

## P: drives via the web

### Introduction

All students and staff have a personal file storage space on the network - known as the "**P: drive**" as this is usually the network drive letter allocated to it. Wherever you log on to the campus network your P: drive is available (in PC Clusters the **My Documents** icon on the desktop is a shortcut to the P: drive).

Away from the campus you can download and upload files to and from your P: drive over an Internet connection – for example to and from your home computer\* (but please remember that large files will take a long time to download/upload if you are using a standard 56k dial up).

IMPORTANT – there are a number of system folders and files on your P: drive that you must not delete or rename: eg **Favourites**, **public-html**, (for Pegasus Mail users the **pmail** directory should never be deleted or manually edited as these contain your email!). ***As a general rule do not delete or rename files or folders that you did not create.***

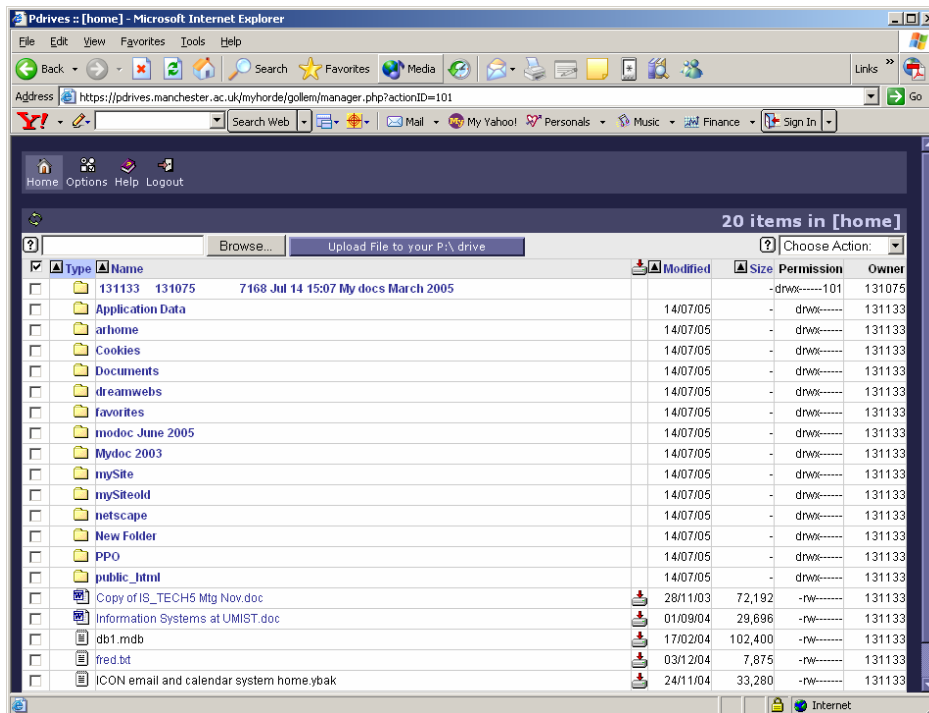
You have a predetermined amount of space (quota) on your P: drive (usually 100MB) which has to include room for the above named folders as well as files you store yourself. ***You must always make sure that you have more than enough space left on your P: drive to store any files that you upload.*** Note that at present you cannot check this remotely – please make sure you do this **before** you leave campus. See instructions for checking free space in the p drive section of the website <http://www.itservices.manchester.ac.uk/pdrives>.

### To access the P: drive facility

1. Start your web browser and type in **pdrives.manchester.ac.uk** (or [click here](#)).
2. When the login box appears, enter your central username and password.

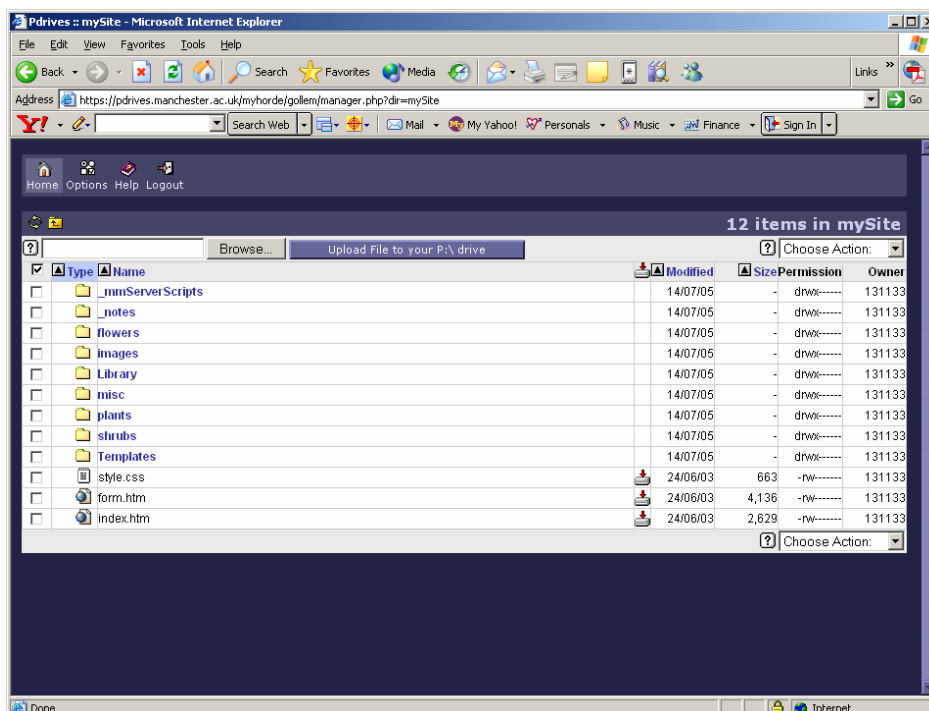
## Moving around your P: drive



When you log in you will see the following screen:



Items marked with a folder icon are folders on your P: drive. Other items represent individual files at the top level (home) of your P: drive.

