

Opening and Saving Files using Minitab in Remote Applications using Windows

When using SU Remote Applications, the application accesses your P drive by default. But there may be some instances where you need to save a file to your own computer, such as to upload a file to MyClasses, or open a file saved on your computer. This guide covers how to work with your computer's local C drive using Minitab.

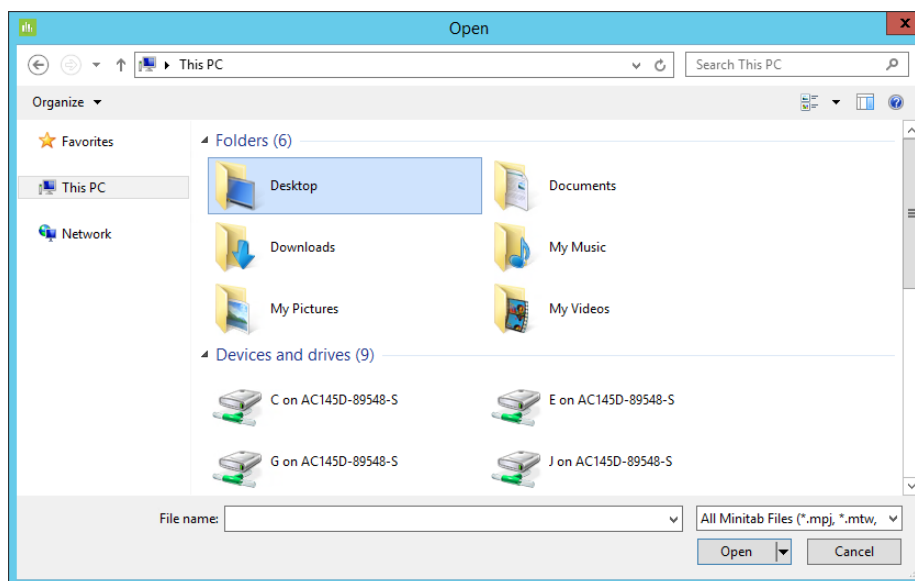
P Drive vs. C drive in SU Remote Applications

In SU Remote Applications, when you go to open or save a file, your Desktop, Documents, Downloads and other default folders are actually on your P drive, not on your computer. In other words, the *Desktop* folder is actually a folder in your P drive called *P:\<username>\Desktop*. These are created for you the first time you use SU Remote Applications.

To access your computer's C drive and its Desktop, Documents and other folders, you'll need to change the location you're looking in. In most cases, it's going to be *C on <computername>* where *<computername>* is the name of your computer.

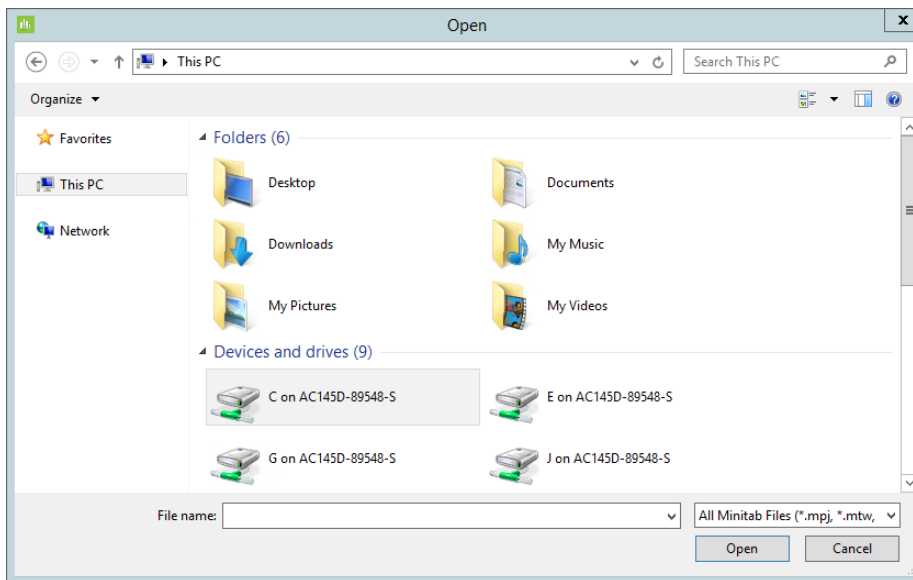
Opening and saving a file from your P drive

By default, SU Remote Applications open from the folders created on your P drive. To work from your P drive, simply open or save your files to any of the default locations (*Documents* by default). The image below shows the default folders available on your P drive as folders under "This PC" such as Desktop, Documents, Downloads and My Music. The Devices and Drives section below that show the hard drive(s) that are available on your local computer.



