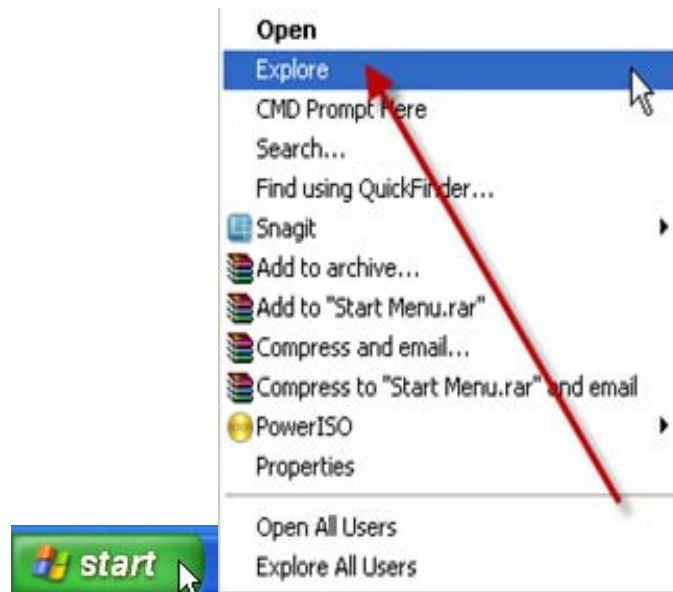
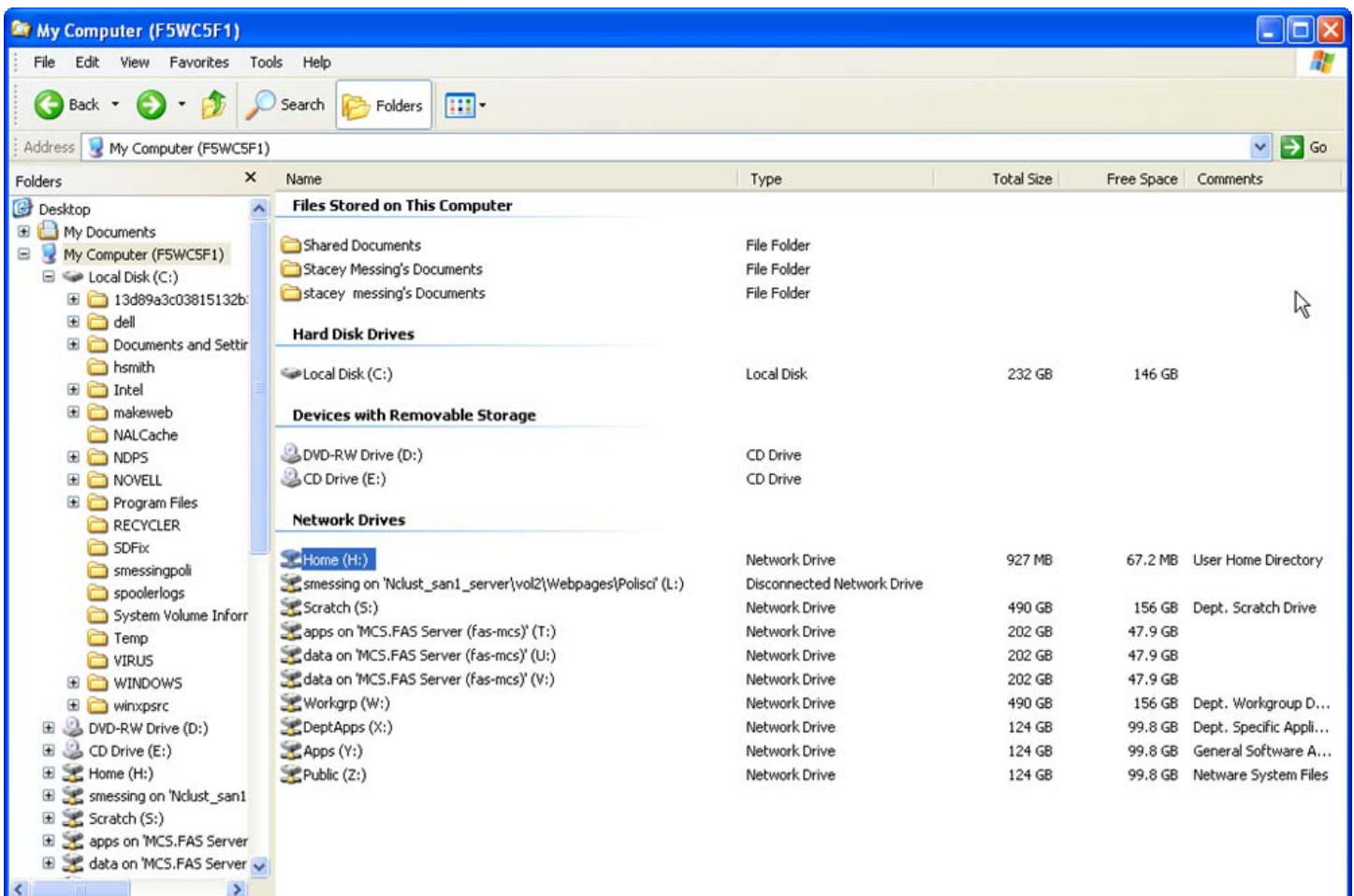


