

## How to Copy Files from Your Desktop to Your "H" Drive

Users are encouraged to copy files that are currently on their local computer to their individual homedrive (H:). Files from Desktop, Documents, Downloads, and Pictures can be copied.

\*Please ONLY copy necessary files to your homedrive, as storage space can become full very fast.

- × More 🔻 To see work results, please verify your All Documents Web × 0 account. Verify your account > Best match Recycle File Explorer 7 Search the web Firefo **File Explorer** 🦬 File Explorer > System  $\mathcal{P}$  file explorer **options** > 𝒫 file explorer windows 10 > 다 Open Goog > ۸ Pinned > 7 💻 Desktop VLC me > Downloads ♀ file explorer windows 11 > Documents zoor  $\mathcal{P}$  file explorer options control panel > 5 Pictures  $\mathcal{P}$  file explorer options /view > Workpl > Frequent 5 Settings (9) Music Micros Videos H  $\mathcal{P}$  file explorer .
- 1. Go to the Search Menu at the bottom left of your computer screen and type in File Explorer.

## 2. Click open

Freed Goog Chron VLC me playe Z2007	File Explorer System h the web File Explorer file explorer options file explorer windows 10	> >	File Explorer System
Coord Chron ρ fi Chron ρ fi Vic me ρ fi playe Στοσ	file explorer <b>options</b> file explorer <b>windows 10</b>	>	
Zoor Workpl	file explorer <b>app</b> file explorer <b>microsoft</b> file explorer <b>download</b> file explorer <b>windows 11</b> file explorer <b>options control</b> file explorer <b>options /view</b>	> > > > > > > > >	Pinned  Posktop  Downloads  Documents  Pictures
A fi Settin Edge	file explorer <b>facebook</b> ngs (9)	>	Frequent Music Videos

3. You will need to open another File Explorer by clicking "File"

File				]	
Open <u>n</u> ew window		Frequent places			
		1 Desktop			
Open Windows PowerShell	Þ	2 Downloads	*		
Copen mindows rowe <u>r</u> sheir		<u>3</u> Documents	*	Downloads	
Change folder and search options		4 Pictures	*	This PC	
		5 Music	- 4	*	
2 Help		<u>6</u> Videos	-)4	Videos	
Telb				This PC	
<u>C</u> lose					
		Screenshot (1)		]	This D
interview and the second secon					
3D Objects	w	How to save bookmarks			This P
Desktop					
Documents					
Downloads					



4. Hover on "Open New Window" and then click "Open New Window"

5. If you have dual monitors, put one File Explorer on each screen. If you have a single screen, click and hold the white space at the top of one of File Explorers and drag it to the left until it creates dual screens.



6. In the first window, select the location of the files you wish to copy. In the second window, select your homedrive (H: first name.last name).

🔜   📝 📑 🖛   Desktop				- 0	×	±   2 <mark> </mark> ∓	Manage H:\				- 0	×
File Home Share View					~ 🕐	File Home Share View D	rive Tools					^ ?
	Move Copy to x to x	New item •	Properties	Select all Select none			Move Copy Delet	te Rename Ne	Mew item ▼ 1 Easy access ▼ ter	Properties	Select all	
Clipboard	Organize	New	Open	Select		Clipboard	Organize	1010	New	Open	Select	
$\leftarrow \rightarrow \checkmark \uparrow \blacksquare \rightarrow$ This PC $\rightarrow$ Desktop		v د Search Deskt	00		Ø	$\leftarrow \rightarrow \checkmark \uparrow \blacksquare \Rightarrow$ This $\Rightarrow$ simones	alas (\\mccd.edu\merced\)	Informati	Search sime	ne.salas (\mccd.edu\m	erced\Information	Q
	Neero	Data marifi		Ci	-				N	^	Determined	,
<ul> <li>Quick access</li> <li>Desktop</li> <li>Downloads</li> <li>Pictures</li> <li>Pictures</li> <li>Documents</li> <li>System32</li> <li>OneDrive - Marced College</li> <li>Documents</li> <li>Distop</li> <li>Documents</li> <li>Distop</li> <li>Documents</li> <li>Videos</li> <li>Local Disk (C)</li> <li>simone.salas (\\mccd.edu\\merced\\mforded\\mforded\\mforded\\merced\\mforded\\</li></ul>	Name GS-CAT-Assessor-Windows- MyScans ProfileBackups VMs Penchmark Result xccdf_org rufus-45.exe	<ul> <li>♥ Ø Search Uext</li> <li>Date modifi</li> <li>GUI-jre-v4.4</li> <li>9/10/2024 9</li> <li>8/12/2024 11</li> <li>9/3/2024 12</li> <li>10/1/2024 11</li> <li>10/1/2024 11</li> <li>9/18/2024 4</li> <li>5/28/2024 11</li> </ul>	op eied Type 513 M File folk 204 PM File folk 522 PM File folk 09 PM File folk 09 PM File folk 537 PM Adobe 256 AM Shortc. 0:48 AM Applica	Size fer fer fer fer fer fer for t tion 1,4	تر 3 KB 778 KB	<ul> <li>Cuick access</li> <li>Desktop</li> <li>Downloads</li> <li>Documents</li> <li>Pictures</li> <li>BitLocker Keys</li> <li>PintLimit</li> <li>simone.slas (\mccd.edu\merced\r</li> <li>System32</li> <li>OneDrive - Merced College</li> <li>Documents</li> <li>Uced Discus</li> <li>Desktop</li> <li>Documents</li> <li>Documents</li> <li>Voleos</li> <li>Local Disk (C:)</li> <li>Simone.salas (\mccd.edu\merced\r</li> <li>Shared Information Systems (\mccd</li> <li>Install (\\:-pegasus) (Z:)</li> </ul>	formation_Systems\userho formation_Systems\userho formation_Systems\userho	sme) (H) System;) (S)	v O Search sime Name	This folder is empty	Date modified	<u> </u>
B items State 🎎 Shared	¢			111	>	0 items			<			> •

