How to give the SAS server access to the drives on your desktop or laptop.

**General advice: How to set the working directory in SAS**

The working directory is where SAS will look for data or code files. By default, SAS starts with this as the SAS home directory (something like win32/sas) or your root directory, e.g. c:/Users/pdixon. You almost certainly want to change that working directory. If you follow the ‘keep all your files on the SAS server’ instructions, that will be the Documents folder or the Stat 587 folder. If you follow the ‘link your local hard drive’ instructions, that will by some folder on your local machine.

**There are two different ways to use the SAS server to work with class files**

**1) Keep all your files on the SAS server**

You have a Documents folder on the SAS server.

When you first log into the SAS server, one of the setup activities is to create a folder for you on the server. You can see the contents of this by opening a File Explorer window and clicking This PC. You see Documents as well as other folders, e.g. Downloads, typically found on Windows machines. If you want, you can create a Stat 587 folder in the Documents folder. This is optional but recommended if you will use the server for more than class work.

You can open a browser on the server, access the class web site, and save files from the server to your Documents folder (or the Stat 587 folder).

The easiest way to copy class files to the server is to **right click** (windows local device) or **two-finger click** (Mac local device), then choose Save Link As (Firefox or Chrome, may be labelled differently in other browsers). Make sure the file is going into your Documents folder (or navigate to your Stat 587 folder), then click save. **Remember the name of the folder that contains the class files.**

Start SAS then set the working directory (see instructions at the top) to the folder containing your files.

**2) Link your local hard drive**

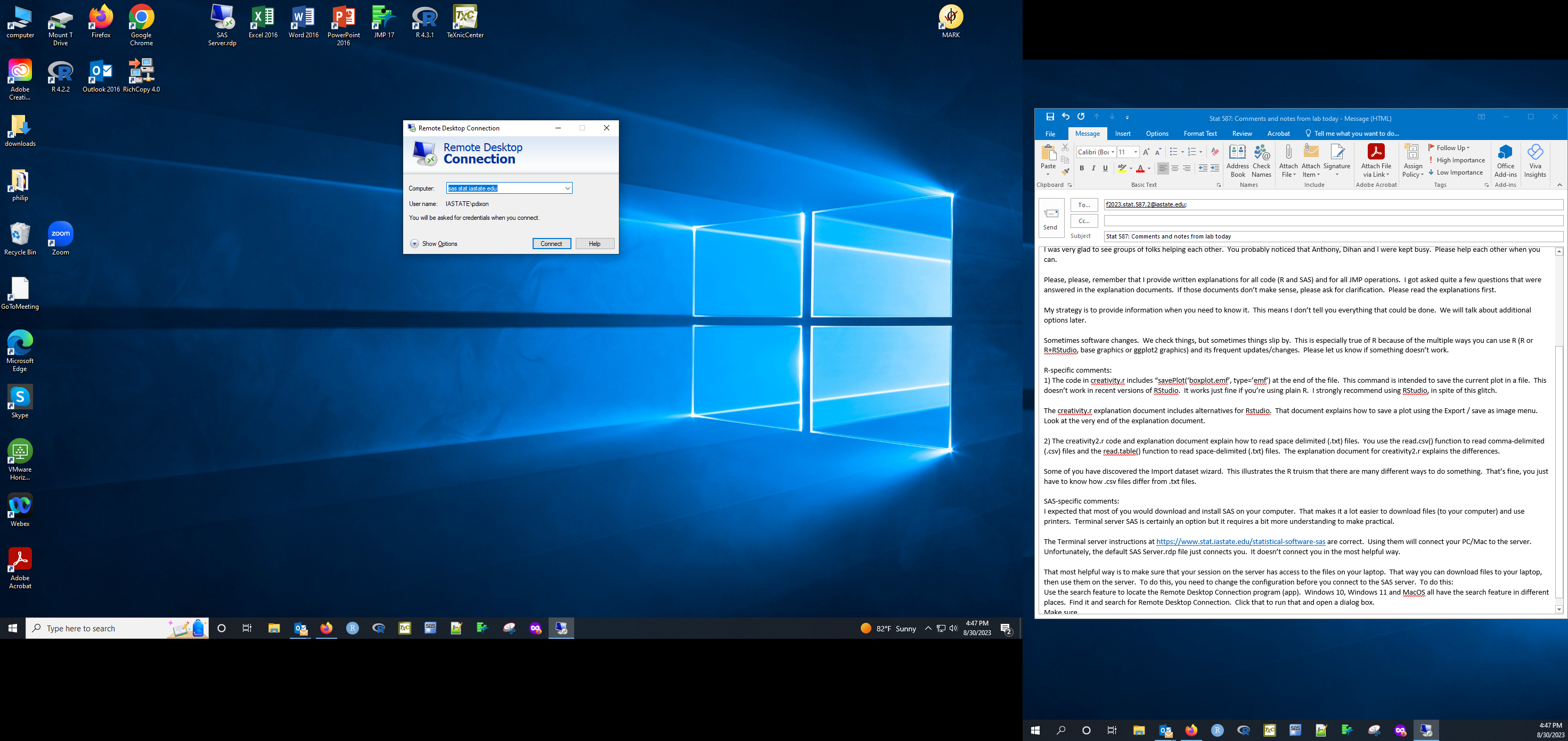
This only seems to work when your local machine runs Windows. If you have a Max or ?Unix machine, I believe you have to use the “Keep all your files on the SAS server” instructions.

