

Loading to the Server & Saving Files

Loading and saving files in the first part of year can seem confusing, first you are trying to adjust to a Mac, new software and then we add loading files the XServer. Hopefully these few notes will assist you ease the confusion.

UP & Down Loading files to/from the XServer:

On the XServer each 1st year student has 100mb of space to store items. You should get into the habit of saving all new work to this spot. As well you should burn a session on a CD of all work each time you make major changes. BACKUP, BACKUP ,BACKUP...

- In the HD window click on the Network icon
- Then click on the Local Network
- Now select the XserverGRD at the bottom of the list



- A login window will appear type in your user name and password (user name is your last name and password is your first three letters of your last name and last four numbers of your student number)

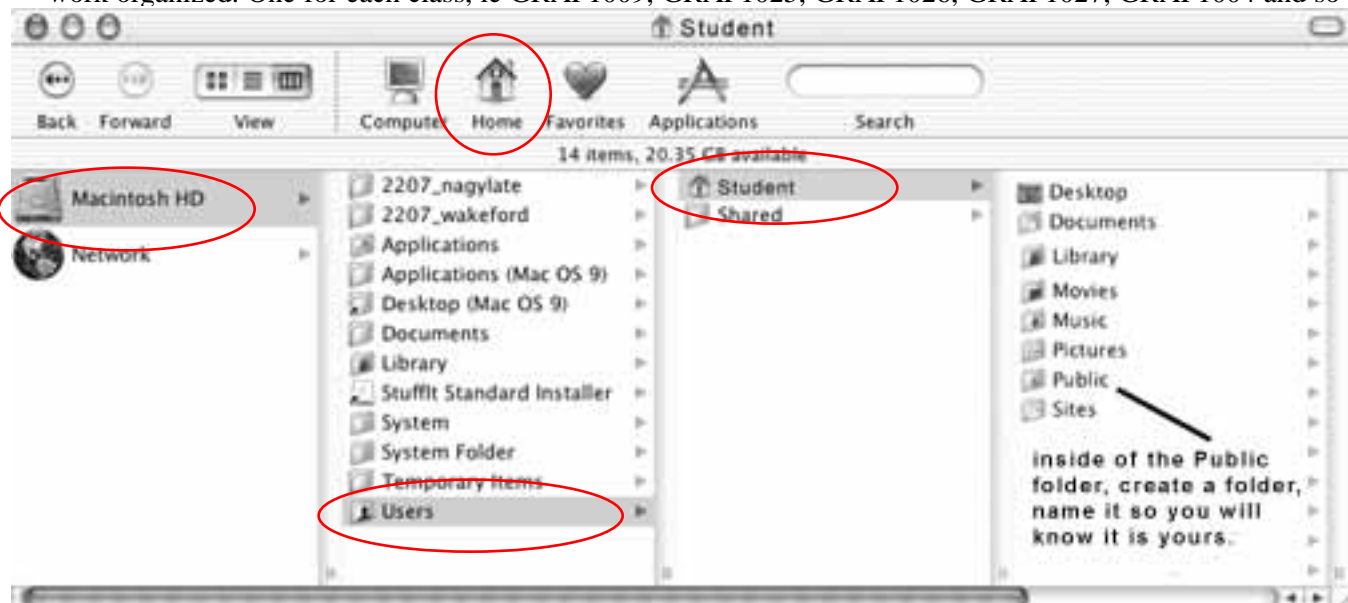


- A list of your classes graduating year will appear (ie—g2006a) select the appropriate one and click OK

- A folder will appear on your desktop, you are now remotely sharing files with the XServe

DO NOT work from this folder, if you do you are still working off the Server and file corruption will occur.

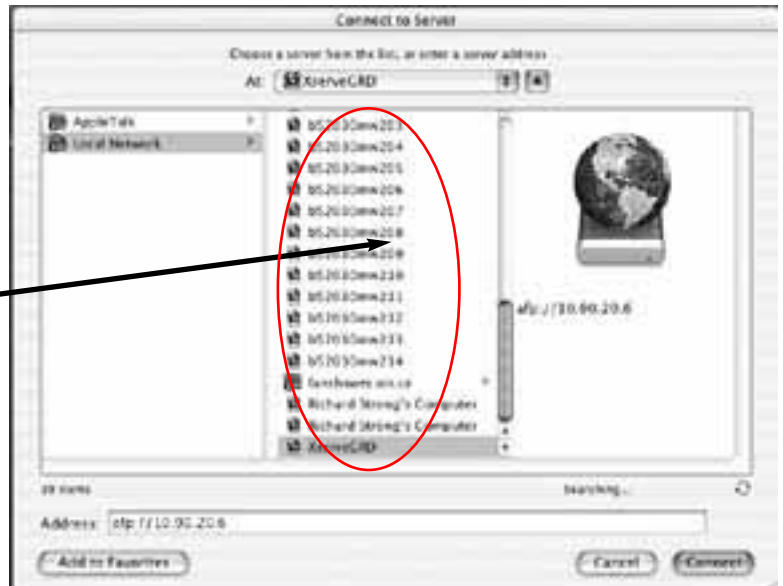
- Open the ICON that appears on your desktop and navigate to your Home Folder —this will be the folder with your last name.
- In your Home folder you should have a series of folders in your documents folder to keep your work organized. One for each class, ie GRAF1009, GRAF1025, GRAF1026, GRAF1027, GRAF1004 and so on...



