

# Where (and how) to save my files from my MacBook Air

MacBook Air or flash drive	MSDWC network
<ul style="list-style-type: none"> <li>• Accessible anywhere you have your MacBook</li> <li>• YOU must perform backup</li> <li>• Use (with caution) for working documents. By saving to your MacBook, no backups exist!</li> <li>• Will not automatically backup when connected to Internet connection or MSDWC network. YOU will have to backup this file.</li> <li>• Free storage dependent on software and storage taken by user's files saved to MacBook</li> <li>• <b>How: Save to desktop (or documents folder) under Favorites</b></li> </ul>	<ul style="list-style-type: none"> <li>• Not accessible from home</li> <li>• MSDWC performs backups</li> <li>• Use for working documents</li> <li>• ~1 GB storage</li> <li>• Will need to copy your work to MSDWC network if changes made while off our network</li> <li>• <b>How: Save to user folder OR shared folder under Favorites</b></li> </ul>

Google Drive	Evernote
<ul style="list-style-type: none"> <li>• Accessible from home with Internet connection</li> <li>• Cloud storage - automatic backups are performed</li> <li>• Useful for working documents</li> <li>• Documents can be shared with others</li> <li>• Collaborate made possible with Google Drive</li> <li>• 5 GB free storage</li> <li>• <b>How: Save to Google Drive folder under Favorites</b></li> </ul>	<ul style="list-style-type: none"> <li>• Accessible from home</li> <li>• Useful for archiving finished documents</li> <li>• Record research for later reference</li> <li>• Will automatically sync work to the cloud as long as Internet connection is established</li> <li>• 60 MB free storage per month</li> <li>• Viewable (not necessarily editable) on mobile devices with Evernote</li> <li>• <b>How: Drag file to Evernote icon in your dock or to a new note. You'll need to update that note anytime you make changes to your file.</b></li> </ul>