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**Student  
Computing  
Services**



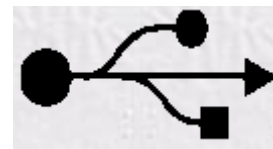
## How To Save Files To:

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# How to save files to a USB Flash Disk Drive in the Student Computer Labs



All USB Devices will work in the Student Computer Labs.

Please note that this introductory manual has been designed for use in coordination with the Introduction to Windows XP Operating System workshop. For a complete listing of currently offered workshops, please refer to: <http://www.neiu.edu/scs> or call (773) 442-4390

**NOTE: If you do not save your files to your NEIU Account, or to a CD-R Disk, or to a USB Flash Disk Drive, the files will be deleted when the machine reboots.**

To save files to a USB Flash Disk Drive, you must own a portable USB Flash Disk Drive device. USB Flash Disk Drives can be used in any of our Student Computer Labs and can be purchased in the bookstore or at retail stores.

USB Cables and USB Ports will look like this:




Some USB Flash Disk Drives look like this:



**To save your files to a USB Flash Disk Drive, follow these 2 steps:**

## **Step I: Insert Flash Disk Drive**

Insert the USB Flash Drive into the  USB slot on the front of the computer.

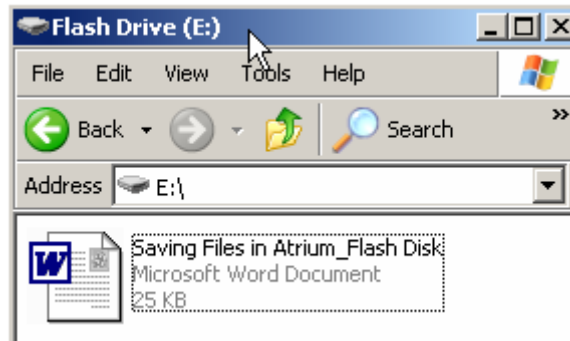
The Drive will only fit into the slot one way. If you have difficulty inserting the device, try turning it around or upside-down and inserting it the opposite way.

When you insert the Flash Disk into the USB Slot, the computer will be able to write to it. Once you remove your Flash Disk from the USB Slot, your disk will not be accessible from the computer. If you remove the Flash Disk while data is being written to it, your data may become corrupt and you will not be able to retrieve that data.



In some instances, your Flash Disk Drive Window will open on the screen. You can now save files to your Flash Drive.

For instance, if you transferred files from your NEIU Account, you can drag the saved files from the My Documents Folder or the Temp Directory onto the Disk Drive Letter.

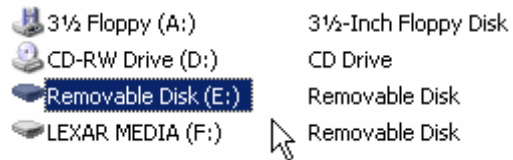


If the Flash Disk Drive Window does not open automatically, you can view the contents of your Flash Disk Drive by double clicking the My Computer icon.



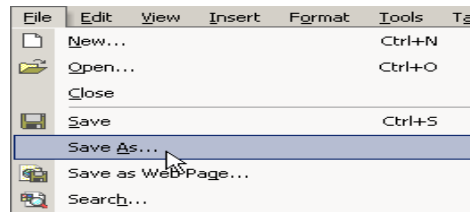
The My Computer Window will show the Disk Drives available. Since you are able to remove this device from the computer, the Flash Disk Drive will be located in the area called “Devices with Removable Storage”. Usually the Flash Disk Drive will be named “Removable Disk”. To view the contents of your Flash Disk Drive, double click on it.

