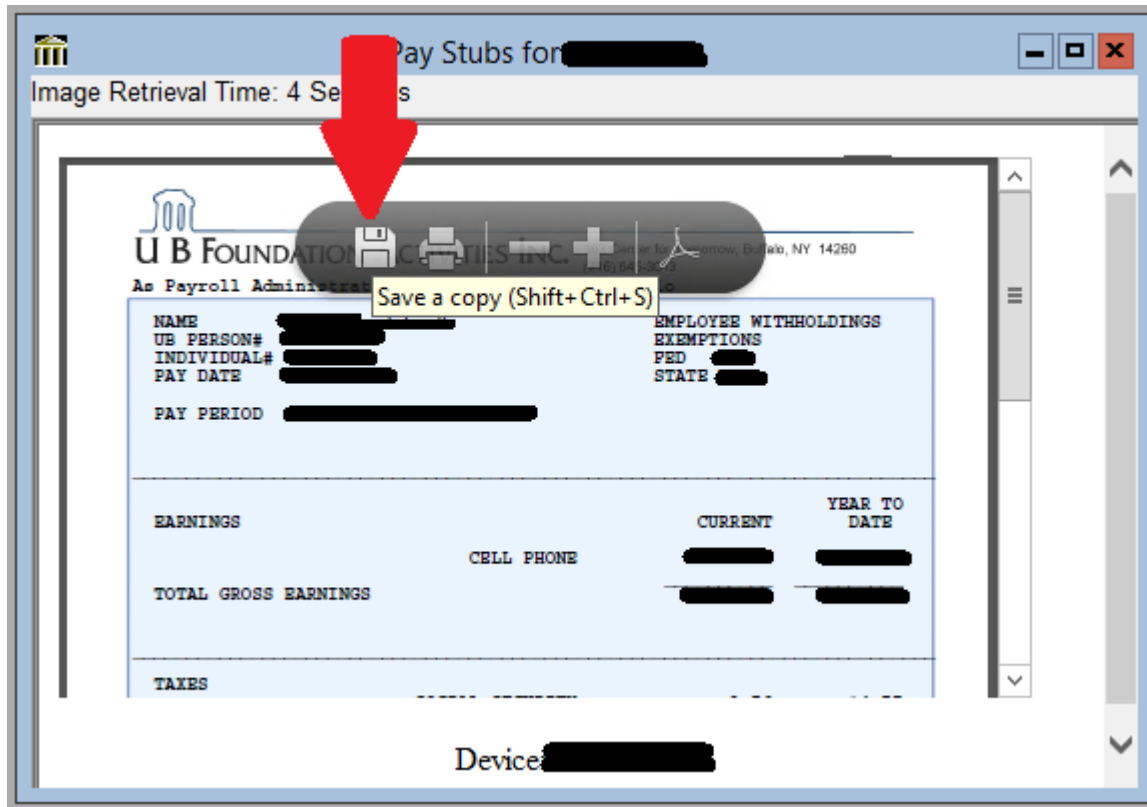


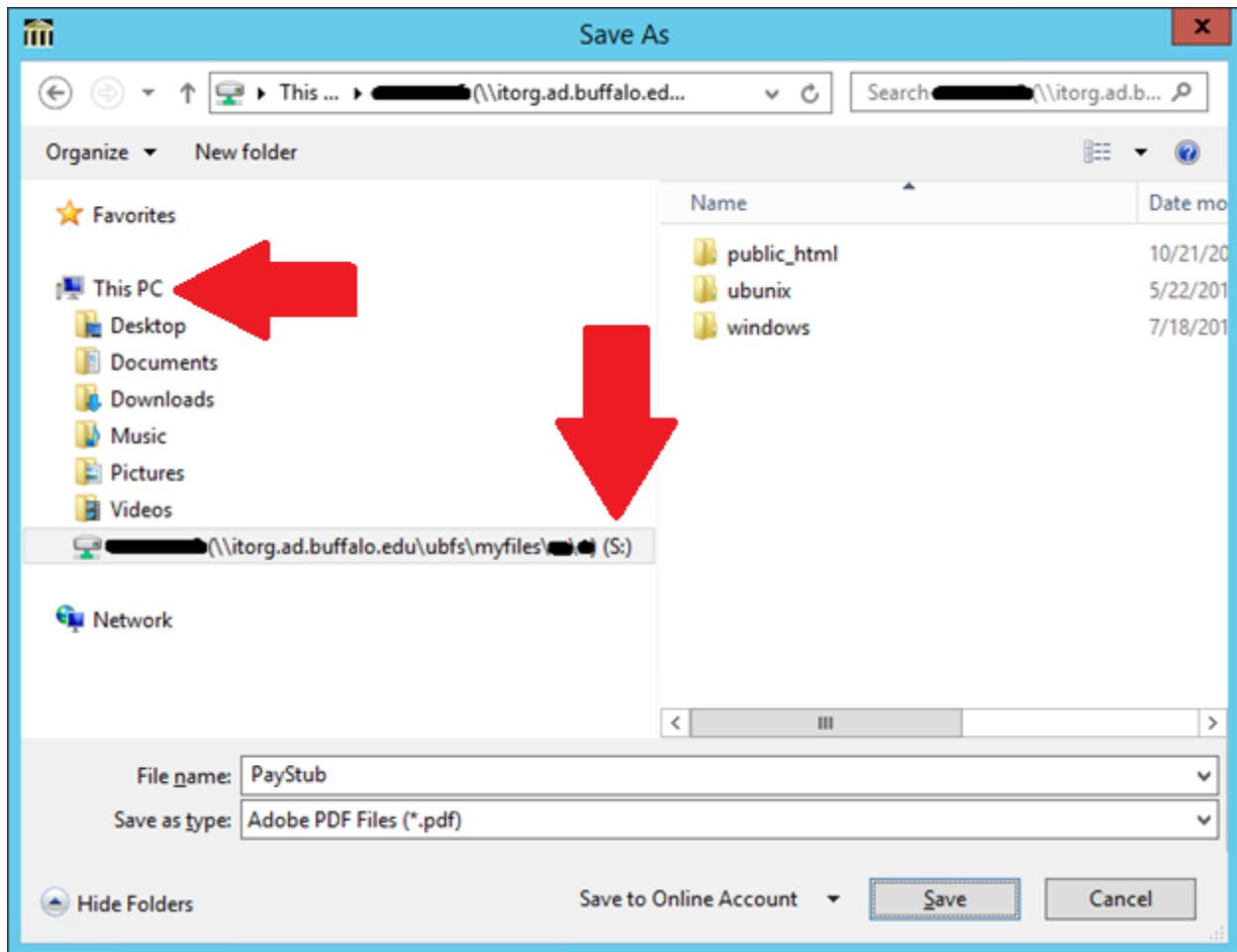
UBFIRST RDS Save Files and Printing

Save Files:

To save a file in UBFIRST on RDS, mouse over the desired file or report and from the pop-up click on the image of a disk (see added red arrow) to **Save a copy**:



When the **Save As** window opens do not select the default location. Instead expand **This PC** and select the bottom drive. This is your UBFS Myfiles space and it is mapped to the **S:** drive or <\\itorg.ad.buffalo.edu\ubfs\myfiles\u\b\ubitname> - where ubitname is your actual UBITName. Rename your file if desired and save to a location on your Myfiles space.

