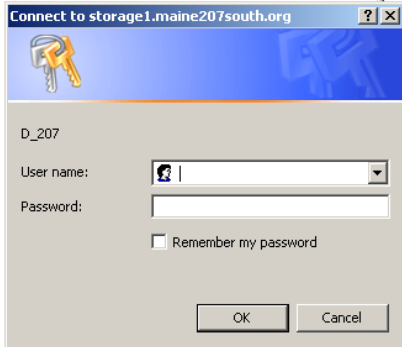


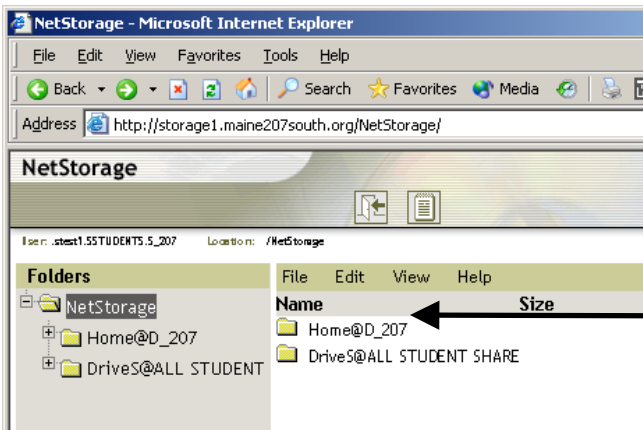
Using Student Data Storage

A. Downloading and Saving your documents

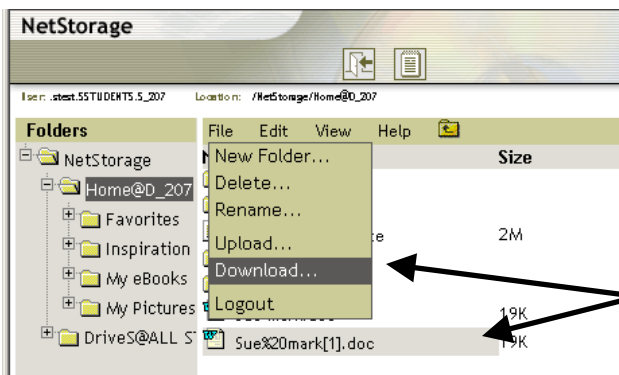
- To open a file from home that you saved on your Home Drive at school, follow these directions.