### Devices with Removable Storage



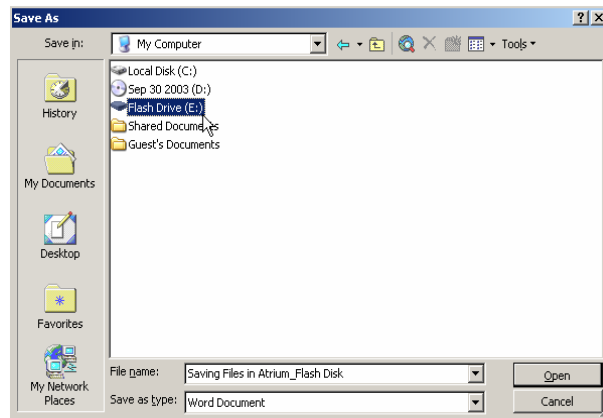
## Step II: Save Files to your Flash Disk Drive

Once you have finished editing your document, you can save your files to your Flash Disk Drive by selecting it from the *Save As* Menu.



If you do not see your Flash Disk Drive Letter in the **Save in:** Menu:

1. Select **My Computer** from the **Save in:** Menu.
2. Select the the Flash Drive Letter.
3. Click the **Open** Button.
4. Choose a File Name.
5. Choose the type of document.
6. Click the **Save** Button.



If the Flash Disk Drive Letter is accessible, then you can select it from the *Save in:* Menu.



- 1.) Choose a File name.
- 2.) Choose the type of document.
- 3.) Click the Save Button.



If you transferred your files from your NEIU Account, you can drag the saved files from the My Documents Folder or the Temp Directory onto the Disk Drive Letter.

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**NOTE: If you do not save your files to your NEIU Account, or to a CD-R Disk, or to a USB Flash Drive, the files will be deleted when the machine reboots.**



For additional information on Student Computing Services, please visit Student Computing Services website at [www.neiu.edu/scs](http://www.neiu.edu/scs).

# How to save files to a CD-R Disk in the Student Computer Labs

All computers that have been purchased after July, 1 2003 will have CD Burners:



- Cls-2104
- Cls2054
- Sci-208
- Sci-242

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**NOTE: If you do not save your files to your NEIU Account, or to a CD-R Disk, or to a USB Flash Drive, the files will be deleted when the machine reboots.**

To save files to a CD-R Disk, you must have available a new, unused CD-R Disk. CD-R Disks can be purchased in the bookstore or at retail stores. Saving your files to a CD-R Disk is also called “burning” your files to disk. **(PLEASE BE AWARE THAT ONCE YOU BURN A FILE TO DISK, IT CANNOT BE BURNED TO AGAIN.)**

## **To burn your files to a CD-R Disk, follow these 7 steps:**

- 1.) Save your files to either the  My Documents Folder (located on the desktop) or to the  Temp Directory (located on the C:\ Drive).

You can access the  Temp Directory by:

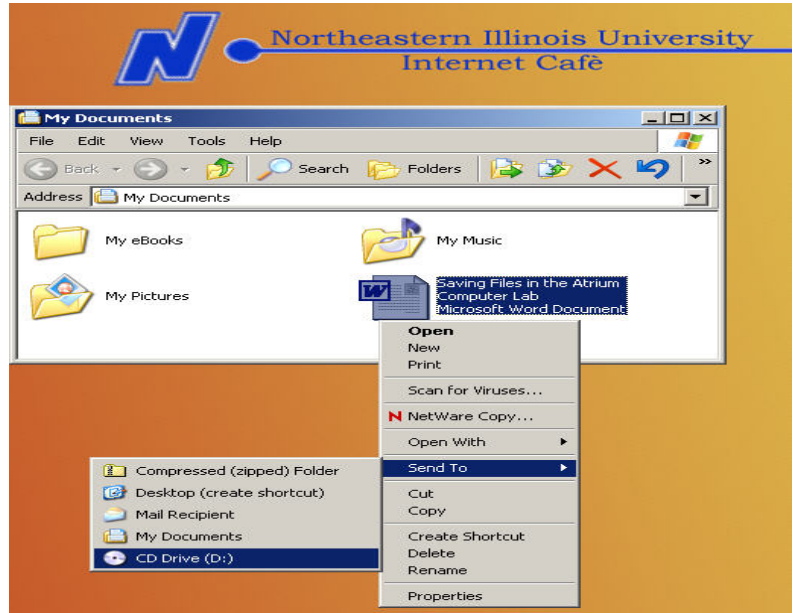
- I. Double-clicking the  My Computer icon  
**Hard Disk Drives**
- II. Double-clicking the  Local Disk (C:) C:\ Drive icon
- III. Double-clicking the  Temp Directory icon.


