/CD into the DVD/CD drive. A default window will appear asking you what you want to do. Click cancel to close the window.
2. Open the **Temporary User Storage** folder by double clicking the shortcut on the desktop.
3. Click on the names of the files or folders that you want to copy to the DVD/CD.
  - *To select more than one file, hold down the CTRL Key while you select the files you want.*
4. Under File and Folder Tasks (left-hand side), click Copy this file, or Copy this folder, or Copy the selected items.
5. In the Copy Items dialog box, click the DVD/CD Drive (E:), and then click Copy.
6. Double-click the **My Computer** icon on your desktop and then double click the CD/DVD drive icon. Windows displays a temporary area where the files are held before they are copied to the DVD/CD. Verify that the files and folders that you intend to copy to the DVD/CD appear under Files Ready to be Written to the DVD/CD.
7. Under DVD/CD Writing Tasks (left-hand side), click Write these files to DVD/CD. Windows displays the DVD/CD Writing Wizard. Follow the instructions in the wizard.
8. After you copy files or folders to the DVD/CD, it is useful to view the DVD/CD via **My Computer** to verify that the files have been copied.

Note: If your blank DVD/CD is CD-R/DVD-R, the files on the CD will be read only. You can open and view documents, but not make any changes. You can copy any of the documents back to the hard drive of your workstation from the CD where you can then make and save changes.

#### MyFILES@bc (<http://www.bc.edu/myfiles>)

MyFiles@bc allows you to:

- save files and folders on a server that can be easily accessed from any computer with a Web browser. So, no matter where you are, you have access to all your files through a secure Internet connection. Students are provided 100 MB of disk space.
- connect directly to a web folder on your Windows or Macintosh desktop. This is similar to how you would access a file server, except a MyFiles@bc web folder can be accessed from off-campus without using VPN (Virtual Private Networking).
- share files and folders you store in MyFiles@bc with groups or individuals at Boston College and with non-Boston College people.

Additional documentation including instructions can be found at <http://tinyurl.com/bcmfiles>.