

File Storage, Backup and Transport

When you create a new document, your work is temporarily stored in the computer's electronic RAM (Random Access Memory). Because RAM is erased when you log off or turn off the computer, you *must* save your document as a file on your U: drive or removable storage if you want to keep it. *Always save frequently while you work*, so you will have your most recent changes in case of a power failure. In FLCC Computer labs, any files stored on the D: drive or on the desktop are temporary files, and will be deleted when you log off or the computer is restarted.

Never store your only copy of an important file on removable media

You should store your class work on your U: drive for as long as you need it. Then move it to removable storage (USB Flash drive, Zip disk, recordable CD or diskette) when you no longer need it for class. USB Flash drives (like Thumb, Jump, or Pen Drives) go into a USB slot on your computer. See the back of this page for instructions about copying (or moving) files with Windows Explorer.

Diskettes are not reliable storage. If you must transport your files on diskette to use elsewhere, be very careful with the diskette. If you have a connection to the Internet off campus, *a better transport alternative is to send the file to yourself as an e-mail attachment.* Ask for help in B388 if you need it.

All FLCC students who have computer accounts have storage space on a LAN server, accessed as drive U: on Main Campus. Only the person who is logged in can change the files on their own U: drive. The files can be read or copied by faculty, but no other student can access them. All students have at least 20 MB of space on drive U:. Some students have more space, if requested by an instructor for their class.

- To check your quota and the amount you have used on U:, double-click "My Computer", then right-click drive U: and pick "Properties".
- If you need to delete some files because you don't have much free space left, double-click "My Computer", then right-click drive U: and pick "Explore". If you'd like to sort the files by size, click **View > Details** and then click on **Size** in the gray title bar.

Recommendations for buying and using USB Flash Drives:

- Be sure to buy the USB drive from a store where you can return it if it doesn't work. Any USB Flash drive should work without additional drivers in a Windows XP or Windows 2000 system.
- Try to get a USB 2.0 drive, which is faster than USB 1.0. A USB 2.0 drive should be backwards compatible with USB 1.0.
- We recommend that you insert your USB drive before logging on.
- *If your USB Flash drive comes preloaded with U3 software (or similar applications), they may slow down access to files on the Flash drive. Inserting a USB Flash drive with U3 will normally use two drives; your data files will be on the higher letter drive. It's best to use Windows Explorer to open your file(s) rather than double-clicking on the drive. Usually, you should click on the U3 icon in the task bar, and then click **Eject** to remove your USB drive.*

*You can remove all of those preloaded programs if you just want to use the drive for transporting files. **Always back up the data on your USB drive first** because removal tools can delete all the files on your drive. In your browser, go to the address <http://www.u3.com/uninstall/> and follow the instructions. You can also click on the tab "WHAT IS A U3 SMART DRIVE" on this page if you want to know more about U3.*

- Write your name on the case of your USB drive so we can return it to you if you leave it in a computer lab. We will send a note to your FLCC Student E-mail to let you know we have it.
- Never work directly from your USB drive or from any removable media. Copy your file to your U: drive and work on it. When you are done, close your application, and then copy the file back to your USB Flash drive using Windows Explorer. Do not copy a file by using "Save As".

- Always use the "Safe Removal" tool on the taskbar before you remove a USB drive from the slot.
- If your USB drive works in some computers, but not in others, ask for help in the computer helpdesk (B388). We will try to determine if the USB port in the system is bad, or your drive is defective.

Safely Removing a USB flash Drive:

1. Click the USB icon in the lower right of the Task Bar.
2. Click on the pop-up message "Safely remove USB Mass Storage Device . . .".
3. You will see a message by the icon in the Task Bar that says "**Safe to Remove Hardware**. The 'USB Mass Storage Device' can now be safely removed from the system." Remove your USB.

Note: If you get a message that the device cannot be removed right now, you should completely shut down the computer before you remove your drive from the USB slot.

