

Storing Your Exercise Files

This document contains instructions about using this book with various file storage media, such as a USB flash drive or hard drive.

The following topics are addressed in this document:

Topic	Description	See Page
Working with File Storage Locations	Using alternative media	2
Using the My Pictures Folder (Win XP/Vista)	Storing your work in the My Pictures folder, which is a subfolder within the My Documents folder	2
Using the Pictures Folder (Mac OS X)	Storing your work in the Pictures folder	3
Using a USB Flash Drive (Win XP/Vista)	Storing your work on a USB flash memory drive	3
Using a USB Flash Drive (Mac OS X)	Storing your work on a USB flash memory drive	4
Renaming Your Flash Drive		4
Removing a Flash Drive Safely		7
Using the Hard Drive	Storing your work in the Pictures folder on the computer's hard drive	9
Using a Network Drive Folder	Storing your work in a custom folder on a network	9

Working with File Storage Locations

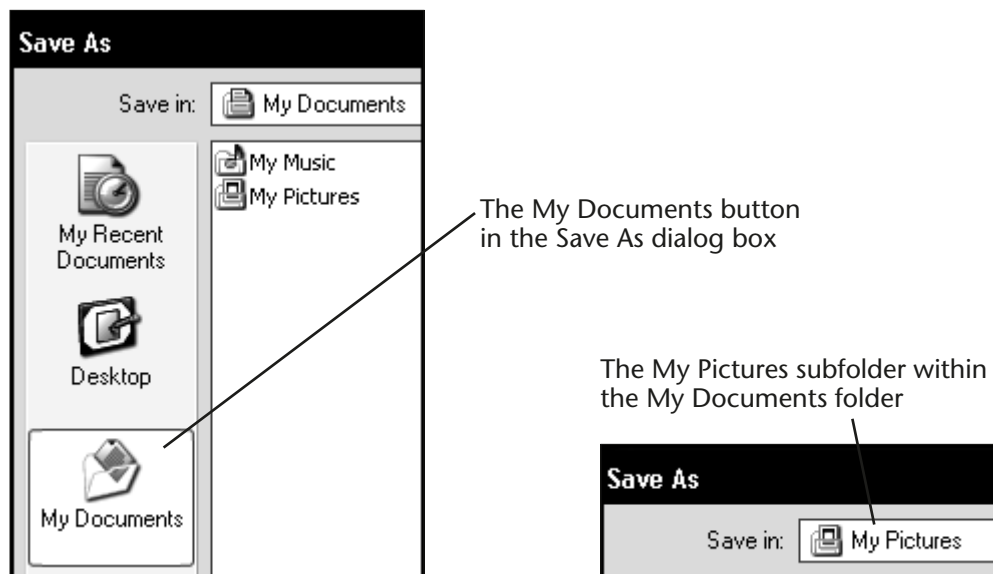
New technologies continue to expand the variety of available computer storage media. Potential alternative storage locations include:

- The My Pictures folder (Win XP/Vista)
- The Pictures folder (Mac OS X)
- A USB flash drive
- A folder on your local hard drive
- A folder on a network drive

You can also store your files on a CD-R. For more information, see the Backing Up Your Digital Photos section of Lesson 3.

Using the My Pictures Folder (Win XP/Vista)

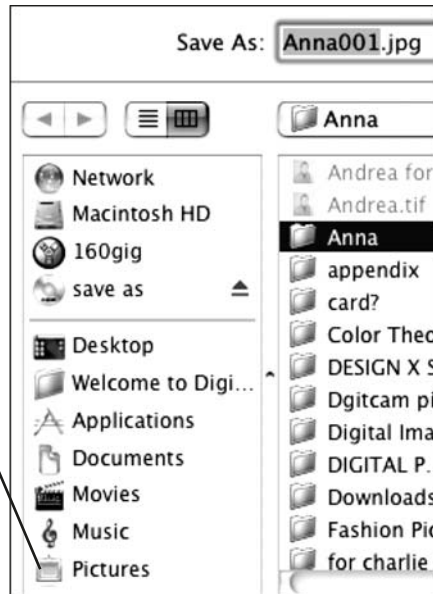
Windows creates a unique My Documents folder for each login, and within this folder is a subfolder called My Pictures. The My Documents folder resides on the main system drive (usually the C: drive).



Using the Pictures Folder (Mac OS X)

Macintosh OS X creates a unique user folder for each login name, and within this folder is a subfolder called Pictures. The user folder resides on the main system drive (Macintosh HD).

