



Transferring Files: Home ↔ School



Internet / Email

The best bet to transfer files is to email your work to yourself as an attachment or as the body of an email. This is a fairly reliable way to transfer work. Remember to always keep a

backup copy. Free email is available at

<http://www.hotmail.com>

<http://www.gmail.com>

(Email is allowed for school work only!)


Another solution is to use an online storage like

<http://briefcase.yahoo.com>



USB Drives

USB thumb drives are alright to use in labs where a USB port is readily available. Make certain to stop the device before unplugging. Look for this

icon in the taskbar . Not stopping the device might wreck your thumb drive!



Floppy Disks – Strongly Discouraged

Floppy disks are not a good idea for many reasons. Many of the drives have had difficulty reading disks, usually due to dirt or misuse. There is no access in the library for

floppy disks as well.

You can get help from your teacher or from the computer teacher in Room 208 or the Network Administrator in the office inside of Room 208. Try not to make it last moment as we may not be around or available to help!