- 2.) Open the CD drive door and place your CD-R disk in the drive. Close the drive door.  
If after you close the CD drive door, you are prompted to select an option, select the **Take no action** option and follow the next steps. (Once you become familiar with burning CD's, you can choose the other options.)
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3.) Double-click on the **My Documents** Folder found on the **Desktop**. Use the right mouse button to “right” click the document(s) you want to save.


A context menu will open and you will need to select the **Send To** option and click the **CD Drive (D:)**.


**NOTE: Make sure that the file you are trying to copy has been saved to the My Documents Folder or to the Temp Directory and that the file you are trying to save has been closed.**



Alternatively, you can drag file(s) from these two directories onto the  CD drive icon. Dragging the files onto the CD drive icon temporarily stores your files in the CD writing program's memory. If you encounter any problems, please see the end of this document.

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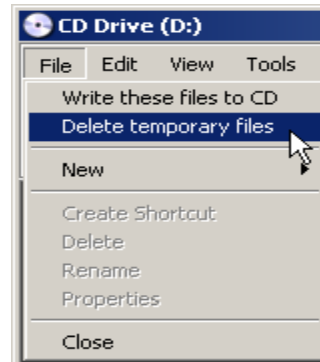
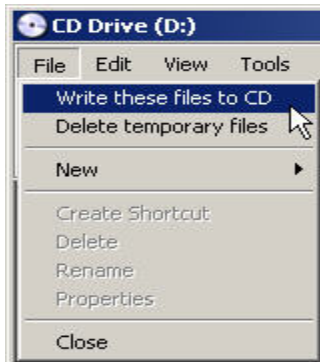
4.) Access the CD Drive by double clicking on the  icon located on the desktop or by

going to the  My Computer icon and double clicking the CD drive icon:

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5.) With the CD Drive accessed, select *File* from the **Menu Bar** and select *Write these files to CD*.

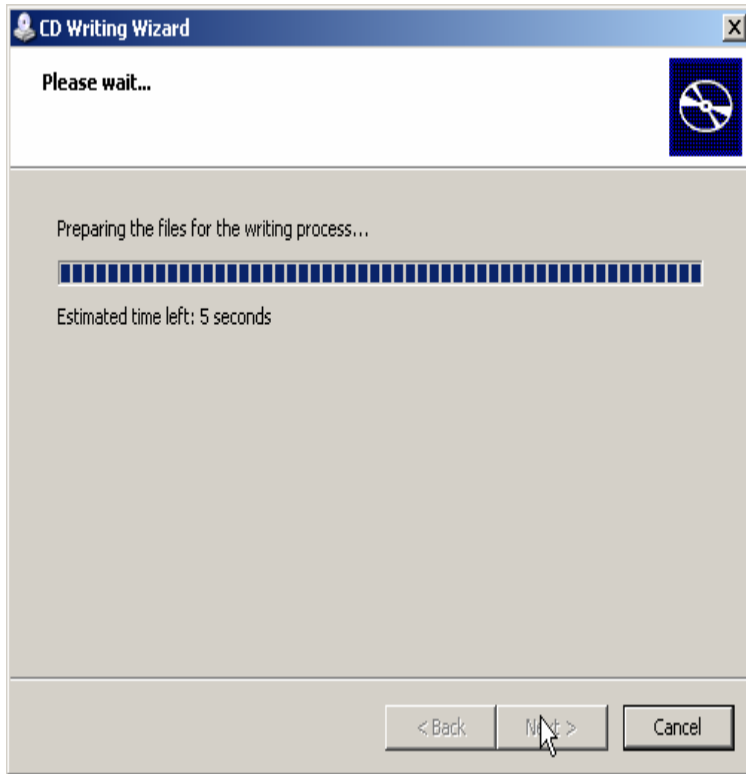
If you change your mind, or made an error, you can start the save process over again by selecting *Delete temporary files* from the **File Menu** and starting from step 1 of the CD Burn process again.



