

File Synchronization

You've got the Bates Work folder but now what do you do with it

In my travels around campus I'm discovering a certain degree of confusion about what should be placed in the Bates Work folder and how to put it there. Let me try to clarify.

What goes and what stays:

Any individual files, or folders containing a collection of files, that exist solely on your computer's hard drive and are related to the work you do here at Bates should be stored in your Bates Work folder so that they are backed up to Mexico, the designated file server for this purpose.

You should not place personal files of any kind in the Bates Work folder. Not because they are not secure there but because the server is not intended for that purpose; personal files (documents, photos, videos, music) are not the responsibility of Bates College.

Moving versus copying:

Because Mexico is seen by your computer as a separate hard drive, when you drag a file or folder to Bates Work, a copy will be placed there but your original file will remain wherever it was, on your desktop, in My Documents or somewhere else. If you continue to work from the original location, the file will not be synchronized to Mexico, even though you placed a copy in Bates Work.

When dragging files and folders to Bates Work you'll notice a little + at the lower right of the icon as you hover over the Bates Work folder. This is telling you it will be copied and not moved. By holding down the "Shift" key, the + will disappear and the file or folder will be moved instead. It will disappear from its original location, which is what we want to happen.

Going forward, you will open the Bates Work folder to access the files and folders. This insures that they are being synchronized to Mexico, safe and secure. All Bates work should reside inside the Bates Work folder. If it's on your desktop or anywhere else, it's not being backed up.

Hope this helps.