

EDITING FILES FROM YOUR Z DRIVE VIA THE INTERNET: 3 EASY STEPS

It is possible to access files from your school Z drive from any computer with an Internet connection. Once you access your files, you can view, download, edit, and re-upload them to the Z drive, so they can be accessed at school.

IMPORTANT NOTE ABOUT EDITING AND SAVING FILES:

If you are accessing and editing a document from your Z drive via the Internet, you MUST be sure to save it locally (i.e. to your **Desktop** or **My Documents** folder), then re-upload it when you are finished editing. If you only open the document and click Save, it will be saved to a temporary Internet folder; the changes will NOT be saved to the document on your Z drive, and your work will be lost.

1. Access Your Z Drive

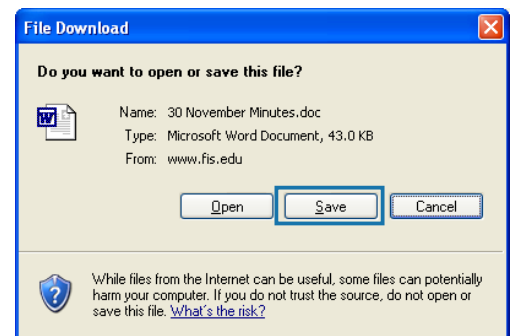
- 1) Go to www.fis.edu/home
- 2) At User name, type your **FIS\your user name**
- 3) At Password, type your network **password**
- 4) If working from a school computer, **DO NOT** put a check mark in the *Remember my password* box
- 5) Click **OK**




2. Download, Save, and Edit the File

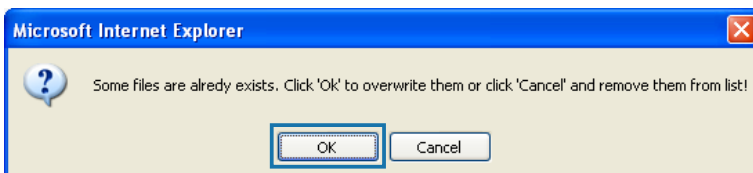
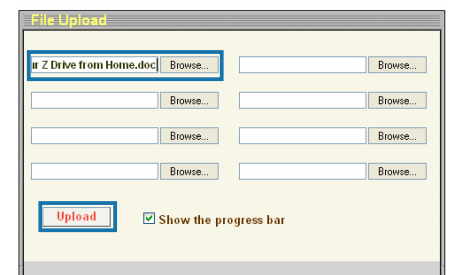
- 1) Navigate to the file to be edited.
- 2) Click **Get** next to the file.
- 3) The File Download dialog box may appear. If so, click **SAVE**.
- 4) Select a location (the **Desktop** or **My Documents**) to save the document, then click the **Save** button.
- 5) Go to the location the document was saved and edit it, being sure to save it at regular intervals, and once more when you finish working on the document.

TIP: If you are unsure if the document you have downloaded is saved on the Desktop or My Documents folder, go to **File → Save As...** and check the location.




3. Upload the File Back to Your Z Drive

- 1) Return to your Z drive. If this Internet window has closed, follow the directions above "**Access Your Z Drive**".
- 2) Click the **Upload Files**  button on the toolbar at top.
- 3) The **File Upload** option will appear on the right side of the screen. Click the first **Browse...** button.
- 4) Navigate to the document to be uploaded, **click on it**, then click the **Open** button.
- 5) Click the **Upload** button.
- 6) If the message below appears, click **OK**. This will replace the old document on your Z drive with the newly edited one.



- 7) **Repeat Steps 3 – 6** to upload other documents.

- 8) When finished, click the **Logoff** icon  on the toolbar at top.