1. To look inside a folder - click the name of the folder - this is a link which takes you into that folder.

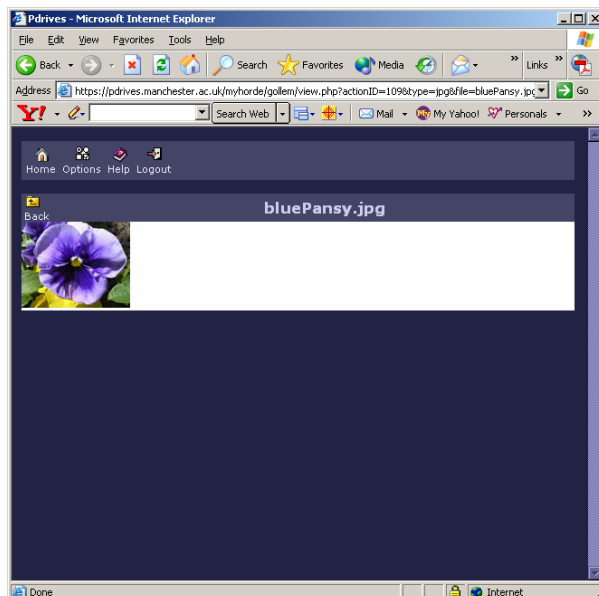



2. If there are further folders you can continue down the structure by clicking on the names of the folder, or by clicking **Choose Action** and choosing **change directory**.
3. To move up the folder structure - click the  icon in the top left of the screen.
4. To go straight to the top level of your P: drive click the **Home** icon .

## Viewing files

For some file types such as MS-Word, MS-Excel, MS-Powerpoint, zip archives, and some graphics formats, you can view the contents of a file online (ie without downloading it). You can tell if this option is available because the name of the file is printed in blue (eg the two Word documents on the first screen). Viewing a file is quicker than downloading as the processing is sent to the server.

1. Click on the name of the file to start the online viewer:

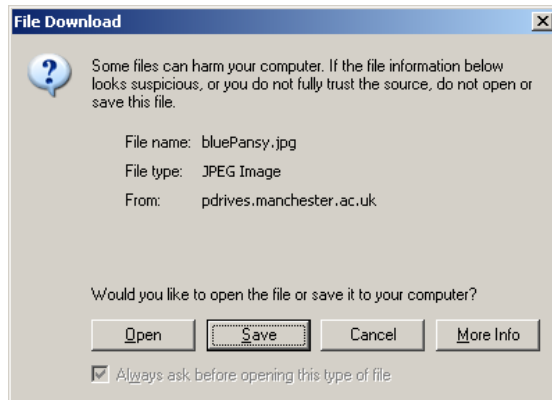


2. Click on the  icon to go back to the folder view.

## Download a file from your P: drive to the local computer

Note that you can only download one file at a time, you cannot download folders.

1. Click on the  download icon (4th column) for the file you want to download to your computer.



2. Click **Save** and choose a place to save it on your own hard disk.

## Upload files to the P: drive.

1. Move to the folder in which you wish to place the document as described in **Moving around your P: drive**.
2. Click on the **Browse...** button near the top left of the screen (alternatively you can miss this step by typing in the full path to the file if you know it eg c:\work\january\report.doc).



3. When the standard Windows file manager box opens browse to the file you want, highlight it and click **Open**. You will return to the folder view
4. Then click "**Upload File to your P:\ drive**" to copy the file into the folder you are currently viewing.

## Warnings

Because the system uses File Transfer Protocol (FTP):

- **If a file of the same name already exists in that folder it will be overwritten without warning** so it is always better to give files a slightly different name.
- **If your P: drive is full (or will be filled when you upload) the file will be created but it will be empty** (and if you used an existing filename you will lose the initial file). At the moment you can only check your P: drive space on campus (see above).

## Move a file/folder around on your P: drive remotely

This (FTP based) system is not designed for moving files and folders around on your P: drive. If you need to do this you would need to download to your local PC and upload to a different folder.

## Delete a file/folder from your P: drive remotely

Note: folders must be empty before you can delete them, so you need to delete the files first.

1. Click the check boxes next to the name of the file/folder you wish to delete.
2. Click on **Choose Action** and choose "**Delete items**".

**Warning** - there are important files and folders created by the system on your P: drive. Never delete any file or folder which you didn't create yourself.

## Rename a file/folder on your P: drive remotely

1. Click the check boxes next to the name of the file/folder you wish to delete.
2. Click on **Choose Action** and choose "**Rename items**" - you will be offered each item in turn.

**Warning** - DO NOT change the file extensions (eg .doc, .jpg). Do not rename folders and files that you didn't create.

## Create a folder on your p: drive remotely

1. Select **Choose Action** and choose "**Create folder**"
2. When prompted type in a name for the folder.

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\* Suitable computer is any machine equipped with a javascript enabled browser that understands SSL certificates as this is a secure, encrypted connection between your browser and the server offering this service.