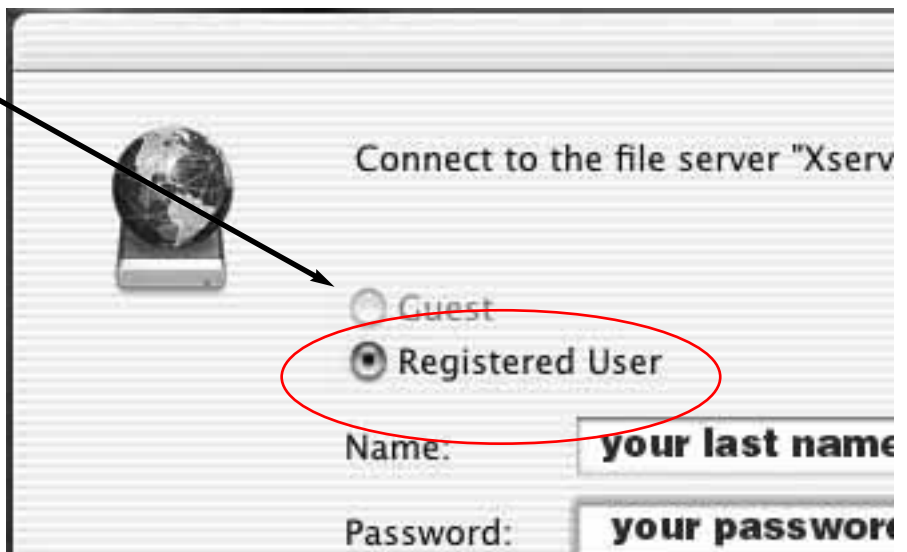
- Open the local HD you are on and use the column views shown above, navigate to the Public folder in the Student Home Folder (HD>User>Student (Home)folder>Public Folder>your named folder) Or click HOME on Menu Bar.
- Select the document/documents from YOUR remote folder on the SERVER that you wish to work on and drag it to the folder you created in the Public Folder on your LOCAL HD.
- Now you can open, work, & save your work to the LOCAL HD and not worry about unseen file corruption.
- To copy your files back to the server you can dbl click YOUR Remote Home folder icon and put the files in the appropriate directory (meaning folder). The plus sign should appear with your cursor since you are copying from one disk to another
- Be sure to check to make sure you are actually replacing the old file on the Server with the new one from your local drive. To do this check the modification dates and time—click a file then Command+I, to get info.
- ALWAYS remember to trash the Remote XServer icon when you are finished your work session.

Retrieving Files from another Machine on the Network

- In the Menu Bar you find the Go menu select the Connect to Server
- In Connect to Server window click on the Local Network
- Scroll through the list of machines and select the Number of the Machine your work is stored on. You are looking at the last 3 numbers. The computers are all numbered, the list is on the wall at the back of each of the classrooms.
- Click Connect



- Registered User is selected
Click Connect, no name or password
- This will bring up a Remote Icon of the HD that you last stored your files on. Navigate to the Student Home Folder>Public>your folder (HD>User>Student Home Folder)
- Once you have found your files on the Remote HD, select the file or folder and drag it into the Public folder on the machine you are working on, then trash the Remote HD Icon to close the network connection.
- By dragging the Remote HD icon to the trash the connection is automatically disconnect.



Connecting from off Campus:

- To connect from home you will need a FTP client program search the internet there are lots of them for the PC that I believe are Shareware. Fetch works great for the Mac.
- Launch your FTP software, Bring up a new Connection window
- In the **Host** enter type: graphic-design.fanshawec.ca
- In the **User ID** enter type: your last name
- In the **Password** enter type: your password (password is your user name— your first three letters of your last name and last four numbers of your student number)
- In the **Directory** enter type: your last name (which happens to be your home folder)
- The dialog box that appears is your Home folder, you can now upload or download files from your home.