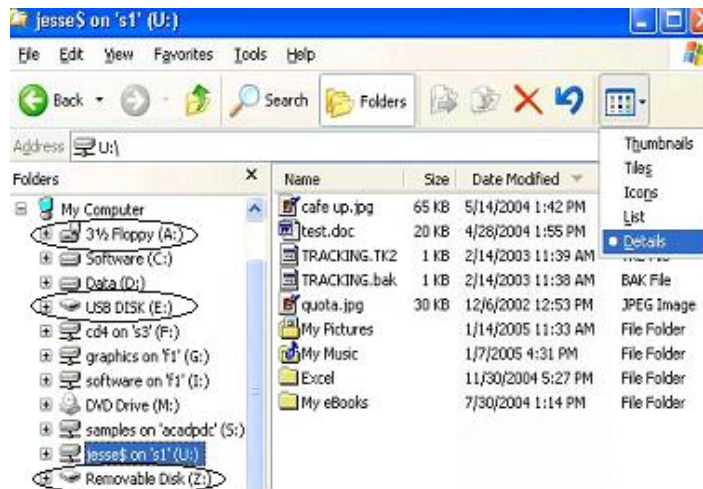


Files you store on your U: drive are backed up nightly and saved for at least one year. We can retrieve the version of a file you had stored on U: at our last backup. Be sure to move files from U: to your own removable storage whenever you are finished with them to avoid exceeding your storage quota.

Removable storage may be a 3.5" diskette which holds 1.4 MB, a Zip disk which holds 100-250 MB, a USB flash drive (storage capacity 64-512 MB), or a CD which holds 600 MB.

Copying files from your U: drive to a USB flash drive, Zip disk or diskette using Windows Explorer:

1. To quickly open Windows Explorer, right-click on **My Computer** and pick **Explore**.
2. In the left pane, click on drive U: so the files you want to copy are visible in the right pane. Expand by clicking the + mark if needed to see files stored in folders.
3. Click on the **Views** button and select **Details** (or pick **Details** from the **View** menu).
4. You can click on "Date Modified" in the gray title bar to sort the files in the order they were modified, to see which files are the oldest.
5. Scroll in the left pane until you can see your destination (usually E: for a USB flash drive, or Z: for a Zip disk on FLCC lab computers, drive A: for a diskette).
6. Select the files or folders you want to copy in the right pane, and drag them to the left pane until your destination (A:, E: or Z:) is highlighted blue. Then release the mouse button, and the files will be copied. Select multiple files by holding down the CTRL key while you click on the file names.
7. To **Move** files instead of copying them, drag with the *right* mouse button, and pick "Move" instead of "Copy". Files will be copied to the destination, and then deleted from the source.



Note: *Never* copy a file using the **Save As** command. It is too easy to lose track of the current version and where you are saving your updates after that.

Copying your files to a recordable CD: To copy files from your U: drive to a CD, you must have a *recordable* CD and use a computer with a CD burner. Ask for help in B388 if you need it, or see the help sheet on the Computer Help Desk web page.

Avoid using diskettes if at all possible. If you must use a diskette, heed the following tips for care:

- Always format any new diskette before you use it, to be sure it doesn't have any physical flaws.
 - Double-click **My Computer** to open the drive window.
 - Right-click on A: and pick **Format**. (Do *not* select Quick Format.)
- Diskettes are fragile media. Store them in a hard case to protect them from dirt, dings, and bending.
- Never let diskettes get too cold or too hot (40 - 80 degrees is safe).
- Never expose diskettes to magnetic fields (desk magnets, appliances with small motors like fans, stereo equipment). Do not leave a diskette in the computer when you're done.
- Write your name on the label with a soft tip marker, never a hard pen or pencil.
- Always log off before you remove your diskette from the computer's disk drive, to ensure that any open files have been closed. **Do NOT swap diskettes** once your diskette has been accessed by a word processor or other application.