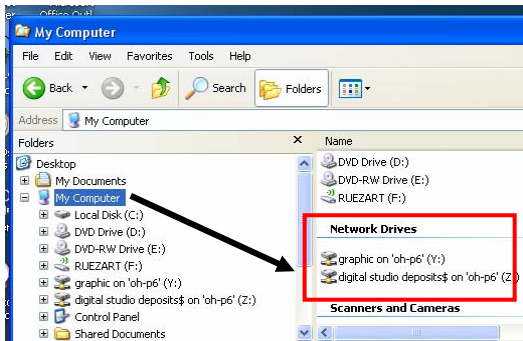


# The Digital Studio

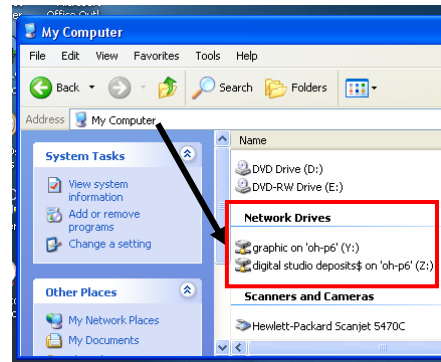
## The Public Folders

These folders live on our class server. They are our Public folders. The names of these public folders and their purpose are:

Name of Public Folder	Purpose
\\oh-p6\graphic	You take material out of this folder
\\oh-p6\digital studio deposits\$	You put material into this area to transfer it to your instructor



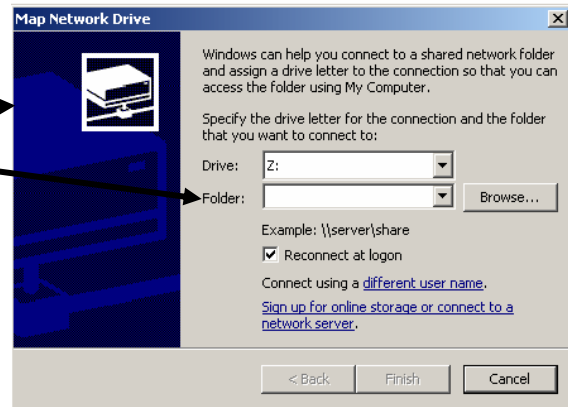
To get to these public folders double click MyComputer. If your computer is connecting with these public folders you will see them.



## Zoom in closer to see these screen shots more clearly.

If you do not see these two public folders, you need to tell your computer where to find them. Do this by following these steps:

Right Click MyComputer > Click Map Network Drive > read this information in the pop up dialog box > in the lower data field type this: \\oh-p6\graphic > Click Finish. Repeat these steps for the second public folder.



If you click finish and a pop up tells you that the process failed, repeat the steps and verify that you are typing in the folder name exactly as it is typed above. Don't worry about the drive letter – the only concern for us is that it has not already been used. If it has been used, you will see a name next to it. If it has a name next to it, use another drive letter.

**To enter the public folder**, just double click on its icon. Remember to name everything you put into the public folder so your instructor will know it is yours. You can not remove or delete what you put into the public folder.