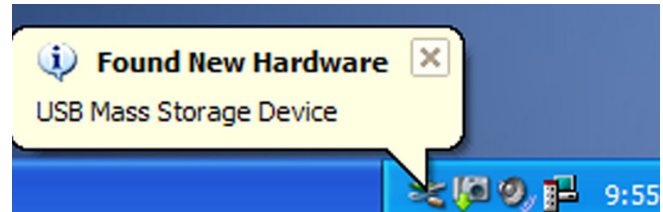


How to Use Thumb Drives at Highland

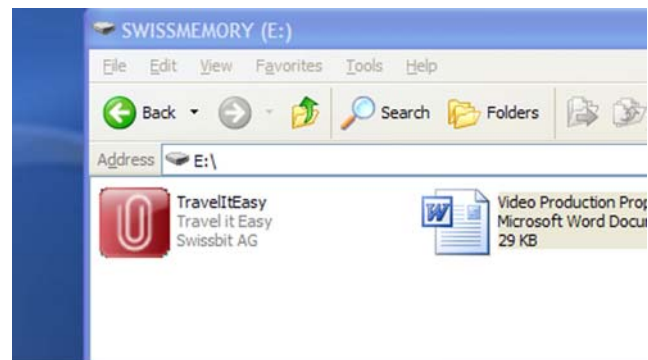
Insert the thumbnail after logging in and watch for the "Found New Hardware" message to appear in the bottom right corner of the screen.



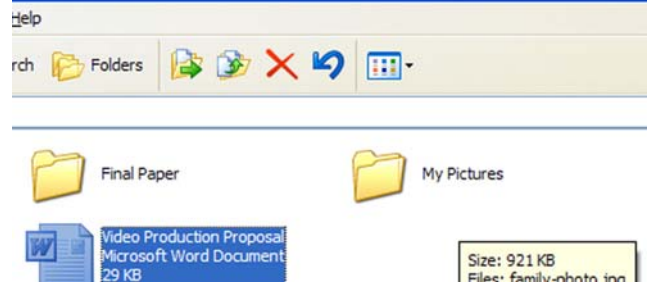
Wait a few seconds for the computer to finish installing the new hardware device.



The thumbnail will show up in "My Computer" with the brand of the thumbnail (Swissbit AG here) and a drive letter, usually drive E.



Students are encouraged to use "drag n' drop" to move files to the drive and not use "File/Save As". If File/Save As is used, Word remembers the location of the file as the thumbnail and if any alterations have been made to the file, those changes will not be reflected on the file on the H-drive. Always save to the H-drive and then copy to the external drive. That way the current file exists on the thumbnail and a backup copy is created on the H-drive. The same is true if a file is brought in. First, drag it to the H-drive, then edit and save before copying to the external drive.



Before removing the thumbnail, use the "Safely remove hardware" button to make sure the drive is not in use and risk damaging a file.