6.) Select a name for your CD and click the *Next* button to start saving your files.



If you encounter problems, please see the end of this document entitled **Encountering and Dealing with Problems.**



A series of messages will appear stating the progress of the operation. (If prompted, select the Next button to advance to the next screen.)

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If you encounter problems, please see the end of this document entitled **Encountering and Dealing with Problems.**

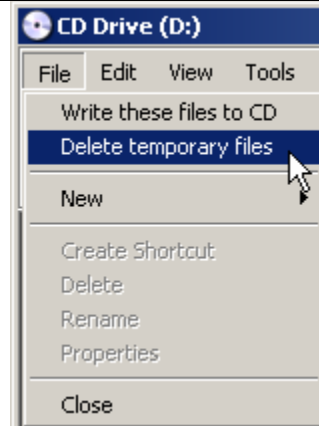
7.) Click Finish and you have saved the files to CD.

Take the CD-R disk out of the drive and write on the top of the disk with a permanent marker to identify the disk as being “used.” This means that the disk has already been saved to and cannot be written to again.

**After a CD has been written to, the contents cannot be edited.**



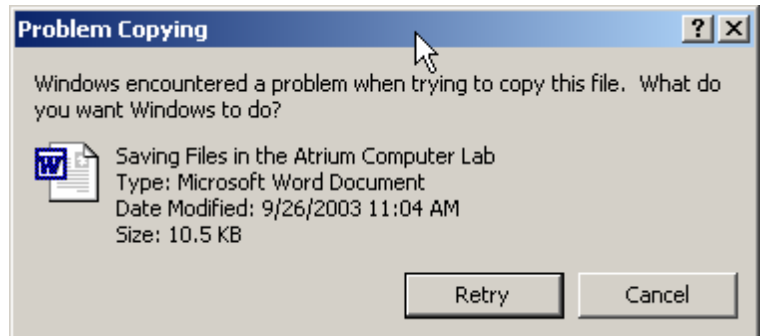
**NOTE:** If you are saving sensitive documents, make sure that you delete the temporary files so they will not be accessible by others when you leave the computer. Furthermore, delete the files that you saved to the My Documents Folder or the Temp Directory. If you restart the machine, this will ensure that these documents have been deleted.



## Encountering and Dealing with Problems

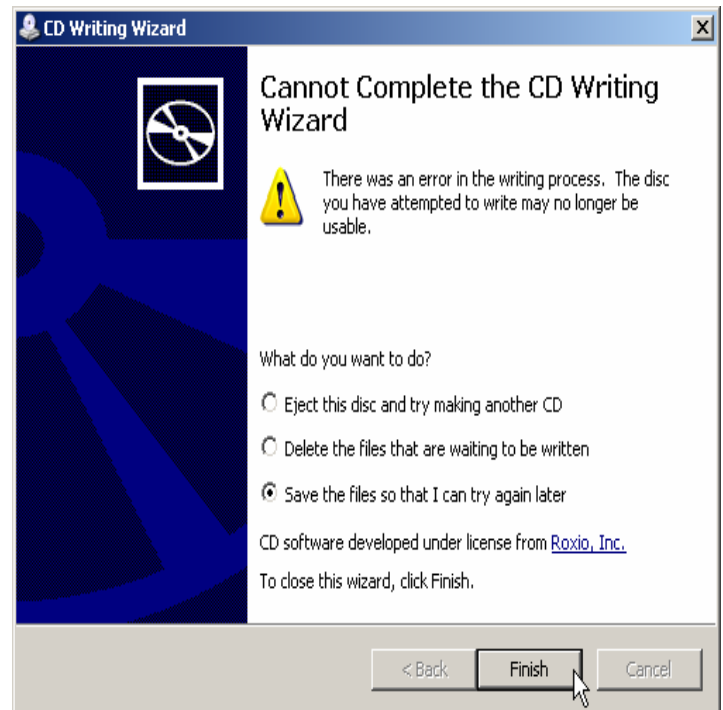
**NOTE:** If you are unsuccessful at saving your files to a CD-R disk, save them to your NEIU Account or to a USB Flash Drive. Files saved to the My Documents Folder and the Temp Directory are only temporarily stored there. The files will be deleted when the machine restarts.

