# Table of Contents

**File space at ANU** .................................................................................................................. 1
  - Backups of Central File Spaces .......................................................................................... 1
  - Timetable for backups ....................................................................................................... 1
  - Backup software .............................................................................................................. 1
  - OneDrive Pro .................................................................................................................... 2
  - Office 365 .......................................................................................................................... 2

**File Explorer** ......................................................................................................................... 3
  - Drives, folders and files ..................................................................................................... 4
  - Displaying folders and files .............................................................................................. 4
  - File Properties ................................................................................................................... 5
  - Selecting files and folders ................................................................................................ 5
  - Creating folders ................................................................................................................ 6
  - Creating sub-folders ......................................................................................................... 6
  - Naming files and folders ................................................................................................... 7
  - Copying, moving and deleting files and folders ................................................................ 7
    - Copying file/s or folder/s ............................................................................................... 7

**Version control** ..................................................................................................................... 8

**Accessing your files from off campus** ............................................................................... 8
  - Files upload and download ............................................................................................... 8

**Exercises** ............................................................................................................................... 9

**Data management plan** ......................................................................................................... 10

**Typequick** ............................................................................................................................. 11
  - Learning to touch type ...................................................................................................... 11
  - Using Typequick ............................................................................................................... 11

**Type IT** .................................................................................................................................. 11

**Other resources** .................................................................................................................... 12
File space at ANU

Each student enrolled in a course at ANU is given a student disk quota of 4.5GB. Home drive displays as network drive H:\ or as Home Drive on the PC’s of the Information Commons student network. Saving your files to Home Drive allows you to work on material in your office or at home and open it on any computer in the computer labs, tutorial or lecture rooms.

Backups of Central File Spaces

A backup of Home Drive server is done for disaster recovery purposes, in order to protect everything on the server in the event of a major failure. It is therefore a good idea to keep regular backups of documents saved on Home Drive using a removable storage media such as USB or a portable hard drive. Label your USB device and save a word file with your contact details i.e. mobile phone number and email on your device, with the file name _YourName (ie. _JaneSmith.docx). The underscore at the beginning of the file name will ensure that this file appears first alphabetically in your file list.

Timetable for backups

It is important to create a timetable of making regular backups of your work and ensure that these backups are stored in a secure location. Ensure you take your backup media with you when you leave an Information Commons computer lab.

Backup software

Backup software programs are available at:

Online storage—OneDrive

OneDrive is an online file hosting service, available to all ANU staff and students via your Office 365 account. OneDrive allows you to upload, sync, and share files, and then access them from a web browser or local device. Up to 25GB of storage is available using this service.

alliance.anu.edu.au

Alliance is an ANU web-based tool which allows ANU staff and students to easily set up individual and collaborative project sites. By using Alliance the workflow will be more efficient as every member has access to the latest version and can make edits without conflicting with other people’s changes and backup files can be stored within Alliance.

goole.com/drive

Google Drive is a free (for basic access) cloud storage service that is integrated with the Google’s other services and systems - requires a Gmail account to use. Has the ability to share files with individuals who do not have a Gmail account.

dropbox.com

A file hosting service operated by Dropbox that offers cloud storage, file synchronisation and client software – requires a Dropbox account to use. Has the ability to share files with individuals who do not have a Dropbox account.
File Management

**OneDrive Pro**

You can access OneDrive via your ANU Email on the ANU student webpage or directly at: outlook.com/owa/anu.edu.au

Select

**Office 365**

Staff and students of ANU can download Microsoft Office for free, for use at home or on a portable device via your ANU Email

Office 365 settings – Install – add **uds** to your Uni ID when prompted:

Uni-ID@uds.anu.edu.au (**e.g. u1234567@uds.anu.edu.au**)

Full instructions at ql.anu.edu.au/nct3
File Explorer

File Explorer is used to manage Drives, Folders and Files.

