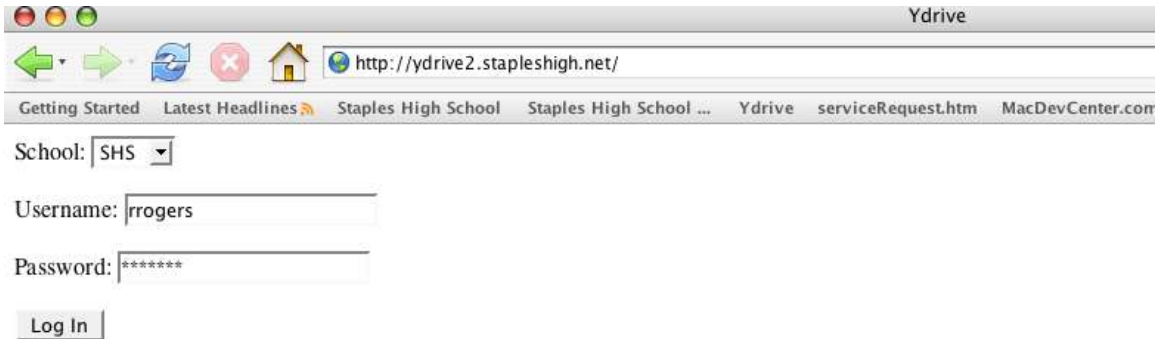


How to access and use the Y-Drive from the Internet.

1. Go to: <http://ydrive2.stapleshigh.net>

If not already selected, choose your school. Using your school computer login and password, Log In.



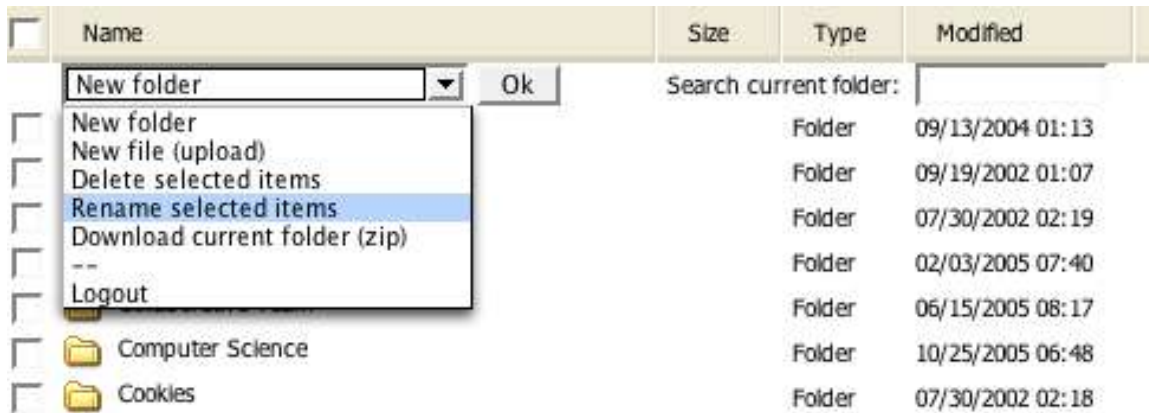
If you are having problems remaining logged in, follow the instruction [here](#) to enable cookies in your browser.

2. Once logged in, you will see a screen similar to the one below. In it should be all of the folders and files within YOUR Y-drive.

You can navigate the drive by clicking on the name of the File/Folder you want to select. If it is a file, it will prompt you to open or save. If it is a folder, it will take you into a directory of that folder.

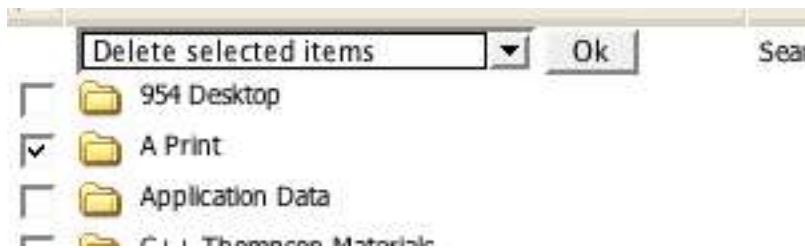
Name	Size	Type	Modified
New folder			
954 Desktop		Folder	09/13/2004 01:13
A Print		Folder	09/19/2002 01:07
Application Data		Folder	07/30/2002 02:19
C++ Thompson Materials		Folder	02/03/2005 07:40
Collaborative Team		Folder	06/15/2005 08:17
Computer Science		Folder	10/25/2005 06:48
Cookies		Folder	07/30/2002 02:18
Drop box		Folder	12/16/2004 08:37
EMAIL		Folder	10/29/2003 07:18
Grad Program		Folder	12/10/2003 11:05
Grade Templates		Folder	09/19/2002 01:07

- At the top you will see a drop-down window that has several ACTIONS that you can choose from: New Folder (as in create a new folder in your y-drive), New File (Upload. How to upload a file to your y-drive), Delete selected items (delete items from your y-drive), Download current folder (zip) [this makes a zip compressed file of the entire contents of your Y Drive.]



- To create a NEW FOLDER, select the option and click OK, it will ask you to name it, then click OK again. It will create that new folder in your main Y Drive. If you want to create a new folder within and already existing folder, you must click into that folder, prior to selecting New Folder from the menu.

- To use DELETE SELECTED ITEM, or RENAME SELECTED ITEMS functions; you must check the Check Box next to the item you want to affect. Once checked, select the function and follow the prompt.



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6. To use the NEW FILE (UPLOAD) function, click into the folder you want the file to upload into (skip this step if you want the file to upload into your main directory.) Once the correct directory is selected, choose NEW FILE (UPLOAD) from the dropdown menu. The menu will change and it will display a text field with two buttons: Browse.. & Ok.



Click on Browse to search your local computer for the file you wish to upload. Once selected, click OK. It should then appear in the text field window. Click ok, it will then upload to your Y Drive. See below for an example.



7. SEARCH CURRENT FOLDER, this function allows you to type in the term you are searching for. As you type, it will condense and display all items with that letter string in the filename. In the example below, I have begun typing in the first few letters of the word 'letter'. The search will begin to display any names that have those letters. In this case 'le'. It is an easier way to search if your Y Drive is full!

Name	Size	Type	Modified
Delete selected items			
Search current folder: le			
Letterhead		Folder	10/25/2005 06:01
New STaples		Folder	07/12/2004 08:31
untitled folder		Folder	08/22/2005 01:07
Daily Schedule 2004-05.xls	38 KB	xls	09/01/2004 01:25
Daily Schedule.xls	22 KB	xls	06/20/2003 07:21
DDS Help File.doc	885 KB	doc	05/19/2005 12:10
leaving earth.bmp	2,304 KB	bmp	05/19/2003 08:58
Robs Daily Schedule Spring 05.xls	40 KB	xls	01/21/2005 09:55
Robs Daily Schedule.xls	41 KB	xls	05/12/2005 01:15
Substitute Lesson Plans.doc	40 KB	doc	10/20/2003 10:03
Substitute Lesson Plans2.doc	29 KB	doc	09/26/2002 05:55