Viewing Files in Windows Explorer

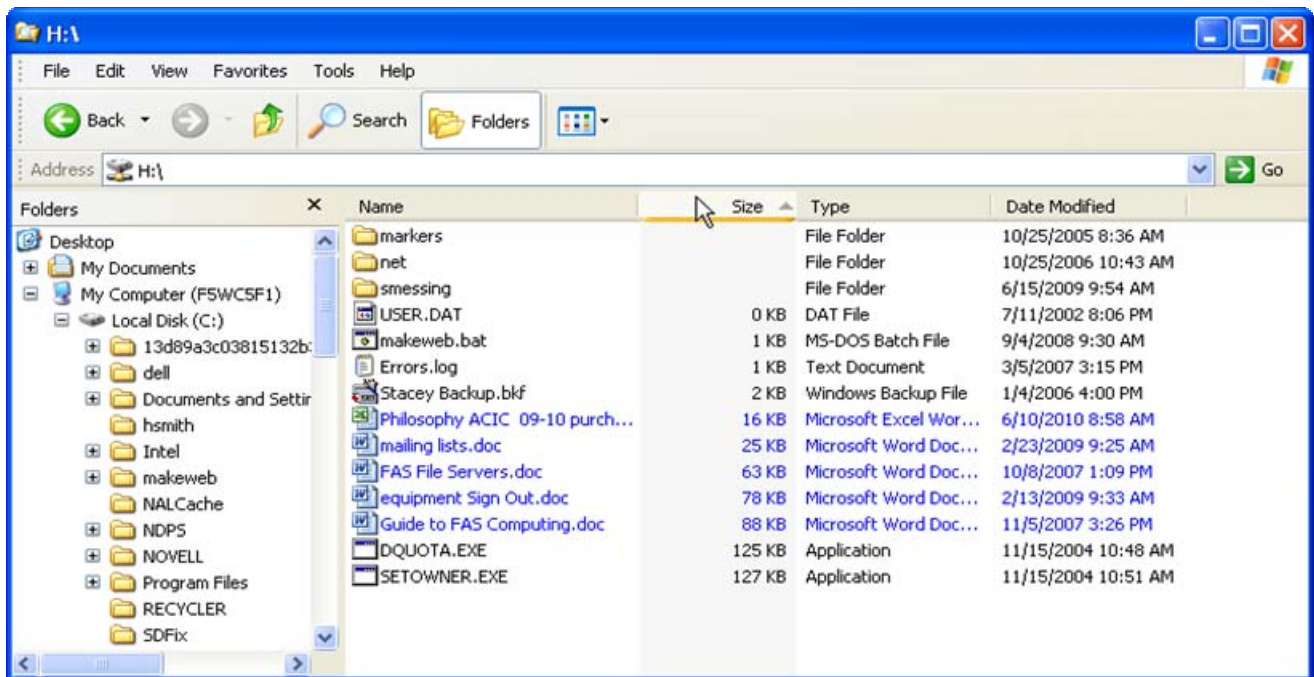
To open Windows Explorer, right click on the Start button and click on Explore