Click on the File Explorer icon

File Explorer

File Explorer has a Quick Access toolbar Tool can be added or removed by choosing Customize Quick Access Toolbar > adding or removing the ✓ next to the name of the feature.
File Management

Drives, folders and files

Drives are used for storing and retrieving information. Folders store data in an orderly way on Drives. Folders contain Files and also Sub-Folders. A Sub-Folder is a Folder stored within a Folder. There can be any number of Folders and Sub-Folders on a Drive.

Displaying folders and files

There are six ways to view the contents of a Drive or Folder/s.

Extra large icons
Medium icons
List

Large icons
Small icons
Details

The Details View displays header fields, which when clicked can be used to sort files and folders. Displaying the date and time modified is a useful tool when finding files.
**File Properties**
Right click on H:/Homedrive folder to view details such as used and free space

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**Selecting files and folders**

**Files** and **Folders** must be selected to perform various management operations. To select files or folders:

<table>
<thead>
<tr>
<th>Selection Type</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single file or folder</td>
<td>Click <strong>Left</strong> mouse button</td>
</tr>
</tbody>
</table>
| Multiple files or folders in a contiguous range | 1. Select first file  
  2. Release mouse button and move mouse to last file to be selected in block.  
  3. Press **Shift + Left** mouse button |
| Multiple files or folders in a non-contiguous range | 1. Select first file  
  2. Release mouse button  
  3. Hold **Ctrl** and click other files |
| All files or folders | **Ctrl + A** will select all **Files** or **Folders** in a **Drive** or all **Files** in a **Folder** |

The **Right** mouse button can be used for a single/multiple selection to display a shortcut menu.
Creating folders

1. Choose Drive or Folder to create the Folder in
2. Click Make a new folder
3. Type a Name (up to 255 Characters) for folder
4. Press Enter

or

1. Choose Home > New Folder
2. New folder will appear at bottom of list
3. Type a Name (up to 255 characters) for Folder
4. Press Enter

Creating sub-folders

Click the Folder you wish to create the Sub-Folder for:
1. Choose Home > New Folder
2. New folder will appear as a sub-folder of the original folder.
3. Type a Name (up to 255 characters) for Folder
4. Press Enter

Click the Folder you wish to create the Sub-Folder for:
1. Right mouse-click in Contents window
2. Choose New > Folder
3. New folder will appear at bottom of list
4. Type a Name (up to 255 characters) for Folder
5. Press Enter

Example of sub-folders:
Naming files and folders

Each file or folder name can have up to 255 characters. These characters are not permitted in file and folder names

/ \ < > * ? " : ;

If creating documents to be put on websites ensure there are no spaces in file names.

**FileManagement.pdf**. If it does have a space then the web address will contain a % where the space is located, for example:


Copying, moving and deleting files and folders

There are many methods for copying, moving and deleting files. Choose the one that best suits the needs of the user.

Managing folders
1. **Select** folder/s
2. **Home** tab appear on left side of window
3. **Select** desired **task**

Copying file/s or folder/s
1. Select file/s or folder/s
2. Choose **Home** > **Copy**
3. Select **Drive and Folder** to be copied to
4. Choose **Home** > **Paste**

or

1. Use **Ctrl + C** to copy
2. **Ctrl + X** to cut
3. **Ctrl + V** to Paste
File Management

**Version control**

When working with multiple copies of your document simply add a numbering system to your file structure in order to locate your most recent copy.

- EnvMgmtReport_v1.docx
- EnvMgmtReport_v2.docx
- 01EnvMgmtReport.docx
- 02EnvMgmtReport.docx
- YYYYMMDD_surname_thesisDraft.docx

**Accessing your files from off campus**

myfiles.anu.edu.au allows access your files from outside the campus network.

![](Authentication Required.png)

(where u1234567 is your ANU UniID and ISIS/HORUS password)

**Files upload and download**

You can download multiple files by selecting one or multiple files and folders and click **Download**.
Exercises

1. On your USB create a new Word document containing your mobile phone number and email address. Save as _YourName_ (ie. _JaneSimpleton.docx_).

