

# Storing Your Exercise Files

This appendix contains an overview for downloading the student exercise files from the website for this book. You will use a USB flash (thumb) drive, your Documents folder, and a network drive. Detailed instructions for downloading and unzipping the exercise files are included.

Topic	Description	See Page
Using a USB Flash Drive	Storing your work on a USB flash memory drive	1
Using the Documents Folder	Storing your work in the Documents folder	7
Using a Network or Shared Folder	Storing your work in a custom folder on a network	9

## Using a USB Flash Drive

A USB flash drive stores data on a flash memory chip. You simply plug the drive into the USB port on any computer, and the computer immediately recognizes it as an additional disk drive. USB flash drives typically can range in size from 16 megabytes (MB) to 8 gigabytes (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.

**!NOTE!** Most students using this book will store their files on USB flash drives.



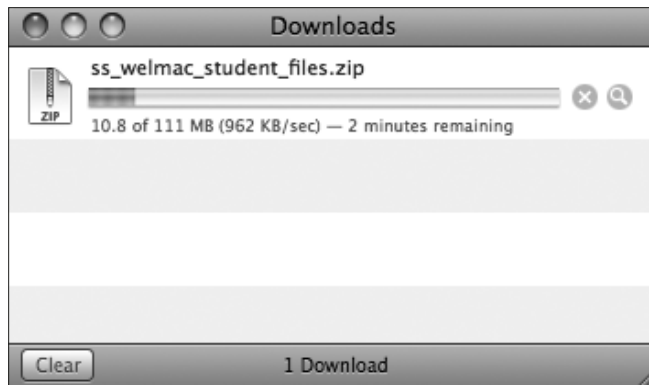
When you plug a USB flash drive into a Mac computer, Leopard automatically assigns the device a name. If Leopard cannot assign a name, it identifies the device as *No Name*. Leopard does the same for external hard drives and CD-ROMs.



## HANDS-ON 1 Download and Unzip the Exercise Files to a USB Flash Drive

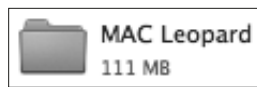
Follow these steps to download a copy of the student files necessary for this book.

1. If necessary, launch Safari and type the URL for the student web page for this book: **labpub.com/learn/silver/welmac\_leopard**.
2. Click the Student Exercise Files link below the Downloads heading. Leopard will bring up the Downloads box.

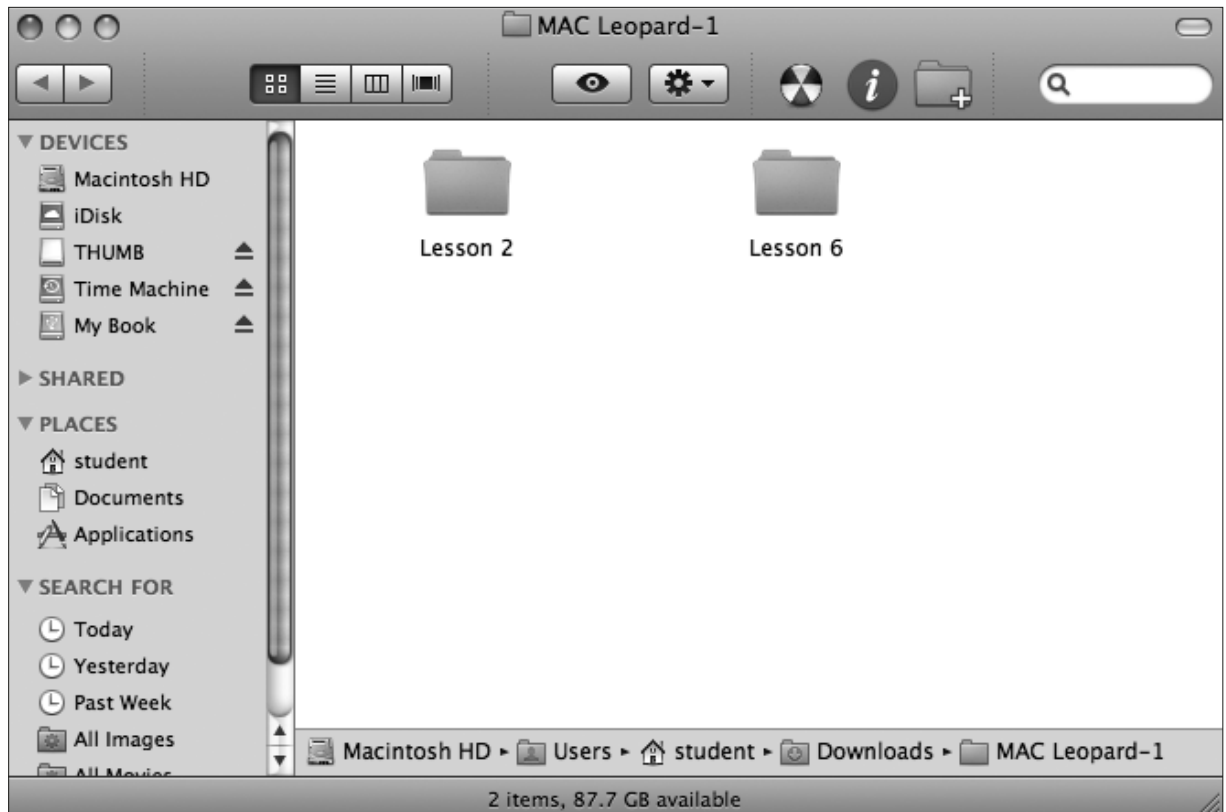


### Unzip the Folders and Files

3. After the file downloads, click the Folder icon to bring up Finder and display your unzipped MAC Leopard folder, which contains two subfolders.