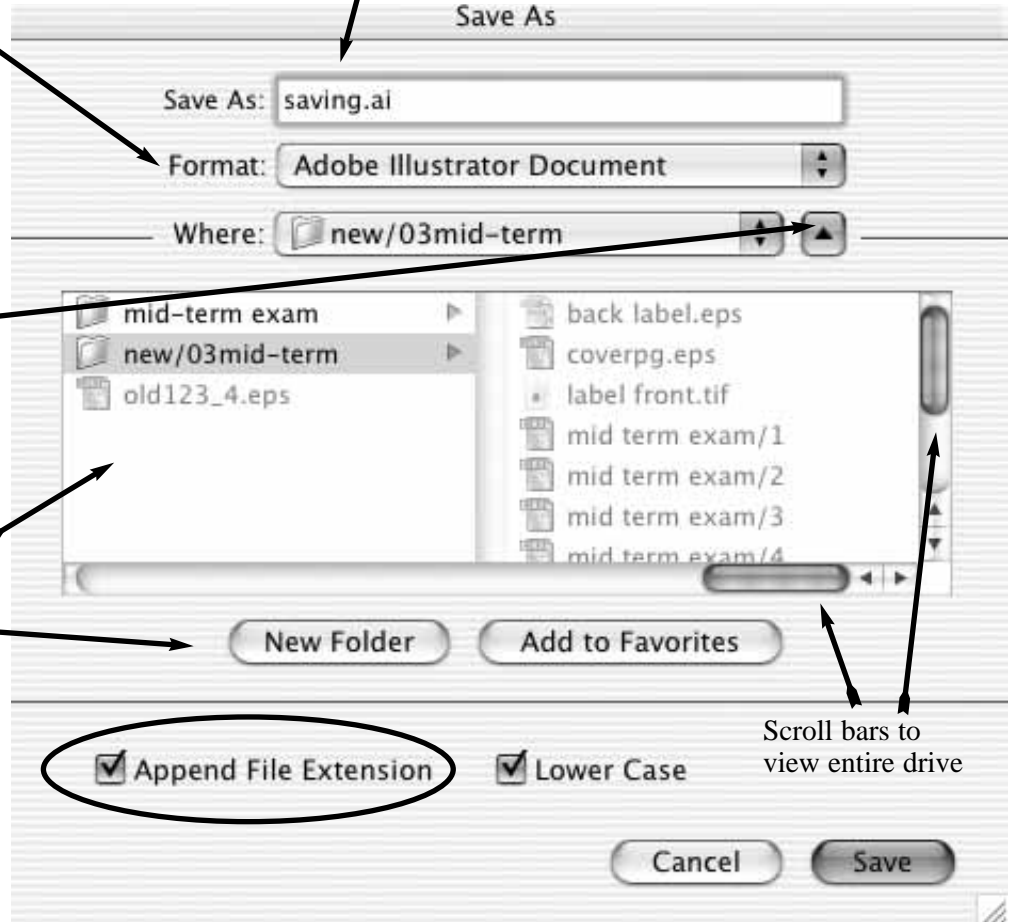
Saving files on your Mac:

File names: Keep file names short and precise. Do NOT ever use the / in your file names. The Mac OS X uses the / to identify file path's. For instance: HD/Users/Public/kassies

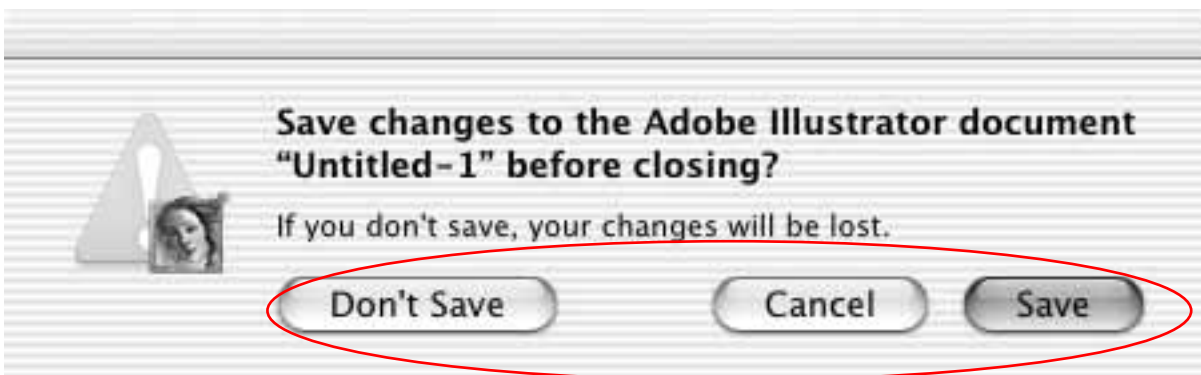
Format is to identify the kind of file & Application created that document, you must always attach the file extension. Most programs such as Illustrator will append the file extension automatically, Quark however must still be manually typed in on a save.

This save window is in the expanded view, this is done by clicking the button next to the Where: pull down menu.

You can scroll through the center window to find the exact location you wish to save your document. You can also create new folders & sub folders to keep everything organized.



When you close a document without saving first the Mac OS X will automatically prompt you to save changes before closing.



Once you have saved a file to your HD you can change the file name and still maintain the original file path. Simply click on the file in the HD, the file name will gray out this return, at this point you can change the FILE NAME. How ever, you can NOT change the file format this way. Just changing the name of the file name & extension does not actually change the file format. You must reopen the file and do a "Save As" to change the FILE FORMAT.