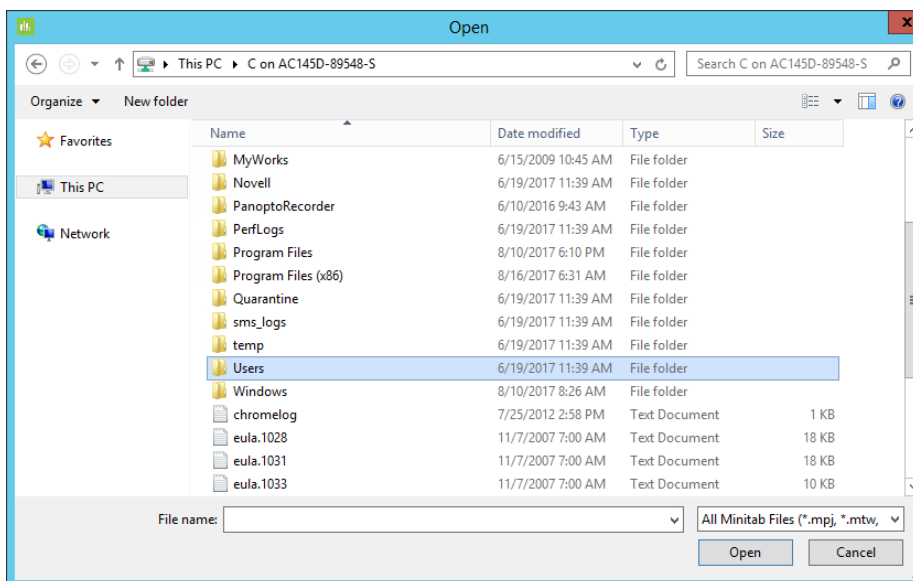
Opening a file from your local C drive

To open from your personal computer, you'll need to change the location in the drop-down. You would need to do this if, say, you had a file in MyClasses that you downloaded to your computer's Desktop and then needed to open in Minitab. To do that, within Minitab, click *File>Open Project* and then click the *Look in:* drop down menu. The drop down menu will populate with available drives. Your computer's hard drive will appear in the list as *C on <computername>* where *<computername>* is the name of your computer. For example, in the image below, *C on AC145D-89548-S* is the local C drive.

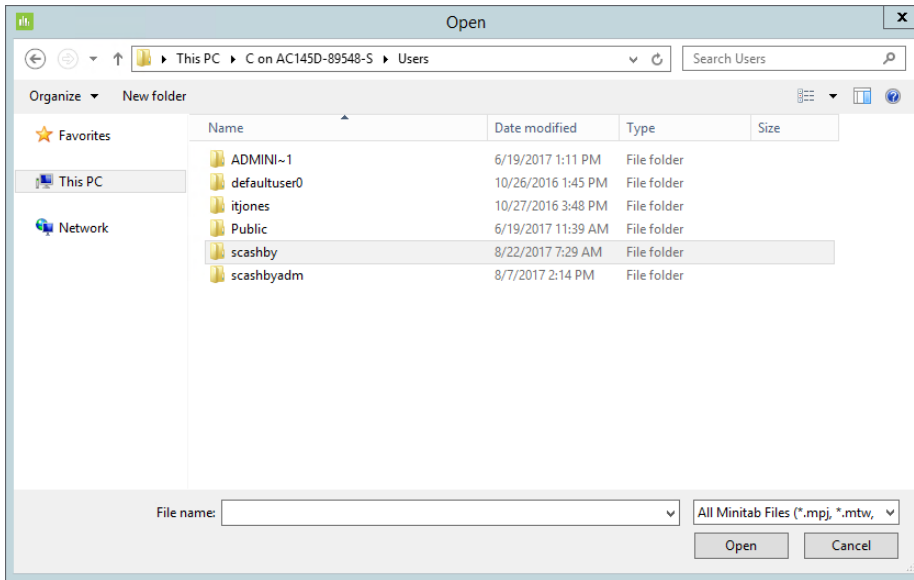


Note that the My Music, Documents, Desktop, My Pictures, Downloads and My Videos folders are all on the P drive, not the local C drive.

