

Storing Your Exercise Files

This appendix contains an overview for using this book with various file storage media, such as a USB flash drive or hard drive.

The following topics are addressed in this appendix:

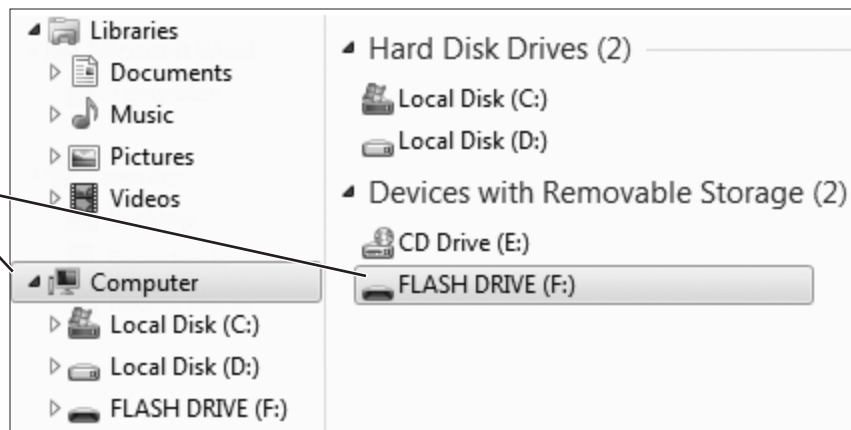
Topic	Description	See Page
Using a USB Flash Drive	Storing your work on a USB flash memory drive.	1
Using the Documents Library	Storing your work in the My Documents folder.	6
Using a Network Folder	Storing your work in a custom folder on a network.	6

Using a USB Flash Drive

A USB flash drive stores your data on a flash memory chip. You simply plug it in to a USB port on any computer and Windows immediately recognizes it as an additional disk drive. USB flash drives typically can store 1 gigabyte (GB) or more. Flash drive versatility, capacity, and reliability have made them a popular replacement for the role once filled by the ancient (in computer terms) floppy disk.



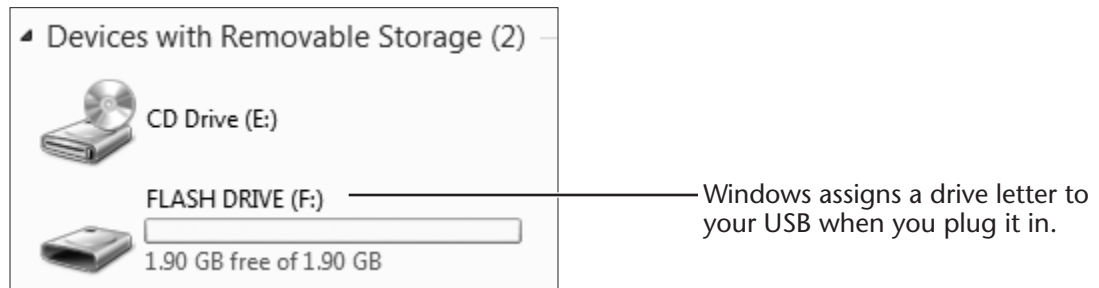
The Word 2010 Open dialog box displays a flash drive in the Computer view in Windows 7.



NOTE! Most students using this book store their files on a USB flash drive.

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. A CD/DVD drive is typically the D or E drive. Windows assigns a drive letter to your flash drive when you plug it in. The drive may receive a different drive letter on each computer you use it with.



Windows lists a USB flash drive as a removable storage device.

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

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.

! NOTE! Some Windows systems may not give you renaming privileges for drives. This depends on privileges associated with your login name. However, you should be able to perform this exercise on your home computer.




HANDS-ON 1 Rename Your USB Flash Drive

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.
Windows displays all the drives attached to the computer.
4. Right-click your USB flash drive and choose Rename from the pop-up 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.

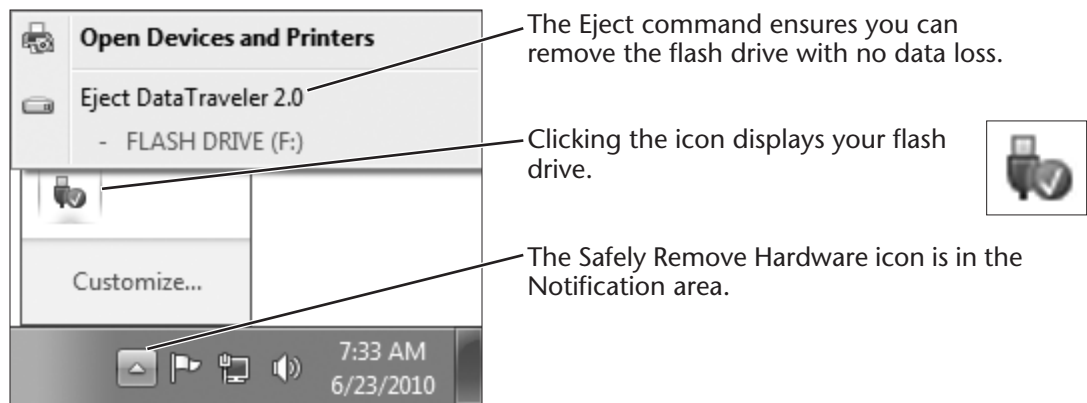
5. Type **Flash Drive** (or any other custom name you wish to use) as the new drive name and tap , or click OK if you receive a prompt that you do not have sufficient rights to perform this operation.