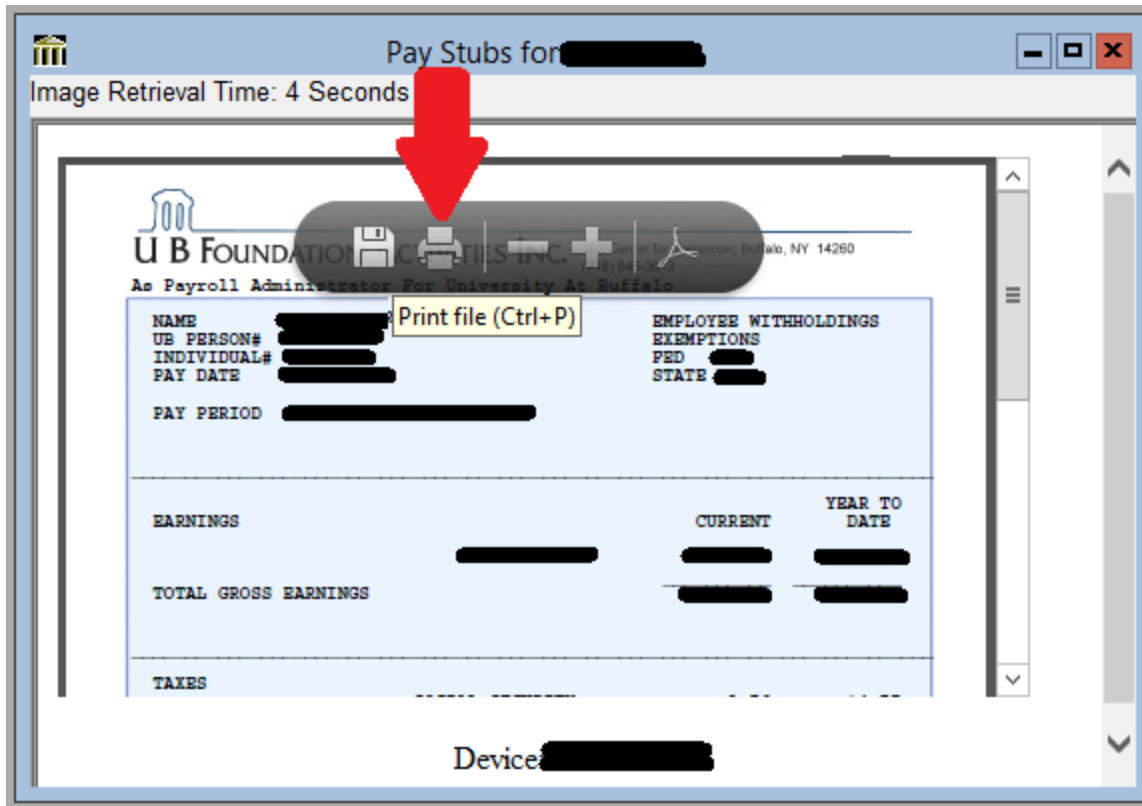


To access your Myfiles space follow instructions found on this UBIT link:

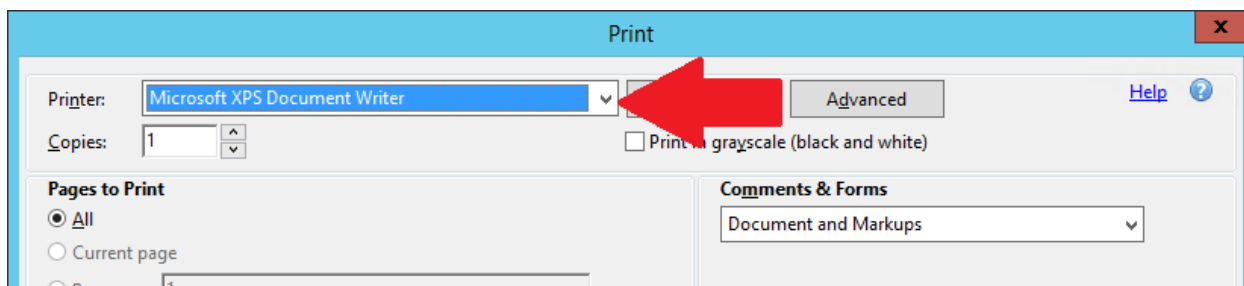
<http://www.buffalo.edu/ubit/service-guides/file-storage-and-sharing/accessing-myfiles-from-anywhere.html>

Print Files:

To print a file in UBFIRST on RDS, mouse over the desired file or report and from the pop-up click on the image of a printer (see added red arrow) to **Print file**:



Select your desired printer from the drop down arrow (see added red arrow):



If you have problems printing try saving the file instead (see above) and then access the file from your computer (not Remote Desktop Services) via your Myfiles.