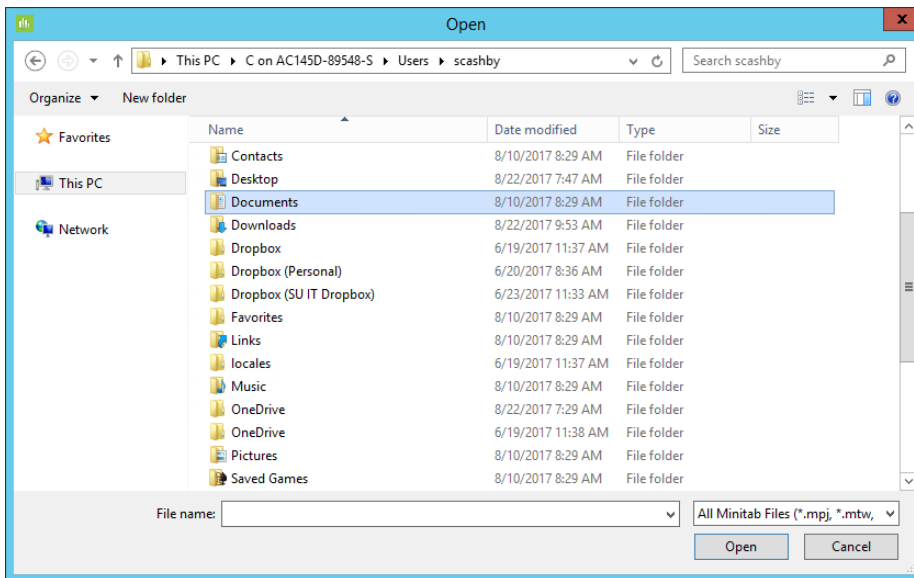
Once you've selected your C drive, you'll need to navigate to your user folders to access your files. Double-click the *Users* folder to open it.



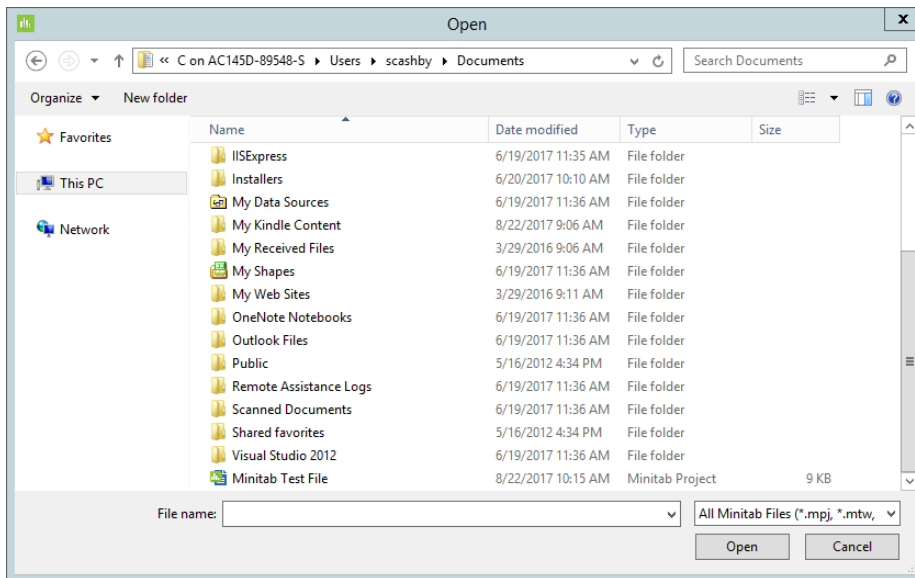
Then double-click the folder with your username.



From there you should see all of your local folders, including Desktop, Documents, etc.



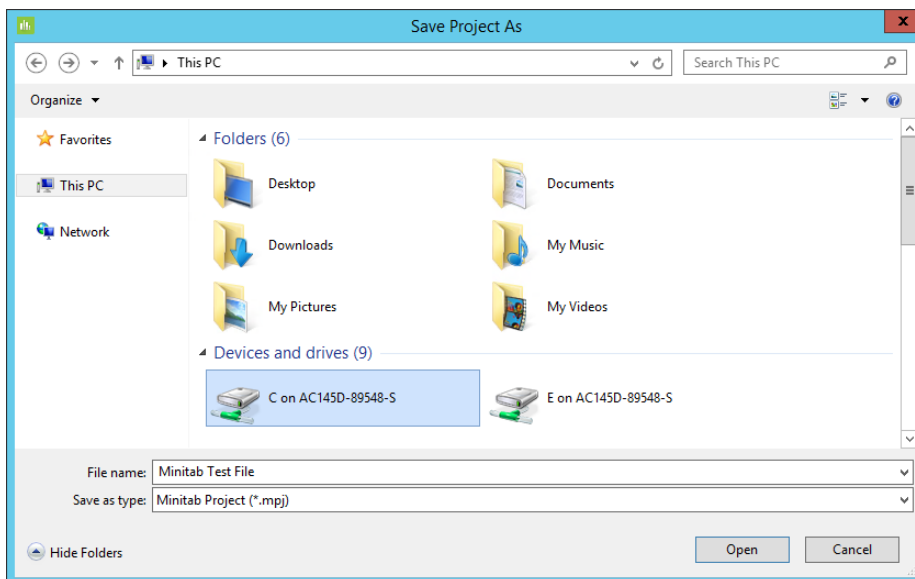
Double-click the folder that contains your file, in this example we're opening the *Documents* folder. Then click the file you want to open and click *Open*.