This works by giving the SAS server access to the hard drive (and other drives) on your local machine (desktop or laptop). When the SAS server has that access, you can download files to your laptop, then use them on the server. To do this, you need to **change the configuration before you connect** to the SAS server.

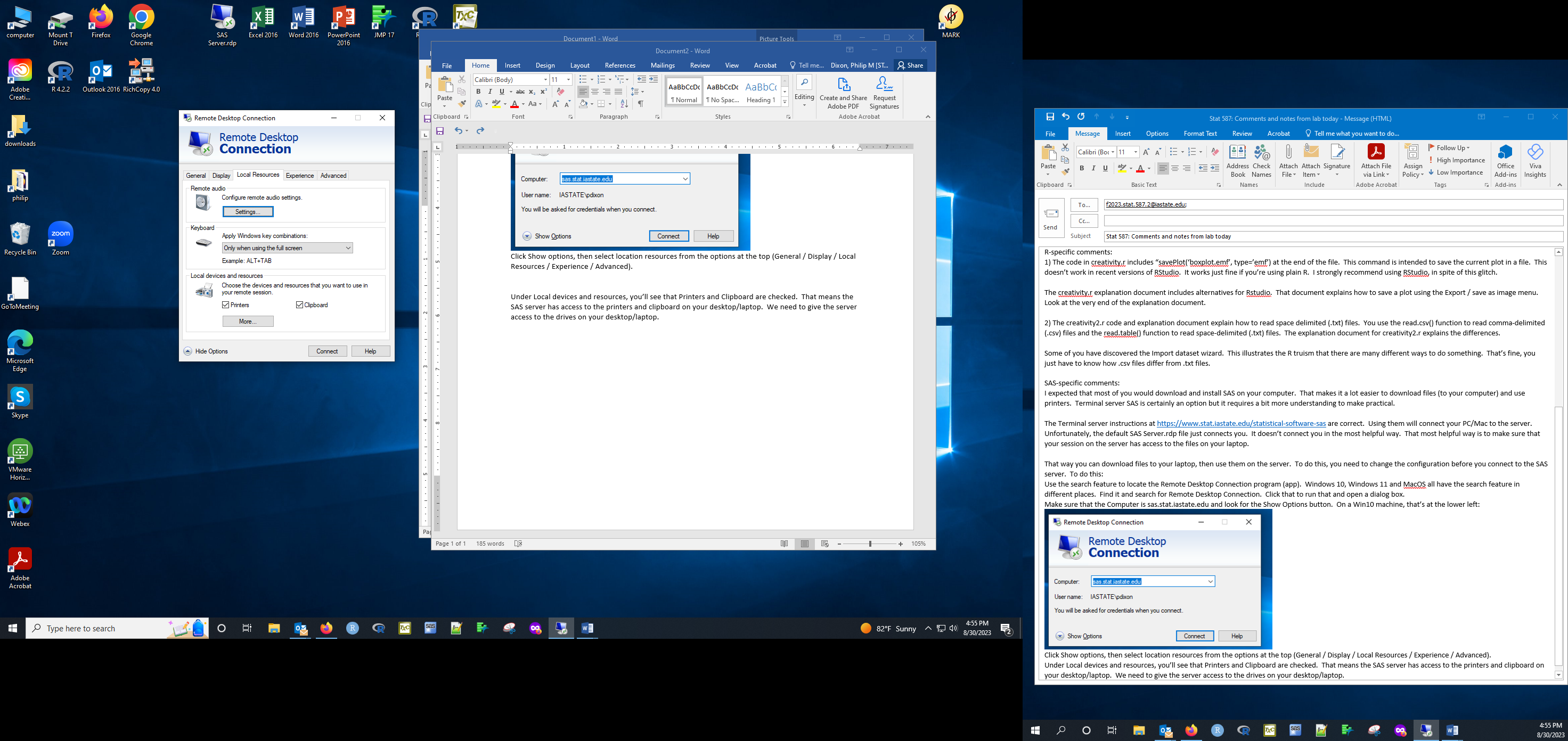
To do this:

Use the search feature to locate the Remote Desktop Connection program (app). Windows 10, and Windows 11 have the search feature in different places. Find it and search for Remote Desktop Connection. Click that to run that and open a dialog box.

Make sure that the Computer is sas.stat.iastate.edu and look for the Show Options button. On a Win10 machine, that’s at the lower left:

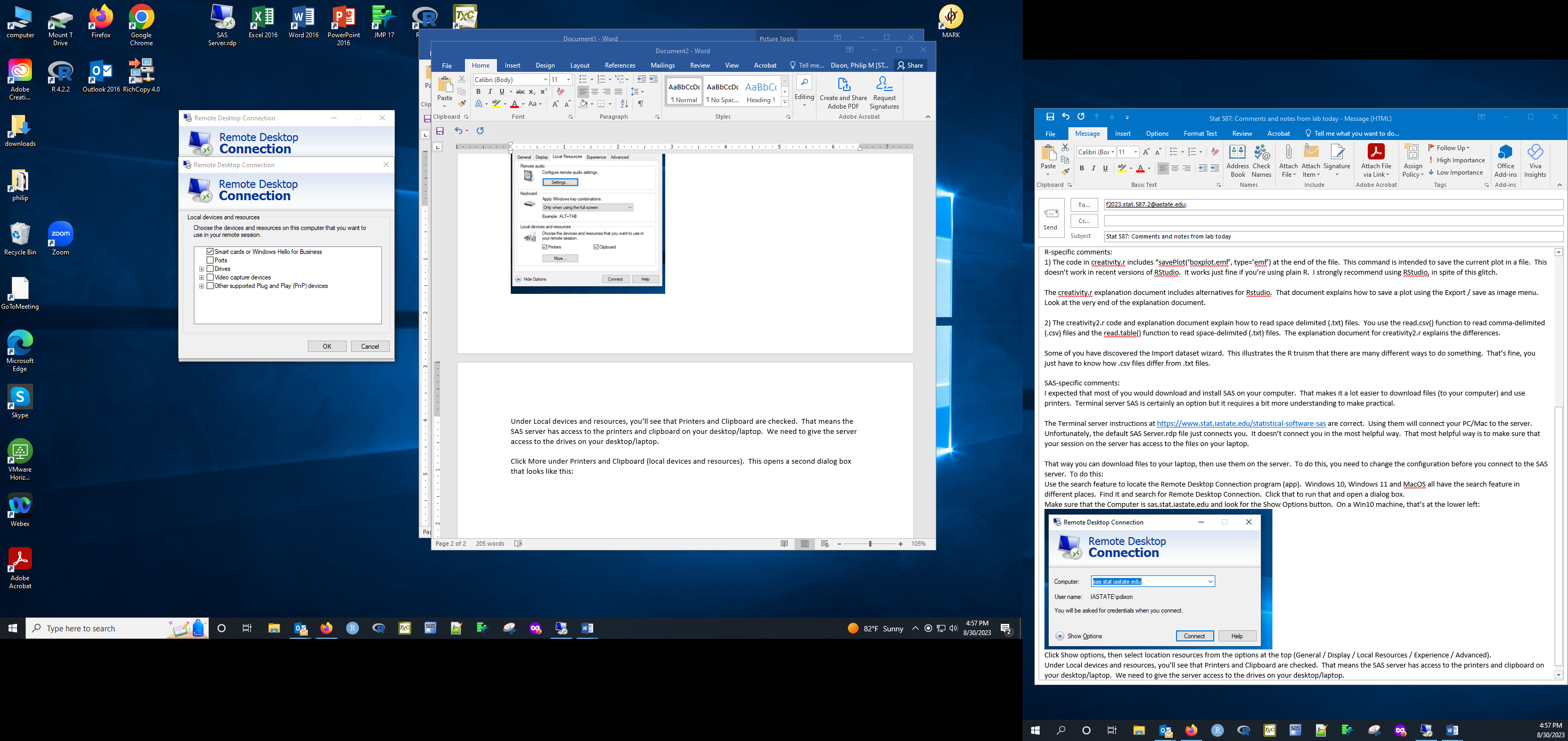


Click Show options, then select location resources from the options at the top (General / Display / Local Resources / Experience / Advanced).



Under Local devices and resources, you’ll see that Printers and Clipboard are checked. That means the SAS server has access to the printers and clipboard on your desktop/laptop. We need to give the server access to the drives on your desktop/laptop.

Click More under Printers and Clipboard (local devices and resources). This opens a second dialog box that looks like this:

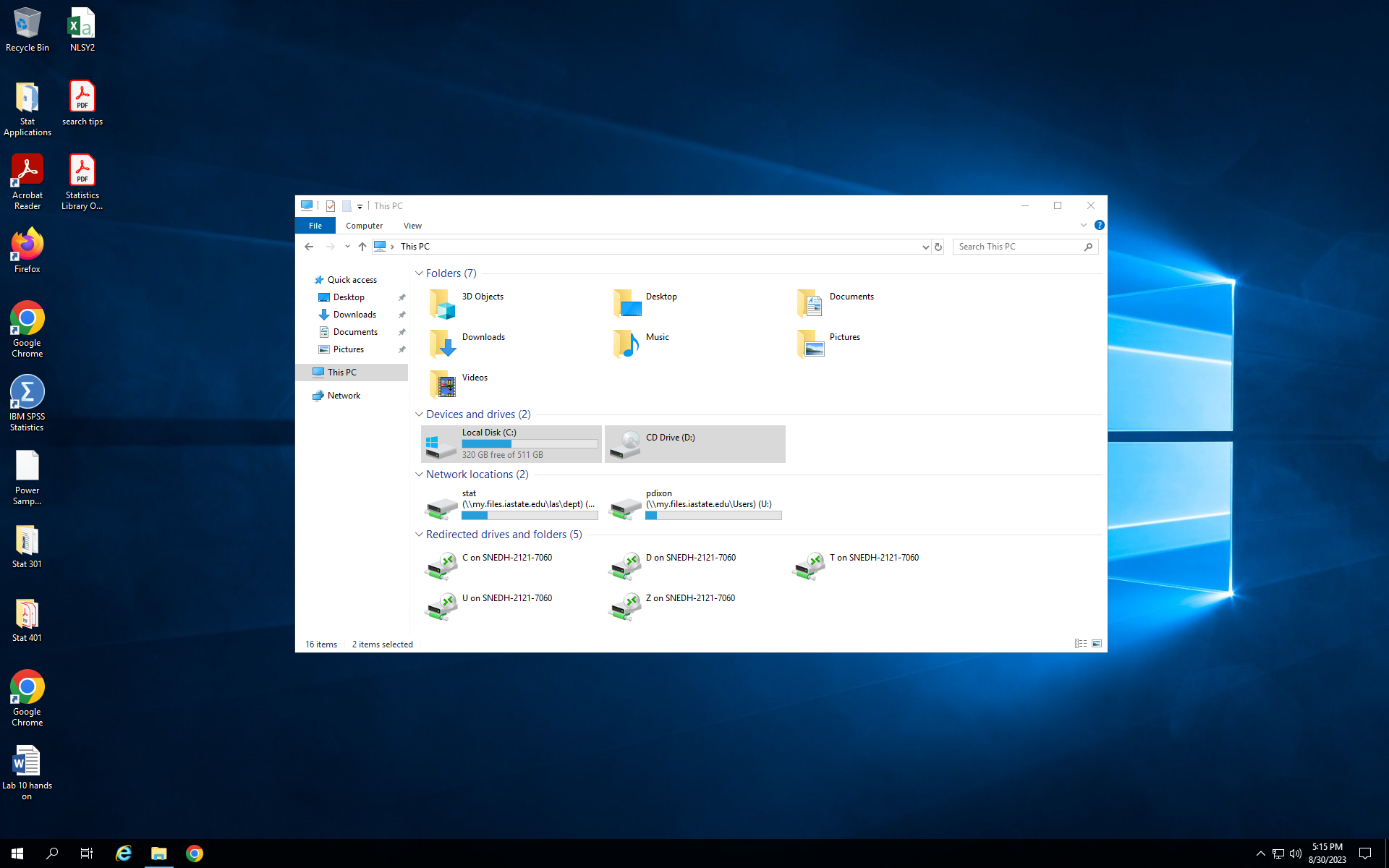


You see that Drives isn’t checked. Click the box by drives. This will link all drives on your desktop / laptop to the SAS server. If you only want some drives (usually you only need to link the C drive), you can click the + and select individual drives. There is no issue ignoring this and linking all drives.

Then click OK and click connect in the main Remote Desktop dialog.

Once the SAS server session starts, it has access to all your local (i.e., on your desktop / laptop) drives.

To see what you have available, start the File Explorer (Windows) or Mac equivalent, and click This PC (left hand list). You see something like:



This lists all the drives and primary folders available to you. The folders are all folders on the SAS server. The Local Disk (C:) is your hard drive on the SAS server. The drives on your desktop / laptop are in the Redirected drives and folders. The hard drive on your desktop / laptop is labelled something like “C on SNEDH-2121-7060”. SNEDH-2121-7060 is the name given to the desktop I’m using right now. To find the documents folder on your desktop / laptop, you need to:

click on the drive name, e.g. C on SNEDH-2121-7060

click on Users

click on your netid (usually)

click on Documents

You should now see all files and folders in your Documents folder.

Note: MacOS and Win11 may have a different path from c: to your Documents folder.

After you have started SAS, you can change the working directory to your desktop / laptop hard drive by right clicking on the working directory (see top of this document or the Intro to SAS instructions), then following the sequence of folders from the drive to your documents.

Now, anything you have downloaded into your Documents folder is accessible to SAS on the SAS server. Anything you save will be saved in the Documents folder on your desktop / laptop.

Of course, you can set up a folder inside Documents, e.g. a Stat 587 folder (highly recommended). In this case you would just click one more time to move from Documents to your specific folder under Documents.