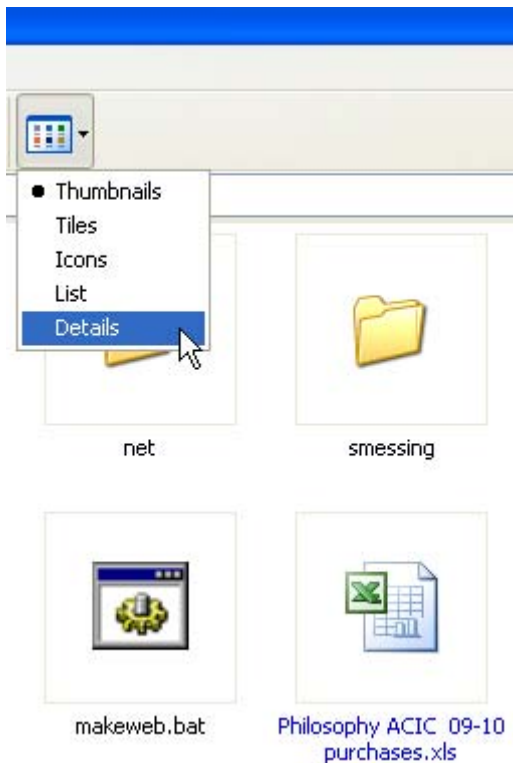
When Windows Explorer opens, Click on “My Computer” on the left under Folders. You can see your Files Stored on This Computer, Hard Disk Drives, Devices with Removable Storage and Network Drives.



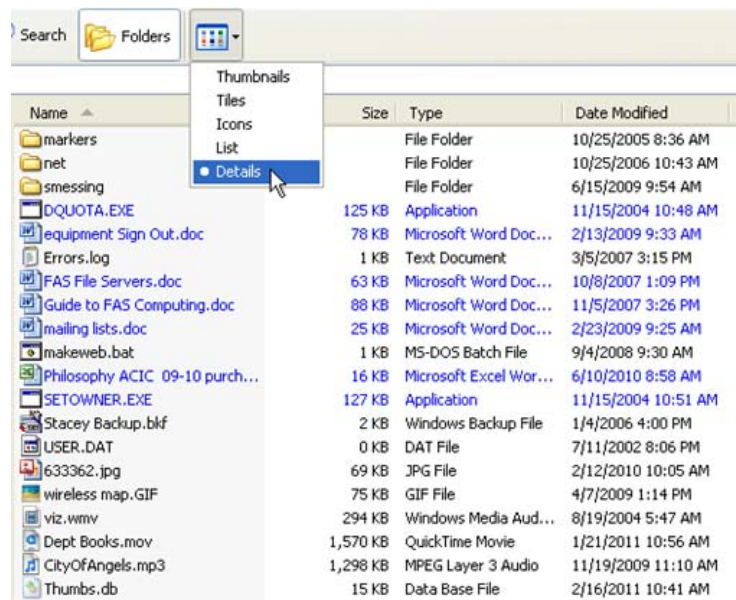
Click on Home (H:) to access your home directory on the SAS Novell Server. Review files and delete any unnecessary files.