7. Click on the file you wish to copy. Drag the file over to the second window where your homedrive is open. Release the mouse and the file will now be copied to your homedrive.

🔜   🛃 🚽   Desktop			– 🗆 X	Ξ   🖓 📃 =   H:\	- 🗆 X
File Home Share View			^ <b>0</b>	File Home Share View	^ <b>(</b> )
🖈 📄 📋 🔏 Cut	🔽 📙 🗙 🛋 📘 🖫	Vew item 🔹 📝 🐂 Open 🤻	Select all	🖈 🖹 📋 🕹 Cut 🛛 🔽 🛄 🗙 🛋 📜 🖫 New i	em 🕶 🦳 Open 👻 🔠 Select all
Pin to Quick Copy Paste	Move Copy Delete Rename New	asy access • Broperties	Select none	Pin to Quick Copy Paste Move Copy Delete Rename New	Properties
access	to • to • • folder	- Ke History	Colort	access Paste shortcut to + to + + folder	History 🔐 Invert selection
Cipboard	organize	w Open	Select	Clipboard Organize New	Open Select
$\leftarrow \rightarrow \checkmark \uparrow \square$ > This PC > Desktop	~ 0	Search Desktop	٩	← → × ↑ 🔄 > This > simone.salas (\\mccd.edu\merced\Informati v ð Se	irch simone.salas (\\mccd.edu\merced\Information A
🖈 Ouick access	Name	Date modified Type	Size	Ame Name	Date modified
Desktop #	CIS-CAT-Assessor-Windows-GUI-jre-v4.4	. 9/10/2024 9:51 AM File fo	lder	Desktop	8/12/2024 12:04 PM
L Downloads	MyScans	8/12/2024 12:04 PM File fo	lder	L Downloads	
Documents *	ProfileBackups	9/3/2024 12:52 PM File fo	lder		
E Pictures	VMr	10/9/2024 2:09 PW File to 10/1/2024 11/20 AM File to	ider Ider	Decements	
Bitl ocker Keyr	Benchmark Result xccdf, org cisecurity b	9/18/2024 4:57 PM Adob	Acrobat D 8 377 KB	Pitt action Keys	
Brintlimit	Reference in the second of the	5/11/2024 12:56 AM Shorte	ut 3 KB	Dirad imit	
= simono salas (\\mssd odu) marcad\lafa	🚜 rufus-4.5.exe	5/28/2024 10:48 AM Applic	ation 1,478 KB	Printeamic	
System32				System32	
OneDrive - Merced College				OneDrive - Merced College	
- Documents					
2D Objects					
Desites				Destan	
Develoade				2 Documents	
Musia				Downloads	
Distance					
Pictures				Pictures	
videos				Videos	
Local Disk (Ci)				Local Disk (C:)	
simone.salas (\\mccd.edu\merced\Infoi Shared lafematics Sectors 2)				simone.saias (\\mccd.edu\merced\information_bystems\userhome) (H:)	
snared information Systems (\\mccd.ed				Shared Information Systems (\\mccd.edu\merced\Information_Systems) (S:)	
🛫 Install (\\z-pegasus) (Z:)				🛫 Install (\\z-pegasus) (Z:)	
💣 Network				i Network	
	<		>	<	>
8 items   1 item selected   State: 🎎 Shared				1 item 1 item selected	📰 📼 🛛

Note: Files saved to your homedrive are more secure than files saved to your local computer. Homedrives are backed up nightly and files can be restored in case of accidental deletion. Local computers are NOT backed up and are in danger of permanent data loss if they are damaged or become corrupt.

If you need assistance, please contact the Help Desk at (209) 384-6180 or email <u>helpdesk@mccd.edu</u>.