1. Enter your user name and password

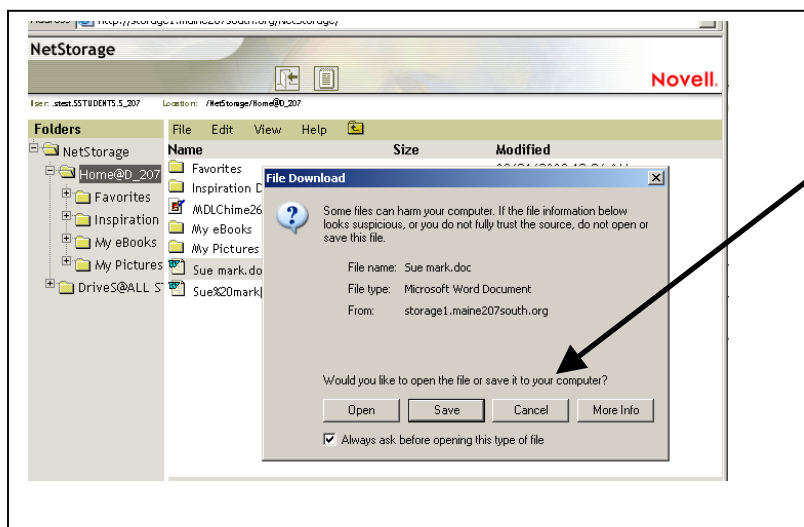


2. Select your Home Drive by double-clicking.

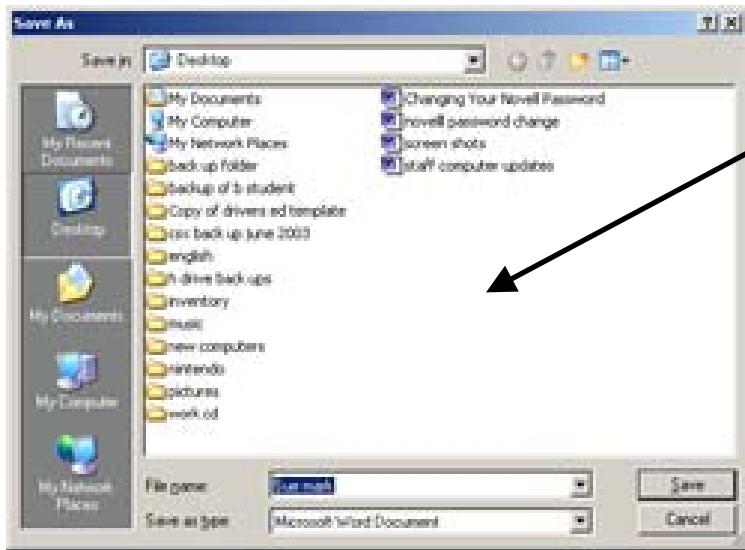


3. Single Click the file you want to access

4. Select **File** and **Download**



4. Select save in the file download dialog box.



5. Save the document on the Desktop of your home computer.

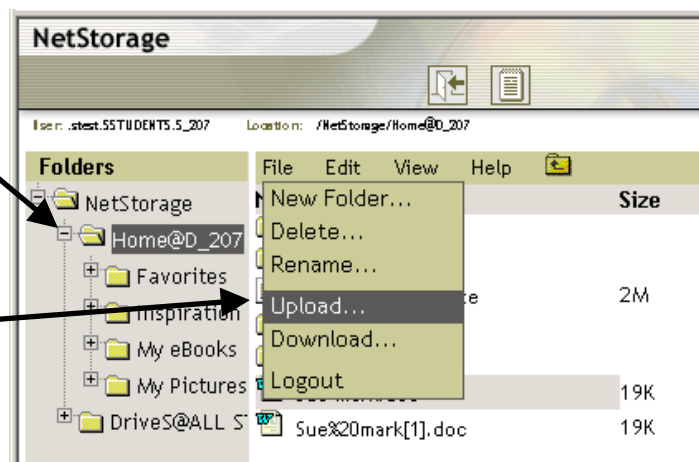
6. Logout of Student Data Storage
7. Open your file and begin working on it.
8. When you have completed your revisions, save your document on your home computer's Desktop and exit your word processing program.

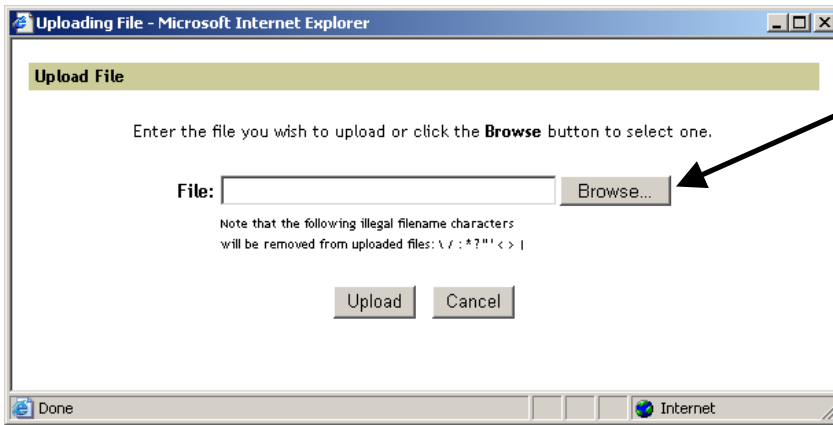
B. Uploading your document

- Now that you have finished editing your document, you want to upload it so you can access it at school
1. Log back into NetStorage (your login expires after approximately 20 minutes.)

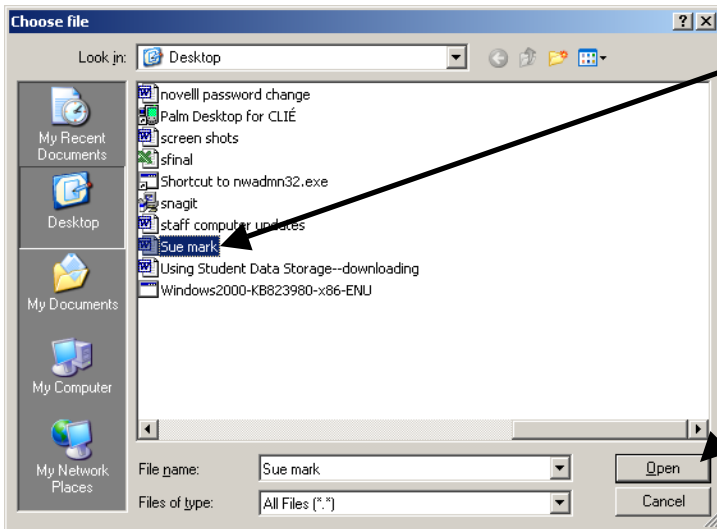
2. Make sure you are in the **Home@D_207** folder

3. Select **File** and **Upload**





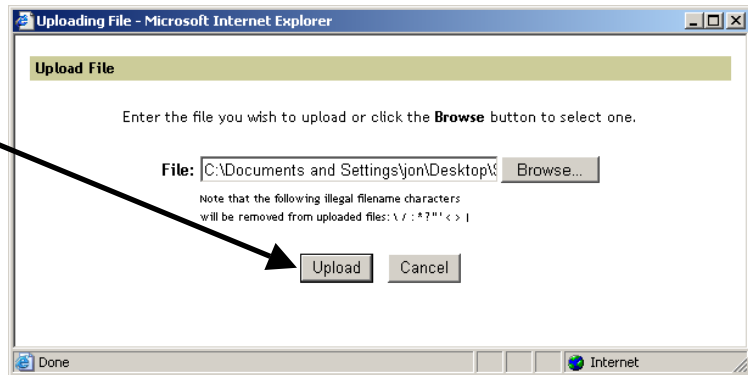
4. Click browse in the Upload File window.



5. Select the file you want to upload

6. Select Open

7. Click Upload



- You have uploaded your edited document to you Home Drive at school.