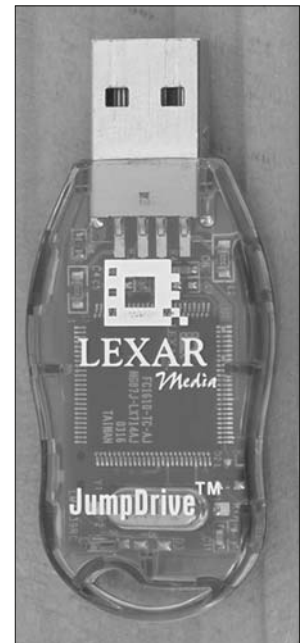
The Pictures button in the left pane of any open window



Using a USB Flash Drive (Win XP/Vista)

A USB flash drive stores your data on a flash memory chip. You simply plug it into a USB port on any computer and Windows and the Macintosh immediately recognize it as an additional disk drive. USB flash drives typically are able to store 256 megabytes (MB) or more of your data files. Large capacity USB flash drives can store 2 gigabytes (GB) or more. The Macintosh displays the flash drive on the Desktop like another disk drive. Windows assigns the flash drive a new drive letter (see next topic).

Most USB flash drives are about the size of your thumb and plug into any available USB port on your computer.



USB Flash Drive Letter

When you plug in a USB flash drive to a Windows computer, Windows automatically assigns it the next available drive letter. Windows uses drive letters to identify each drive connected to the computer. For example, the primary part of the hard drive is always identified as the C: drive. The CD/DVD drive is typically the D: or E: drive.

Devices with Removable Storage



3 1/2 Floppy (A:)



DVD/CD-RW Drive (E:)



Removable Disk (F:)

This USB flash drive is the F: drive.



TIP! Your USB flash drive may receive a different drive letter on different computers. This does not affect any files stored on the hard drive.

Using a USB Flash Drive (Mac OS X)

When you plug in a USB flash drive to a Macintosh computer, Macintosh automatically displays it on the Desktop. Macintosh will use the name already given to the drive or, if no name has been given, will use the default designation No Name.



The USB flash drive seen on the Desktop

Renaming Your Flash Drive

It may be easier to identify your flash drive on various computer systems if you give it a custom name. For example, you can use your first name or a generic name such as Flash Drive or Pen Drive. The next exercise shows how you can rename your flash drive on most computer systems.



HANDS-ON 1A Rename Your USB Flash Drive (Win XP)

Note to Win XP Users: You may find it convenient to rename your USB flash drive to make it easier to recognize when you save or open files.

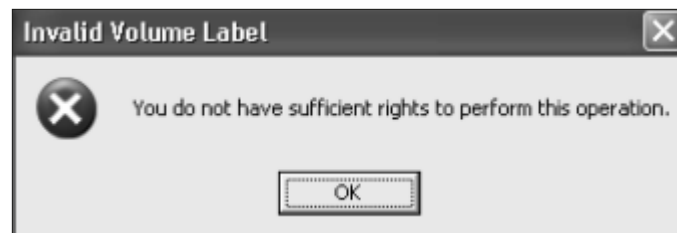


TIP! Some Windows systems may not give you renaming privileges for drives.

1. Plug the USB flash drive into an available USB port.
2. Open a My Computer window.
3. Right-click your USB flash drive and choose Rename from the context menu.



NOTE! In the next step, Windows may display a prompt that you cannot rename this flash drive. You have not done anything wrong! You can use the drive with its current name. You may also want to try renaming it later using a different login.



4. Type **FlashDrive** as the new drive name and tap **Enter**. Click OK if you receive a prompt that you do not have sufficient rights to perform this operation.



If you were unable to rename the flash drive, don't worry. Renaming the flash drive is a convenience for recognition and has no other effect.




HANDS-ON 1B Rename Your USB Flash Drive (Win Vista)

Note to Win Vista Users: You may find it convenient to rename your USB flash drive to make it easier to recognize when you save or open files.




TIP! Some Windows systems may not give you renaming privileges for drives.

1. Plug in the USB flash drive to an available USB port.
2. Click the Close  button if a window appears asking what you want to do with the plugged-in flash drive.
3. Choose Start→Computer.
4. Right-click your USB flash drive and choose Rename from the context menu.



NOTE! In the next step, Windows may display a prompt indicating that you cannot rename this flash drive. You have not done anything wrong! You can use the drive with its current name. You may also want to try renaming it later using a different login.

If you have renaming rights, Windows highlights the existing name.

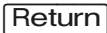
5. Type **Flash Drive** (or any other custom name you wish to use) as the new drive name and tap , or click OK if you receive a prompt that you do not have sufficient rights to perform this operation.

If you were unable to rename the flash drive, don't worry. Renaming the flash drive is a convenience for recognition and has no other effect.



HANDS-ON 1C Rename Your USB Flash Drive (Mac OS X)

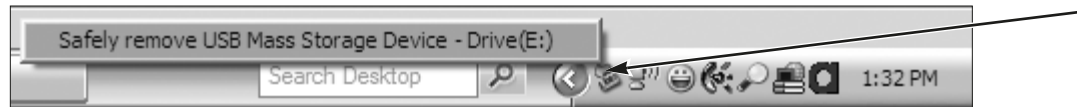
Note to Mac Users: You may find it convenient to rename your USB flash drive to make it easier to recognize when you save or open files.

