

Always be aware of the complete path filename;
set Windows Explorer to show extensions.

Drive:\folder\subfolder\filename.ext

Windows Explorer > Organize > Folder and Search Options >
View > (un)Hide extensions

Use Windows 'Map network drive' to connect to U:

1. Right-click: Start > Open Windows Explorer (or File Explorer)
2. Right-click: Computer (or This PC)
3. Click: Map network drive
4. Select a unique drive letter, U:
5. Folder address: [\\jscasrv2\pluimms](#)
6. Check: 'Connect using different credentials'
7. Check: 'Reconnect at sign-in'
8. Click: Finish
9. Enter network credentials:
 - Username = jsc\abc12340
 - Password = your password

**Use Windows 'Disk Management' to recognize the
thumb drive as a specific drive letter.**

1. Right-click: Start > Open Windows Explorer
2. Right-click: Computer
3. Click: manage > Disk Management
4. Right-click on the thumb drive > Change Drive Letter and Paths
5. Click: Change (and select an appropriate letter)
6. Click: OK > OK

**Use Notepad to create a .bat file; create a shortcut
for this file on the desktop.**

```
rem this .bat file saves selected files to J:
xcopy c:\hobodata\*.* /y/f/d/s j:\hobodata\
xcopy c:\jsc\xlfiles\e2270f17.xls /y/f/d/s j:\jsc\xlfiles\
pause
```

.bat files cannot be sent as email attachments.