If you encounter a problem when copying files, please check to make sure that you have a new and unused recordable CD-R disk in the drive. Also, make sure that the file you are trying to copy has been saved to the My Documents Folder or the Temp Directory and that the file has been closed.



If errors occur when trying to save files to a CD-R Disk, you may have a CD-R Disk that is faulty or has already been written to. Follow the onscreen instructions to try and recover from the error. If errors still occur, save the files to your NEIU account or to a USB Flash Drive.

If you continue to experience difficulties with writing to CDs in our labs, please contact a lab assistant or stop by the office of Student Computing Services located in the B-Building Room 107.



**NOTE: If you do not save your files to your NEIU Account, or to a CD-R Disk, or to a USB Flash Drive, the files will be deleted when the machine reboots.**



For additional information on Student Computing Services, please visit Student Computing Services website at [www.neiu.edu/scs](http://www.neiu.edu/scs).

# How to transfer files to your NEIU Account using File Transfer Protocol

Various FTP software programs are listed on our web site <http://www.neiu.edu/scs> under the Documentation Link. Visit their websites by clicking on the various FTP icons.



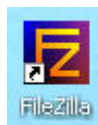
- This document was created using screen captures from the WS-FTP program.

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**NOTE: If you do not save your files to your NEIU Account, or to a CD-R Disk, or to a USB Flash Drive, the files will be deleted when the machine reboots.**


You can transfer files back and forth from the computer to the Internet and vice versa by saving files to your NEIU Account. To save files to your NEIU Account, you can use the File Transfer Protocol (FTP) program found in the Student Computer Labs called FileZilla.

The FTP program called FileZilla is found in all of the Student Computer Labs and the icon looks like this:



NOTE: There are many other FTP programs available for you to use. You can download a free program for home use from our web site at [www.neiu.edu/scs](http://www.neiu.edu/scs) by clicking on the "Documentation" link.

## File Transfer Protocol (FTP)

Launch **Filezilla** by double-clicking on the icon. The Filezilla client window will appear on your screen. Click on the “**Site Manager**” icon (  ) at the top-left corner of the screen.



The following host settings already appear in the Site Manger. You will need to enter your user name and password (when prompted).