**NOTE!** Leopard will unzip your file and open the Finder window automatically after you click the folder icon, shown above.



4. Carefully plug your USB flash drive into a USB port on your Mac.

### Create a Flash Drive Folder

5. Click your flash drive icon, and then choose File→New Folder on the Finder menu.
6. Type **Student Exercise Files** as the name of your new folder.

### Move Your Files


7. Click the Back navigation button on Finder to return to the unzipped folders.
8. Click in the white area of the Files and Folder pane, and while holding down your mouse button, drag the mouse pointer to select both folders.
9. Drag the selected files to the flash drive Student Exercise Files folder.



**TIP!** Hovering the mouse pointer over the device or folder will cause it to spring open.

## Renaming Your Flash Drive

It may be easier to identify your flash drive on various computer systems if you give your flash drive a custom name. For example, you can use your first name or a generic name such as *Flash Drive* or even *Thumb Drive*.

 **NOTE!** Some Windows and Mac systems may not give you renaming privileges for drives. This depends on privileges associated with your login name.



### HANDS-ON 2 Rename Your USB Flash Drive

You may find it convenient to rename your USB flash drive to make recognizing the drive easier when you save or open files.

1. Plug your USB flash drive into an available USB port.




Your flash drive may appear as above with *No Name*.

2. Click your drive icon to select it.
3. Tap **Enter** or **Return** on your keyboard.
4. Type **Student** and tap **Enter** or **Return**.  
Your drive now has the name *Student*.

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## Removing a Flash Drive Safely

Mac operating systems allow you to remove USB flash drives and external drives by simply unplugging the drives. 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. The safest way to remove your flash drive or external drive and avoid lost or damaged files is to use the following procedure.

 **NOTE!** A flash memory drive, an external hard drive, or CD-ROM disc can be removed using the procedures.

## QUICK REFERENCE: Removing a USB Flash Drive Safely

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Task	Procedure
Remove the flash drive (standard method)	<ul style="list-style-type: none"><li>• Close any program from which you opened files on the USB flash drive.</li><li>• Wait for the light on the drive to stop flashing.</li><li>• Carefully unplug the flash drive from its USB port or cable.</li></ul>
Remove the flash drive (safe method)	<ul style="list-style-type: none"><li>• Close any program from which you opened files on the USB flash drive.</li><li>• Click the drive icon to select it.</li><li>• While holding down the mouse button, drag the drive icon to the Trash.</li><li>• When you see the Eject icon and/or the word <i>Eject</i> appears, release the mouse button.</li></ul>



*It is now safe to remove your drive.*

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



## HANDS-ON 3 Use the Safe Removal Method

In this exercise, you will use the safe removal method to make certain your USB flash drive is ready to be unplugged.



**TIP!** You can apply this method to the USB flash drive, external hard drives, CD-ROMs, and DVDs.

1. Make sure you have closed any open files on the device.
2. Click the device icon to select it, and while holding down your mouse button, drag the item to the Trash.
3. Once you see the Eject icon and/or the word *Eject*, release the mouse button. The item is now removed from the Desktop.
4. Carefully unplug your flash drive or external hard drive from the USB port or its cable. If you have ejected a CD-ROM or DVD, carefully remove the disc from the drive.



**TIP!** You can perform the same procedure on other devices, including iDisk, network drives, and downloaded applications that unzip before installation. Dropping these device icons into the Trash will not harm the original files.

# Using the Documents Folder

Leopard creates a unique Documents folder for each login ID. This folder resides inside the user folder.



Leopard has other folders that are related to a particular user ID. You will not only see a Documents folder, but also folders for Movies, Music, Pictures, Saved Sites or Bookmarks, the Desktop, and more. This is an important folder and one that you want to make sure is backed up.



**!WARNING!** If you are using Microsoft Office 2008, your default folder for saving files is the Documents folder. Some computer labs may not grant access to the Documents folder, and you will want to make sure your files are saved to your flash drive.



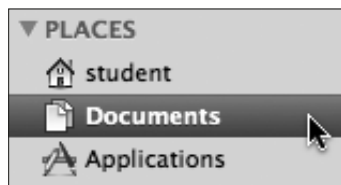
## HANDS-ON 4 Transfer Your Exercise Files to the Documents Folder

In Hands-On 1, you downloaded and unzipped the student exercise files and copied them to your flash drive. Now, follow these steps to copy the files to your Documents folder.



**NOTE!** If your computer lab does not grant you access to the Documents folder, you may skip this exercise.

1. Open Finder.
2. Click your Student flash drive icon.
3. Click the Student Exercise Files folder to select it.
4. Right-click on the folder and choose Copy “Student Exercise Files.”
5. Click your Documents folder.




6. Right-click on Documents and choose Paste Item.  
After a few seconds, Finder will copy all of the student exercise files from your flash drive into your Documents folder on the Mac hard drive.
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# Using a Network or Shared 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.

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

 **NOTE!** Your computer lab may not grant you access to read or to write files to a network drive. Instead, you may have access to a student network drive that has privileges only granted for a folder with your user ID.



## HANDS-ON 5 Transfer Your Exercise Files to a Network Server

Follow the steps below to copy the student exercise files for this book to a network drive.

1. Open Finder.
2. Click your Student flash drive icon.
3. Right-click and choose Copy “Student Exercise Files.”
4. Locate your network drive and user folder, and then open that folder.
5. Right-click and choose Paste Item.

After a few seconds, your student exercise files will be copied to the network drive. You now have a backup copy in your network user folder if you need it or if you forget to bring your flash drive to class.

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