1. Plug the USB flash drive into an available USB port.
2. Single-click on the name of the USB flash drive shown on the Desktop.
Be sure not to double-click on the name or the flash drive will open.
3. Type **FlashDrive** as the new drive name and tap .



Removing a Flash Drive Safely


Windows XP and Windows Vista allow you to remove a USB flash drive by simply unplugging the drive. However, this method requires you to make sure that no files are active on the drive when you unplug it. For example, if you unplug the drive while a file is being saved, there is a possibility that the file will be corrupted or lost altogether. Normally, if the light is not flashing on the USB flash drive, you can safely remove it. However, if you wish to be *absolutely certain* that the drive is ready for removal, you should use the following procedure.

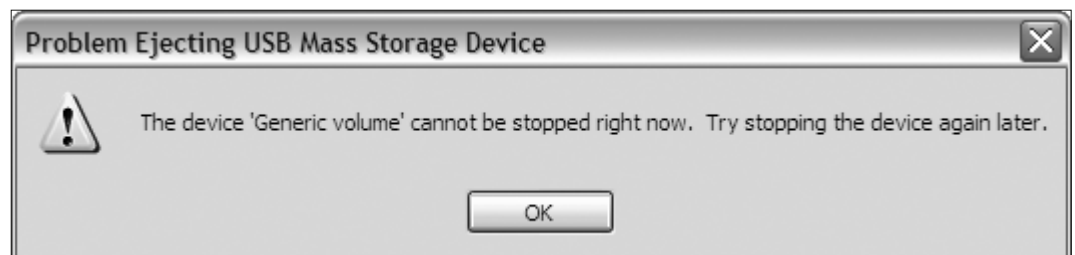


If you are not sure a USB flash drive is ready to be unplugged, you can use the Safely Remove Hardware command to be certain.

!WARNING! Removing a USB flash drive while files on it are active could result in corruption of the entire drive and the loss of all files on it.

QUICK REFERENCE: Removing a USB Flash Drive Safely

Task	Procedure
Remove the Flash drive (standard method)	<ul style="list-style-type: none">• Close any program from which you opened files on the USB flash drive.• Wait for the light on the drive to stop flashing.• Gently unplug the flash drive from its USB port or cable.
Remove the flash drive (careful method)	<ul style="list-style-type: none">• Close any program from which you opened files on the USB flash drive.• Click once on the Safely Remove Hardware  icon in the Notification Area on the Windows taskbar.• Choose your USB flash drive from the pop-up list.• Gently unplug the flash drive after Windows prompts that you can do so safely. Or, wait to unplug the drive if you see a prompt that the storage device cannot be stopped now.





HANDS-ON 2 Use the Safely Remove Hardware Command

In this exercise, you will use the Safely Remove Hardware command to make certain your USB flash drive is ready to be unplugged.

Before You Begin: Skip this exercise if you are not using a USB flash drive.

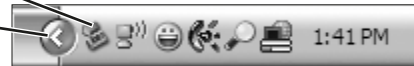
1. Make sure you have closed any open files on the USB flash drive.

NOTE! In the following step, the drive letter may differ from the one shown in the figures.

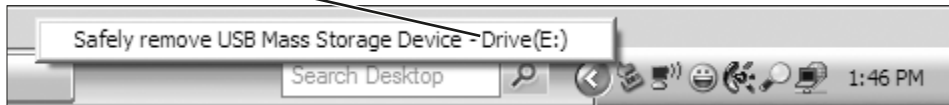
2. Follow these steps to safely unplug the drive:

A Click once on the Expand button if the Safely Remove Hardware icon is not already visible in the Notification Area of the Windows taskbar.

B Click once (do not double-click) the Safely Remove Hardware icon. (The icon may not be at the end of the list as shown here.)



C Choose your USB flash drive from the list. (It will probably be the only drive in the list.)



Windows displays a prompt that you can safely remove the drive. Or, you will see a prompt that the drive cannot be removed and that you must wait.



3. Gently unplug the USB flash drive from its port or extension cable.

Using the Hard Drive

If you will routinely work with this course on the same computer, you can store the exercise files in a folder on the hard drive. Windows users may wish to create a folder in the My Documents folder. Macintosh users should use the Documents folder.

Using a Network Drive Folder

You may use a system connected to a network. There may be a folder on a network computer in another location that is dedicated to storing your work. Windows users should look for this folder within the My Network Places folder. You may have to navigate deeper into the network drive to locate your personal network drive folder.

Macintosh users should look for this folder by choosing Network in the left pane of the window that opens when you double-click on the hard drive (or any folder on the Desktop.)



Macintosh only