**Host:** ftp.neiu.edu

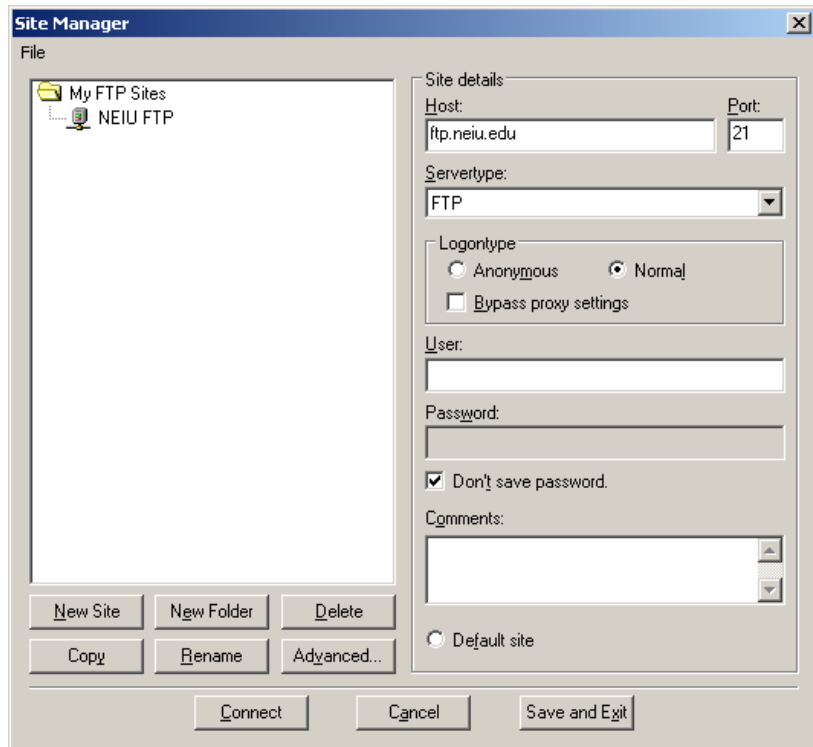
**User:** Your NEIU username

**Password:** Your NEIU password

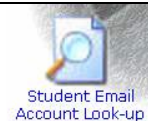
*(Note: The user id and password are case sensitive.)*

For added security, you may choose to use SSH2 encryption by selecting SFTP from the Servertype drop-down menu.

When finished, click on the **CONNECT** button.

