

Transferring Files From An External Drive

I apologize for the problems caused by my not providing these instructions before.

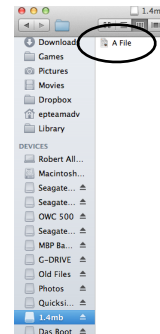
1. Depending on your operating system (Tiger, Snow Leopard, Lion, etc.), and the preferences you have chosen, you may or may see your internal hard drive and other connected drives displayed on your desktop. Below are some icons representative of various drives:



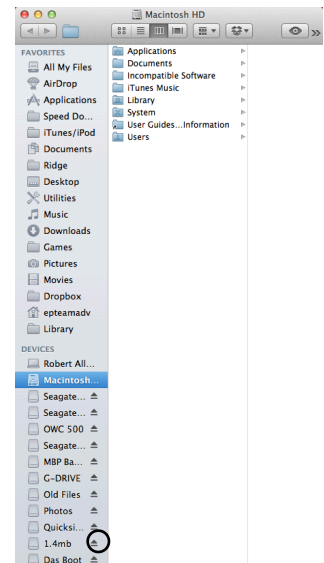
2. Insert the thumb (flash) drive into a USB port on your computer. It will only go in one way. If it won't insert, turn it upside down.
3. As usual, there are multiple options for opening a drive to see its contents. Usually, I double click on the drive's icon. Double clicking on my internal drive's icon opens a new window:

4. My preference is Column View, selected from the View menu in Finder. See an earlier explanation of View Options. All my attached drives are listed at the bottom of the left column. I can open up any of the drives with a new window by double clicking on their icon on the desktop, or by single clicking the appropriate icon in the left column. I have clicked on the 1.4mb drive icon (an ancient thumb or flash drive) in the left column and see a file called, A File.

5. I can click on that file to select it and then drag and drop it anywhere else I want. In our class, I have provided files on flash drives for you to transfer to your desktop for use in lessons. Doing so with this example transfers a *copy* (you'll see the +sign while dragging and dropping) of the file to the desktop.



6. From there, I double click on the icon for "A File" to open it and use it.



7. Your computer communicates with your drives in both directions. There is a certain amount of housekeeping that must be done when the drives connect and disconnect. When using a thumb drive (or any other drive) you should eject it before you physically remove it or disconnect the cable to it.
8. This can be done multiple ways. Click on the drive's icon and drag it to the Trash. When you are holding the drive's icon above the trashcan icon, the later will change form into the Eject icon (⏏). Release and the disk will be ejected (electronically, not physically as with a CD). You may then safely and physically remove the flash drive from its USB port.

9. You may also select the drive by clicking on it and then pressing the Eject button (⏏) on your computer (look in the upper right corner).
10. You may click on the eject icon to the right of the drive's name in the finder window (refer to graphic next to instructions 4.)
11. You may also select the drive's icon and from the Finder menu, under File, select Eject (Title of your drive. Notice the keyboard shortcut shown to the right of this command. Selecting the disk to be ejected and pressing ⌘ E simultaneously also ejects the disk.