epiCentre

Using the network

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The EPI Centre machine are all on the same network. This makes it possible to connect machines and copy your work over, from machines in the same room, or even machines that are in different rooms.
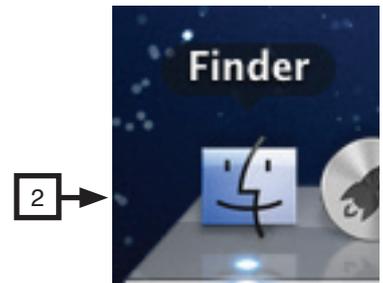
Step 1

1. Make a note of the name of the computer you are using. You will find it in the top left hand corner of the desktop.

Step 2   Connecting the computer

1. Sit down at the machine where you intend to work
2. Open the Finder window by clicking on the Finder icon in the Dock.
3. Click on the All... icon in the SHARED section of the left hand column in the Finder window.
4. From the list of computer names choose the computer you are using in the room.
5. Click Connect As...
6. Name: ace
7. Password: bower
8. Click Connect
9. Choose the ACE folder
10. Close the window

Step 3: Copying your work

Having connected to the remote machine the next step is to copy your work onto the computer on which you are working. *It is very important that you do not skip this step as opening and working on files across the network can cause the system to slow down and crash.*

There are several ways of copying your files. One way is to drag your files or, ideally, folder into the *ace* folder on your machine.

11. choose File > New Finder Window
12. repeat step 11

This will leave two windows open

13. in one window choose the local *ace* folder *(the 'house' icon)*
14. in the second window, choose the remote *ace* folder
15. drag your folder from the remote machine into the local *ace folder*
16. do one of the following:
    - break the connection by dragging the remote *ace* icon to the trash

      or
    - click on the eject symbol on the disk shortcut in the left hand panel of the finder window