ITS Resource Center Home

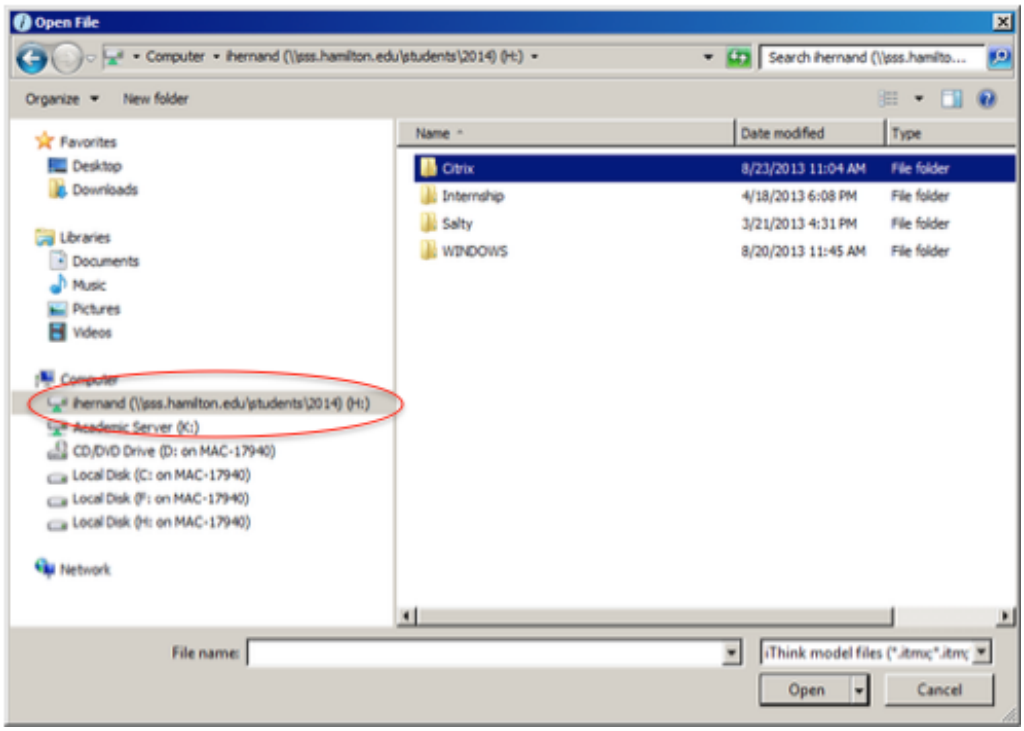
Using iThink

Contact Information

Educational Technology Support
315-859-4877
course-support@hamilton.edu

Opening Files

1. Select **File - Open**.
    1. If your files are on the Academic server, select the **Academic Server (K:)** from the menu on the left side of the window.
    2. If your file is on SSS or ESS, select **[username] (\\sss.hamilton.edu\students\[student year]) (H:)** from the menu on the left side of the window for SSS, or **[username] (\\ess.hamilton.edu\users) (H:)** for ESS.
    3. If your files are on your local computer, select **Local Disk (C: on [computer name])** from the menu on the left side of the window. If you are presented with a prompt asking how you want to access files on the mapped drive, select **Read & Write.** Then select the **Users** folder. Click on the folder with **your username**, and then select the folder you would like to access from your local computer.
2. Navigate to the desired file and click **Open**.



Saving Files

1. Select **File - Save As**.
    1. If you want to put your file on ESS or SSS, select **[username]**

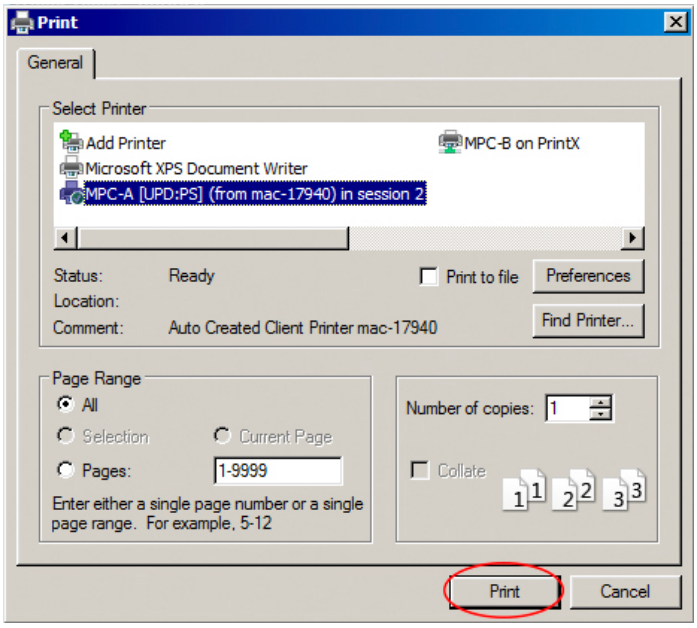
(\\ess.hamilton.edu\users) (H:) for ESS or **[username] (\\sss.hamilton.edu\students\[student year]) (H:)** for SSS from the menu on the left hand side of the window.

2. If you want to put your file on the local computer, click on **Local Disk (C: on [computer name])** from the menu on the left side of the window. If you are presented with a prompt asking how you want to access files on the mapped drive, select **Read & Write**. Then select the **Users** folder. Click on the folder with **your username**.

2. Navigate to the desired location, name your file, and click **Save**.

Printing

1. Select **File - Print Model**.
2. In the resulting print dialog window, make sure a printer is selected and click **Print**.



3. To export an image for local printing select, **File - Save As Image**, navigate to your personal network space, name your file, select **JPEG file (*.JPG)** and click on **Save**.

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