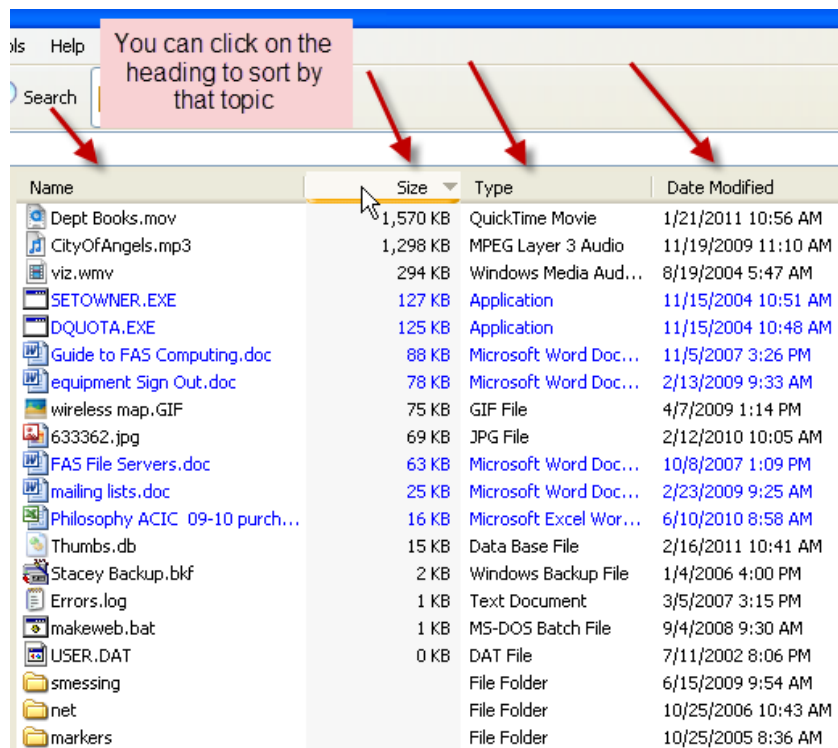
There are multiple ways for viewing your files; click on the down arrow to view the choices:



