



Your Student U Drive - Saving files and recovering items you've deleted

What is the U Drive?

It is your own area on the Northumbria University file storage facility.

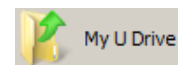
Why use your U drive?

- Your files are safer – we take regular backups of your U drive (Snapshots) to minimise the risk of loss through machine failure (always a risk even with a new computer).
- You can access your files from anywhere on campus and off campus.
- Even if you save a copy on a USB stick or external hard drive you should also save a copy of your important work to your U Drive.

How to Access your U Drive

You can access your U Drive in Open Access/Hub areas, Faculty IT Labs on campus and through the Simply Web Student Desktop.

Windows Either, go to the Start menu and click on your U Drive
Or, Go to Start > Computer Your username is listed in the following format: (username\\pstudfsnb\home)



Apple Mac Your U Drive is mounted on the desktop. Double click to open it



How to Save to your U Drive

To save your files to the U Drive, for example when using Microsoft Word or Excel on campus:

Windows

- 1** Click **File > Save**
- 2** Navigate to the folder where you want to save your document and click **Save**
- 3** Your U Drive is also listed under **Computer** in the following format
username\\pstudfsnb\home) (U:)

Apple Mac

- 1** From the document you have open click **Save**
- 2** In the **Save As** box enter a name for your file
- 3** In the **Where** box, browse to find the location you want to save to.


Organise your U Drive Files by Creating Folders

Keep your files stored in a planned folder structure so that you can find them easily.

Windows

- 1 Open your U Drive
- 2 Click **New Folder** from the menu at the top
- 3 A folder will be created in your U Drive called New Folder or untitled folder and this will be highlighted so that you can rename the folder to something meaningful.

Apple Mac

- 1 Open your U Drive and click  then select **New Folder**
- 2 A folder will be created in your U Drive called Untitled Folder and this will be highlighted so that you can rename the folder to something meaningful.

Folder Naming Tips:

- Give your files appropriate meaningful names.
- Be careful not to use the default filename created for you from the first line of your document.
- Very long file names are allowed but shorter file names, which can still be meaningful, are easier to work with. Example:
Default name: Notes from a lecture with John Smith from Another University on 20th Oct
Short name: JSAnother201013.doc

Deleted a File by Mistake?

You can recover it from the Previous Versions facility – this stored read-only “Snapshots” of your data on the U drive at set times of the day:

Hourly	Taken every day at 03:00, 10:00, 13:00, 16:00 and 19:00 and we keep 2 weeks’ worth.
Weekly	Taken every Friday at 20:00 and we keep 4 weeks’ worth.
Monthly	Taken on the 1st of every month at 01:00 and we keep 6 months’ worth.

Important Points

- The Snapshot facility should not be used as an archive area.
- Files can only be recovered from your U Drive not your local hard drive (e.g. C: Drive) or other external drives.
- Snapshot does not take up any of the allocated space on your U Drive.
- Please check and remove unwanted files from your active folders regularly.

How to access Previous Versions to recover a file

- 1 Locate your U Drive via the Start Menu or on the desktop



Restore previous versions

- 2 Right-click on the **U Drive** icon and select **Restore Previous Versions**

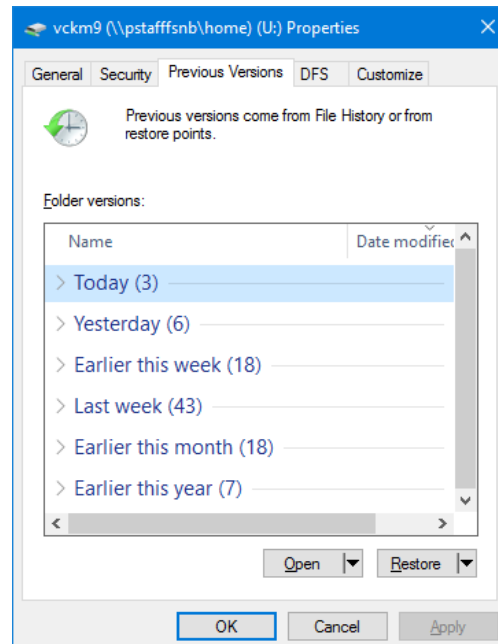
- 3 A Properties box will appear, showing all the **Previous Versions** of your U Drive – you'll see they are listed by most recent and follow the frequency pattern we told you about earlier

- 4 Look through the list to find the Previous Version you need to look into

e.g. you deleted a file yesterday at 14:00, so you'd want to open the **Yesterday** section and then the **13:00** "Snapshot" – this will provide you with your U Drive as it was at 13:00

- 5 Double-click to open it – a new window will appear

Navigate through your folders until you find the file



- 6 **TIP:** You can open files from this Snapshot to help you make sure you have found the correct file. However, you can't save or change a file in this view

- 7 Once you know you have found the right file, left-click on it and select **Copy**; this will put the file on your clipboard

- 8 Switch to your active U Drive folder, right-click anywhere in the white space in the box and select **Paste**

- 9 You will be prompted to confirm you want to **Replace existing document** click **Yes/OK**

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