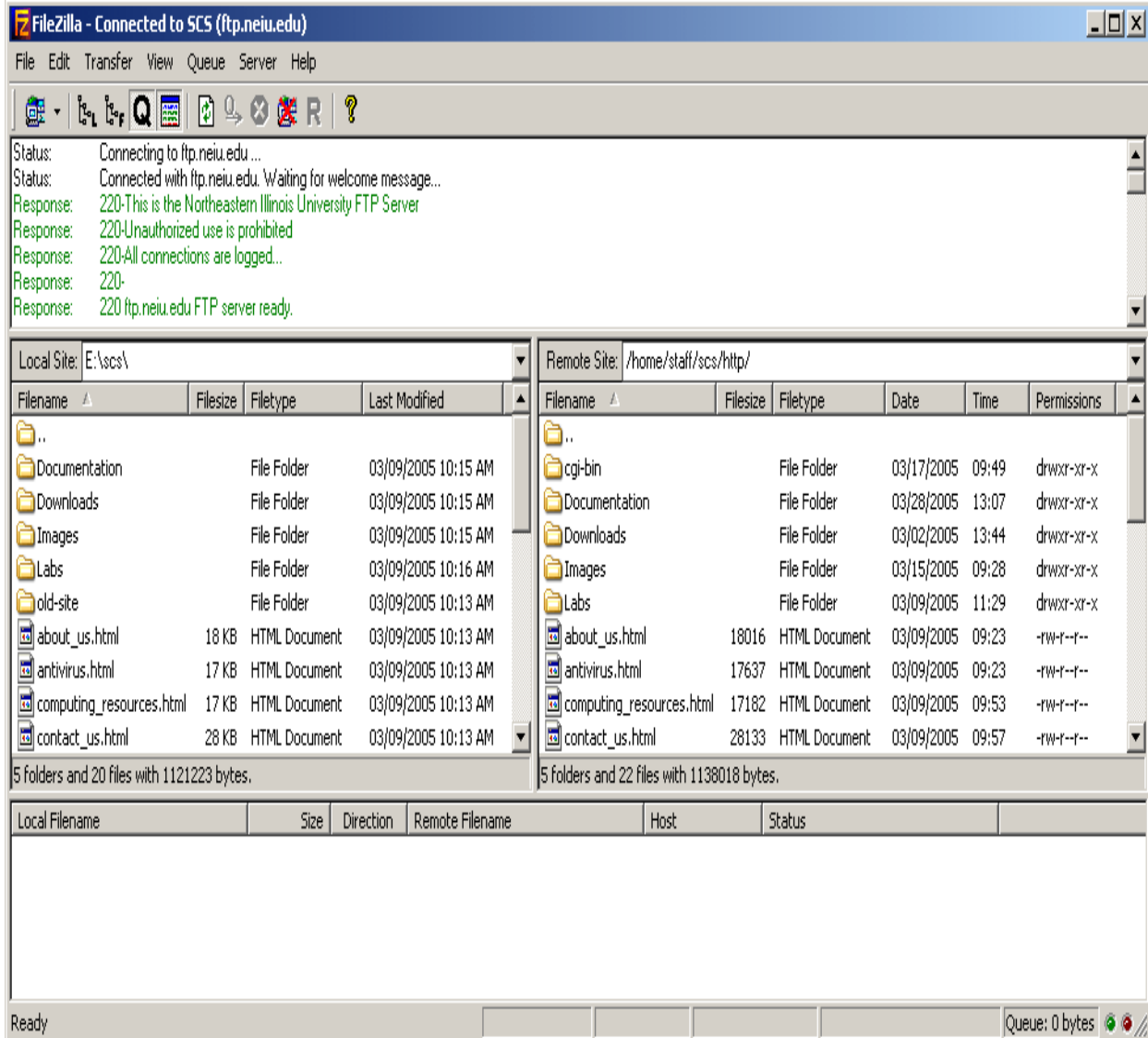


Your User ID and Password are the same as your E-mail Login Name and E-mail Password. To find this information, go to [www.neiu.edu/scs](http://www.neiu.edu/scs) and click the Student Email Account Lookup Icon



## Transferring File to Your NEIU Account

After you successfully connect to your NEIU account in **Filezilla**, a window similar to the one shown below will appear. The window on the left lists the files that are stored on the computer in front of you. The window on the right lists the files that are stored in your NEIU account. Please note that if you are transferring web pages to your NEIU account, they must be stored within your **http** directory.



You may sort the files according to their name, file size, or the date they were last modified by clicking on the column headings directly above the file list. Double-clicking on a folder will open that folder and display the files located within. The text box with the file pathname (i.e., **/home/staff/scs/http/**) indicates the name of the current folder on your NEIU account. You may double-click on the double-period (..) to go up the file hierarchy system and return to previous folder.

## Uploading and Downloading Files

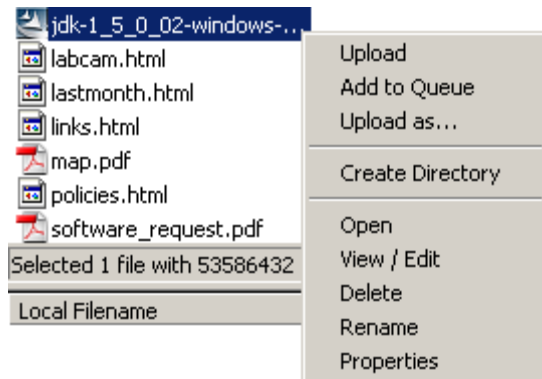
To upload files to your NEIU account, you simply double-click on the file you want to upload. Your file(s) will be copied from the computer to your NEIU account. To download files from your NEIU account to your computer, simply select the file(s) from the right window and double-click it to transfer it.

## Deleting and Renaming Files

You may also delete files and directories from your NEIU account. To delete a file, right-click on the file to highlight it. Then choose **Delete** from the menu options listed in the context menu.

To rename a file, simply right-click on it to select it and then choose the **Rename** option from the context menu. The computer will prompt you to enter a new name for the file.

This process will work for files on both your local computer or on your remote NEIU account.



## Creating a New Directory

If you want to create a new directory in your NEIU account, simply right-click in the Remote Site window (the right window) and choose **Create Directory** from the context menu option. The computer will prompt you to enter a name for the new directory.

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