2. Create a folder called **ILP Exercises**

3. Create a new Word document containing one line of text. Save as EnvMgmtReport_v1 in your "ILP Exercises" folder.

4. Open EnvMgmtReport_v1 and add another line and save as EnvMgmtReport_v2

5. Create and organise Folders and Sub-Folders as indicated on page 7 to develop a filing system ready for use.
Data management plan

If you are interested in developing a ‘data management plan’ then attend our session during semester time: **ILD01 - Data Management**

Data Management Plan is a document that describes:

- what research data will be created,
- what policies (funding, institutional, and legal) apply to the data,
- who will own and have access to the data,
- what data management practices (backups, access control, archiving) will be used,
- what facilities and equipment will be required (hard-disk space, backup server, repository) and
- who will be responsible for each aspect of the plan.

The best time to develop your data management plan is at the beginning of your research. Any time spent on creating a robust and easy to use data management framework will be rewarded many times over during your research.

**ILD01 - Data Management**

**Course Description:** Data Management involves organisation (backups, version control, bibliography management), administration (security, privacy), and sharing (archiving, publishing) of data.

This workshop provides an introduction to Data Management: what is digital research data and why does it need to be managed? Issues relating to data are explained and various methods for solving problems with software tools and ANU services are described.

Register at: ql.anu.edu.au/4o40
Typequick

Learning to touch type

Learning to touch type is a valuable asset as it increases efficiency and may prevent common computer-related injuries.

Typequick is a software program available on all Information Commons PCs. (*Not available off campus*)

The three lesson modules are:
1. Learning the keyboard
2. Learning to use the numeric keypad
3. Speed and accuracy drills

Using Typequick

Before beginning the program ensure that the sound of the computer is turned off or that headphones are plugged in.

1. Click on Apps by Name > TypeQuick Professional
2. At the ‘Please log in’ box select > New Student
3. Create a login name and enter your full name. Click > OK
4. When taken back to the ‘Please log in’ box enter your created login name. Click > OK
5. Select > Start Course
6. Follow the prompt. Press the ESC key to continue
7. Take note of the posture suggestion and press the ESC key
8. Follow the course

When returning to Typequick remember your login name.

Type IT

Another typing tutor (Type IT) can be accessed from ANU Pulse. (*It is available on and off campus*)

ql.anu.edu.au/pulse

Your ANU UniID and ISIS/HORUS password are required to use Type IT.
**File Management**

### Other resources

#### Training notes

To access the Information Literacy Program’s training notes, visit the Research & learn webpage ([anulib.anu.edu.au/research-learn](http://anulib.anu.edu.au/research-learn)) and select the skill area followed by the relevant course. You can register for a workshop and find other information.

#### Research & learn how-to guides

Explore and learn with the ANU Library’s [how to guides](http://ql.anu.edu.au/howto). Topics covered are:

- Citations & abstracts
- Data Management
- EndNote
- Finding books and more
- Finding journal articles and more
- Finding theses
- Increasing your research impact
- NVivo
- Topic analysis
- Using Google scholar from off-campus

#### Subject guides

Find [subject-specific guides](http://ql.anu.edu.au/subjectguides) and resources on broad range of disciplines. Such as:

- History, indigenous studies, linguistics and philosophy
- Criminal, human rights and taxation law
- Biochemistry and molecular biology, neurosciences and psychology
- Asia Pacific, Southeast Asia and East Asian studies
- Engineering
- Astronomy and astrophysics, earth sciences, mathematical sciences and natural hazards

#### Online learning

Online learning is available through [ANU Pulse](http://ql.anu.edu.au/pulse), which can be accessed from both on and off campus by all ANU staff and students.

**IT skills development modules available in ANU Pulse**

Microsoft Office (Access, Excel, OneNote, Outlook, PowerPoint, Project, Visio, Word)
Microsoft Office (Mac)
Adobe suite (Illustrator, Photoshop)
Other IT (Concepts of IT, FrontPage, Internet Explorer, Type IT, Windows)

#### Training calendar

Select [Events »](http://ql.anu.edu.au) near the bottom of the Library homepage to access our [events calendar](http://ql.anu.edu.au/cal) with upcoming training opportunities displayed day by day.

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**Feedback!**

Please provide feedback about today’s workshop via an [online feedback form](http://ql.anu.edu.au/survey)