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. Try the exercise on your computer at home.

Removing a Flash Drive Safely


Win 7 allows 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.



!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.

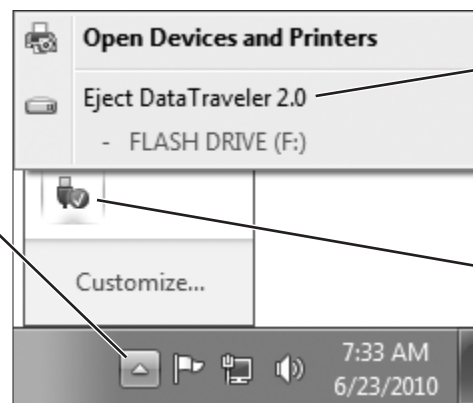
Before You Begin: Skip this exercise if you are not using a USB flash drive.

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:

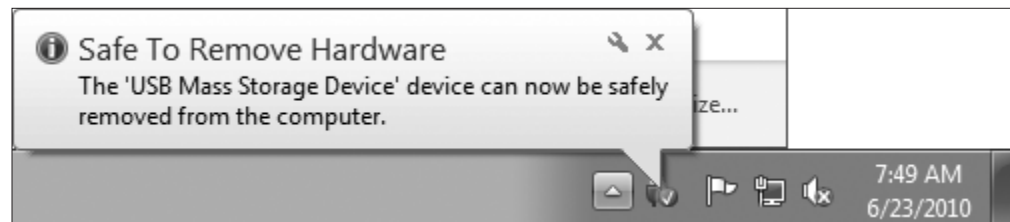
A Click once on the Expand button if the Safely Remove Hardware icon is not already visible in the Notification Area of the Windows taskbar.



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

B Click the Safely Remove Hardware icon.

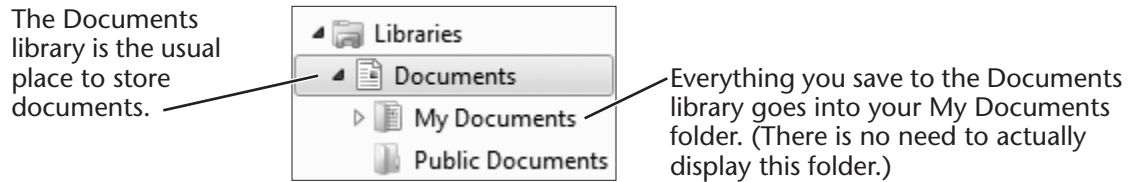
Windows displays a prompt that you can safely remove the drive. Or, you will see a prompt that the drive cannot be removed and that you must wait.



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

Using the Documents Library

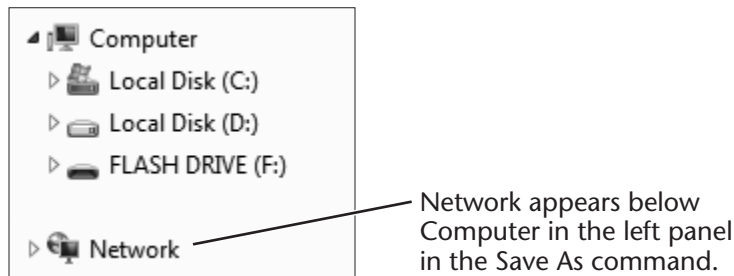
Windows creates a unique Documents folder for each login ID. This folder resides on the main system drive (usually the C drive). The Office 2007 and 2010 application programs provide a Documents navigation link in their Open and Save As dialog boxes for quick navigation to this folder.



!NOTE! Many computer labs do not allow students to use this folder.

Using a Network Folder

You may use a system connected to a network. There may be a folder on a network server computer in another location that is dedicated to storing your work. Usually, you will find this folder within the *Network* folder of your computer. The Office 2007 and 2010 application programs provide a Network link in their Open and Save As dialog boxes for quick navigation to this folder. You may have to navigate deeper into the folder to locate your personal network drive folder.



!NOTE! Your instructor or a computer lab assistant can tell you how to locate a network drive if this is where you are to store your files.