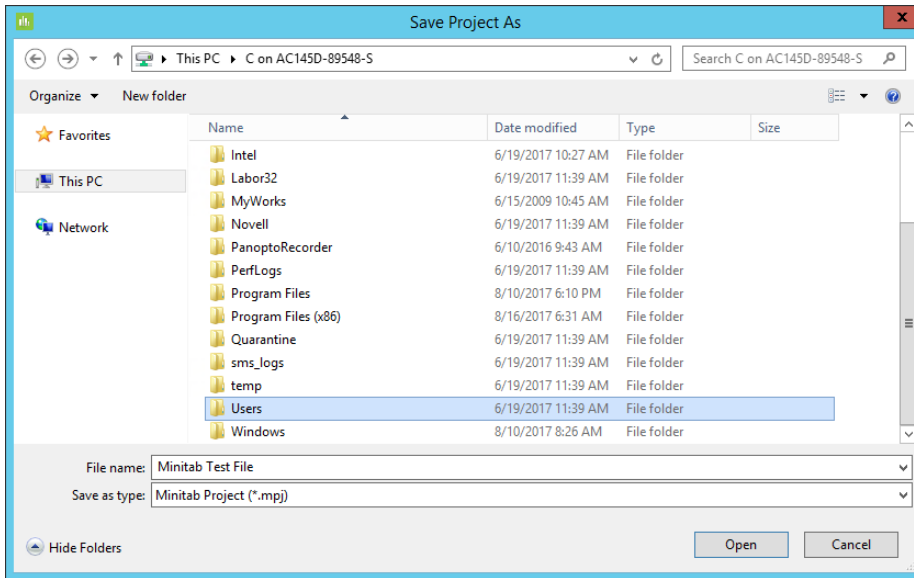
Saving a file to your C drive

While there are many advantages to saving files to your P drive, there are times when you will need to save a file to your own computer in order to access it outside of SU Remote Applications, such as uploading files to MyClasses. To do that, you'll need to change the folder where you save your files.

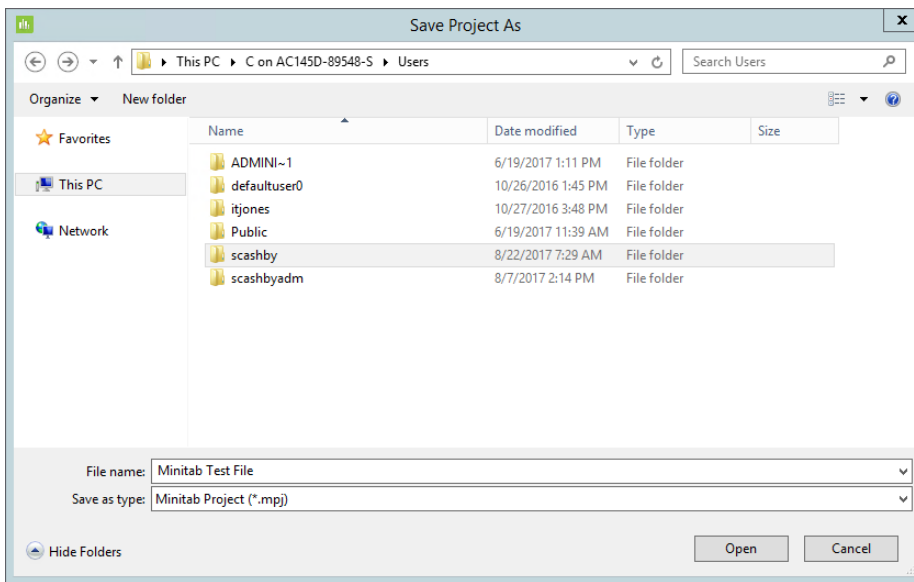
First, choose *File > Save Project As...* and then click the *Look in* drop down menu. As you scroll through the options, you'll see Desktop, Documents, and downloads, among other folders. Those are actually on the P drive. You'll also see other drives that say something like *C on <computername>*. These drives are your computer's drives. For example, in the picture below, *C on AC145B-89553-S* is the local C drive.