Thumbnails View

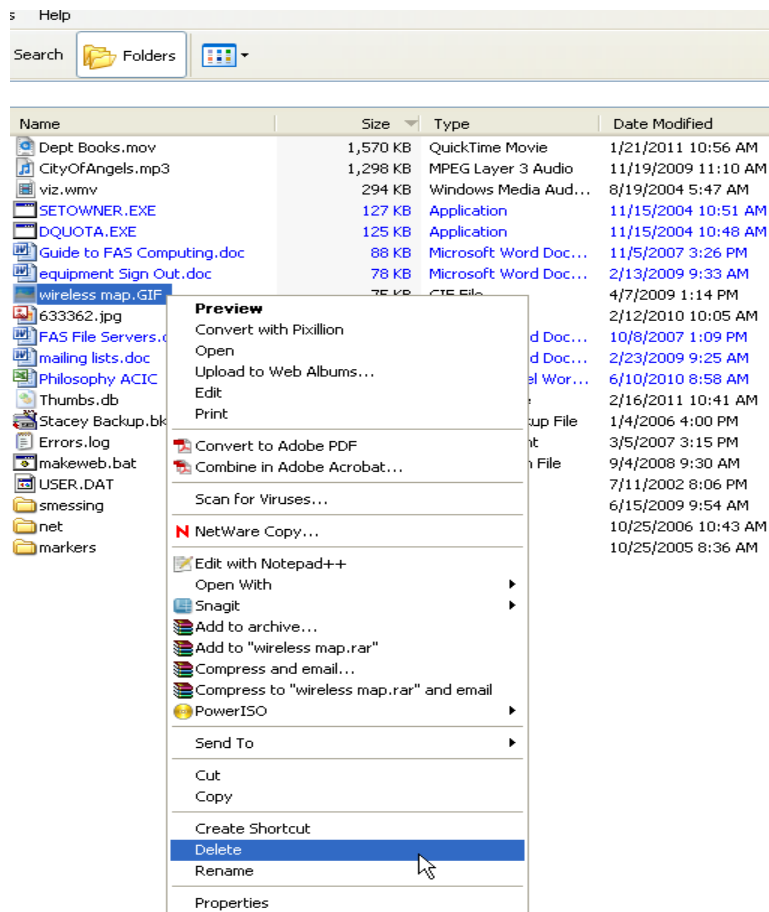


Details View – this view allows you to sort your data

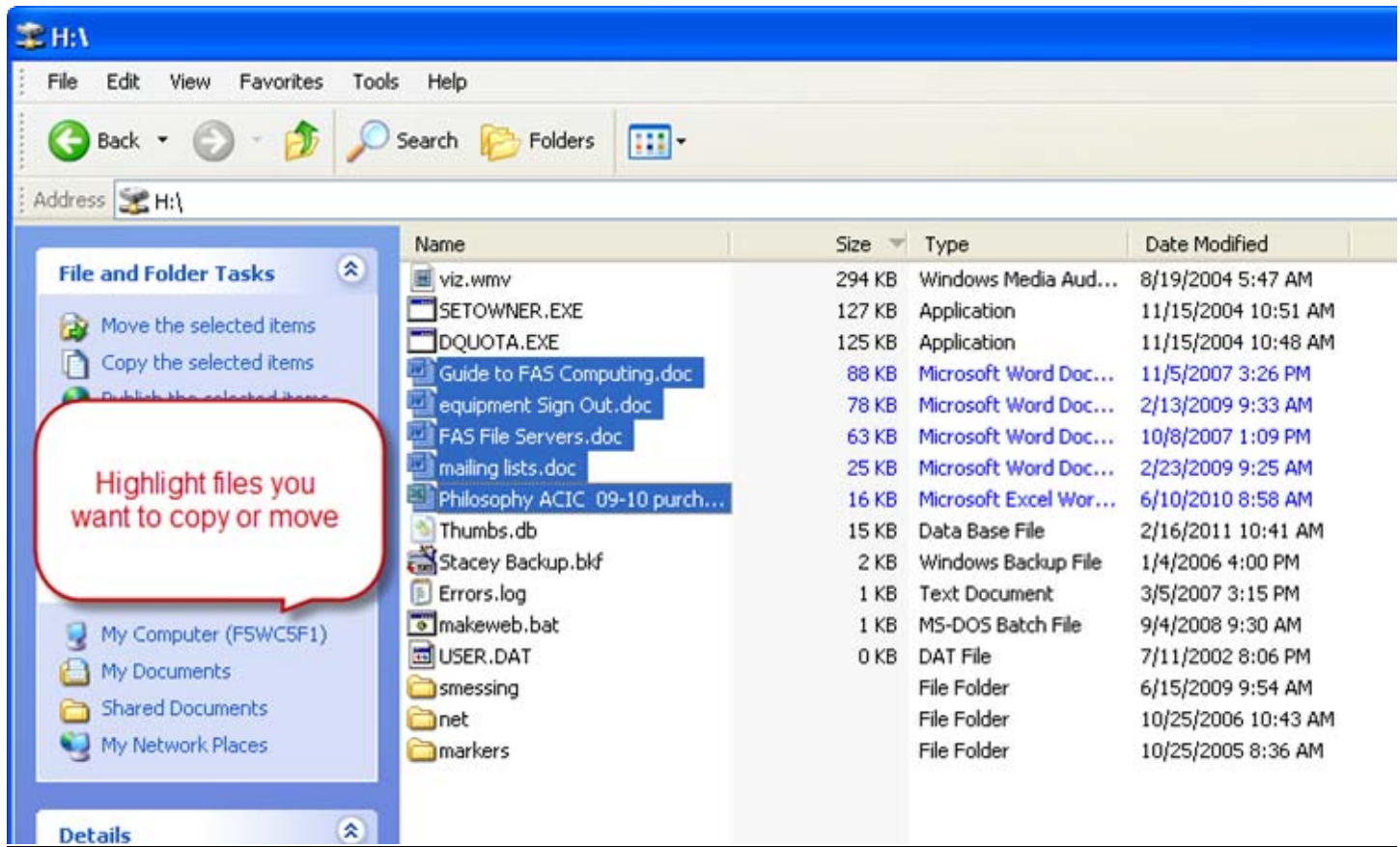


If you click on the heading labeled Size, you can sort your files by largest to smallest. This will help you determine which files are taking up the most space.

To delete unnecessary files, highlight them and hit the delete button, or right click and choose delete.



To move files to an external device (hard drive or flash drive), select the files you want to move or copy



Right click and select Send To from the menu, then select the device where you want to save the file.