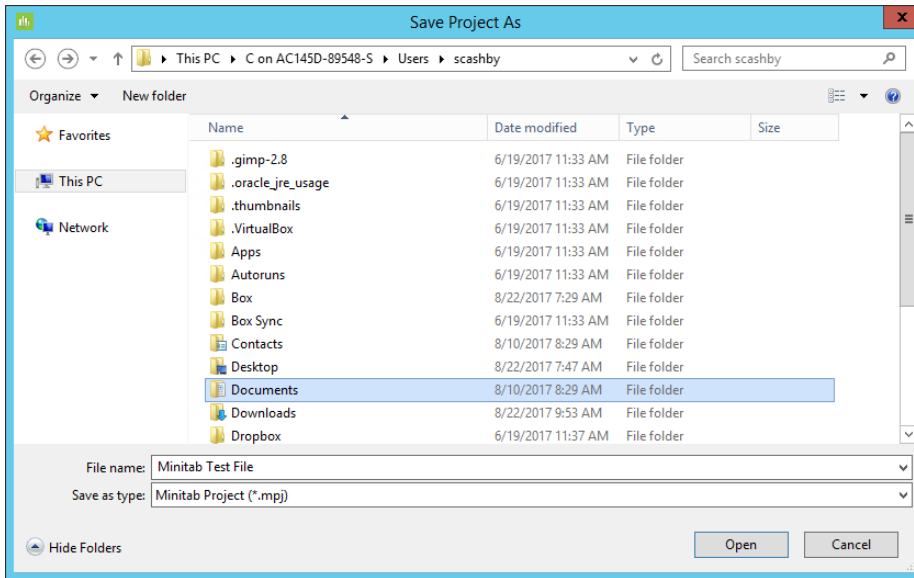
To save the data to your computer, you'll need to select your C drive. Because most computer restrict access to the root of the C drive, it's usually a good practice to navigate to one of your normal folders. To do that, double-click the *Users* folder.



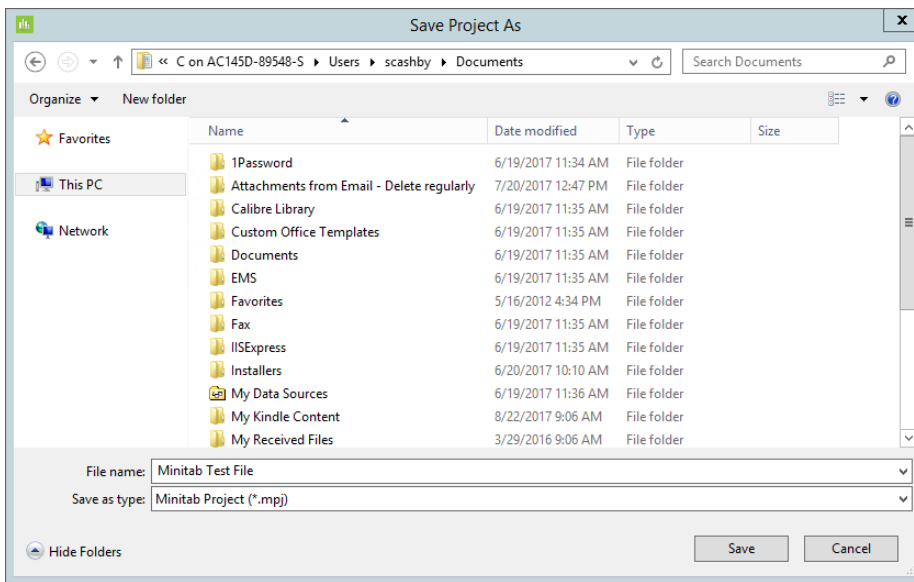
Then select your username's folder.



From there you can choose where to save your file. In this example, I chose the *Documents* folder.



Double-click on the *Documents* folder, type in a name for your file and select *Save*.



Once saved, the file appears in the *Documents* folder as shown below in the Windows Explorer window, and can be used with programs outside of SU Remote Applications, such as uploading to MyClasses or sending via e-mail.

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