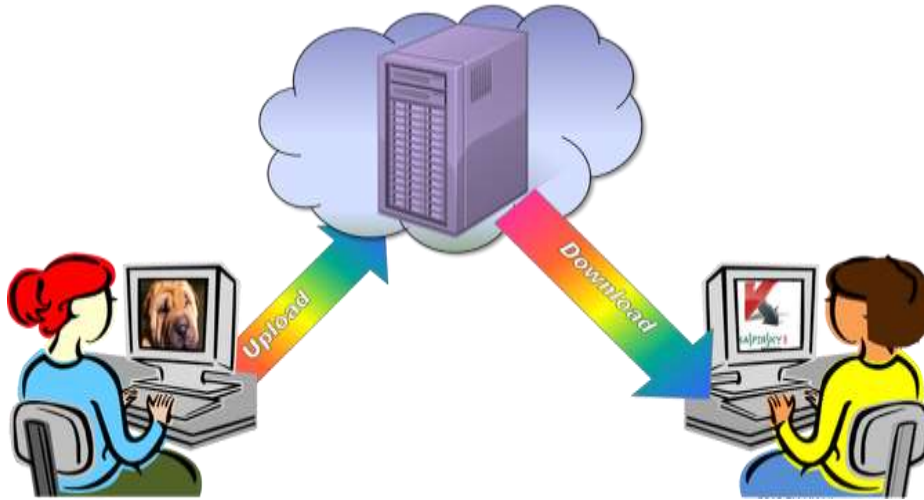


Uploading & **Downloading**

January 2018

Download and **Upload** are commonly used terms heard when using a computer or the internet. Upload and Download both refer to the process of transferring a file. When a file is transferred, a copy is created in the location chosen.



Upload means to transfer a file or **files from your own computer to another location** on the internet. For example, you might transfer a file, such as a photo of your dog, from your home computer, to a web server that hosts your email account.

Download means to transfer a file **from the internet to your own computer**. An example would be downloading a program file, such as an antivirus program, from a web server to your own computer.

Practice Exercise: Upload a File

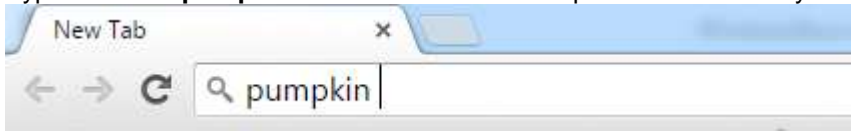
This practice exercise involves **uploading** (transferring) a file from a computer to a website on the internet.

1. Double click on the **Google Chrome** icon on the desktop
2. Click in the **address bar** at the top of the Google Chrome window
3. Type **training.heightslibrary.org/upload** in the address bar and press the **Enter** key on the keyboard
4. Click **Choose File** No file chosen
5. The Open dialogue box appears on the screen.
6. Locate the **Resume Example file** in the **pubdocsshare (Documents)** folder and double click to open the file
7. Click the **Upload File** button

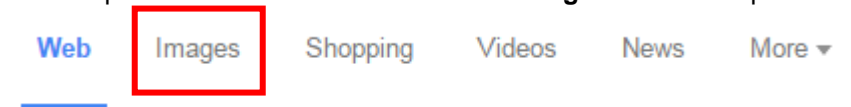
Practice Exercise: Download a File

This practice exercise involves **downloading** (transferring) a file from a website on the internet to a computer.

1. Double click on the Google Chrome icon on the desktop
2. Click in the address bar at the top of the Google Chrome window
3. Type the word **pumpkin** in the address bar and press the **Enter** key on the keyboard



4. The **Google Search** results page for the word pumpkin appears
5. At the top of the search screen click on the **Images** tab to view pictures of pumpkins

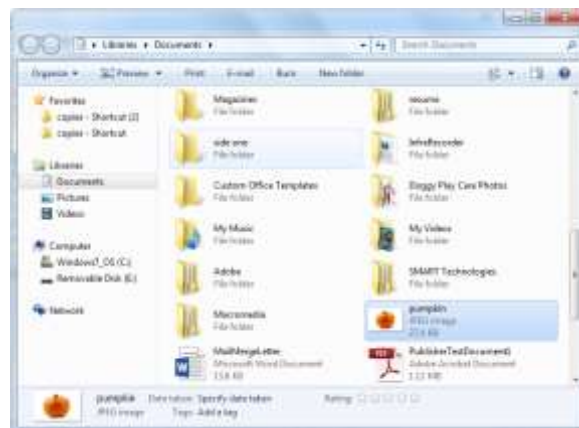


6. **Click** on the picture to display the full sized image
7. Place the cursor over the picture
8. Right-click on the picture; a menu appears
9. Click on **Save Image As...**
10. The Save As dialogue box appears on the screen. Select a location to save the file. A common place to save a picture is in the **Pictures folder** on the computer.
11. **Name or rename** the file in the file name box
12. Click the **Save** button

Practice Exercise: Locate and Open Downloaded File

The picture is now saved in the **pubdocsshare (Documents)** folder on the classroom computer. Locate and open the file.

1. Click the **minimize button** in the upper right corner of the Google Chrome window to minimize the screen
2. Locate the saved file in the **pubdocsshare (Documents)** folder of the computer
3. **Double-click** on the file icon to open the file
4. The file opens on the computer



External Storage Devices

Files saved on a computer are kept on the hard drive, which is fixed inside the tower of a desktop or body of a laptop. There may be times when work must be done on these files using a different computer, such as a school, library or work computer. Storage devices allow for the easy transport of digital files from computer to computer.

Storage devices serve the same purpose as a computer's hard drive. They provide a space where computer files can be saved. The main difference is that storage devices are external or able to be disconnected from one computer and connected to another. External storage devices can also be used to backup files on a computer in the event of equipment failure or other catastrophes.

External storage devices include:



Floppy disks



CDs and DVDs



Flash Drives



External Hard Drives



Memory Cards

Each device has pros and cons. **Floppy disks** and **CDs** are slower and able to store fewer files. **Flash drives** are easy to forget or lose. **External hard drives** are larger and less convenient than other methods. **Memory cards** require a special adapter to be connected to the computer. Nevertheless, all of these storage devices make it easier to transport files from computer to computer.

Flash Drives

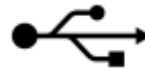
A flash drive is a **small, removable hard drive** that plugs into a **USB port** on a computer. Flash drives are very popular because they are small, portable and inexpensive. A flash drive can be purchased for \$20 or less at most retail stores that sell electronic equipment. Even some grocery stores, pharmacies and gas stations sell flash drives!



Flash drives are a convenient way to **bring your files with you** and open them on a different computer.



USB Symbol:



If you are not sure where the USB ports are on the computer, look for the USB symbol!

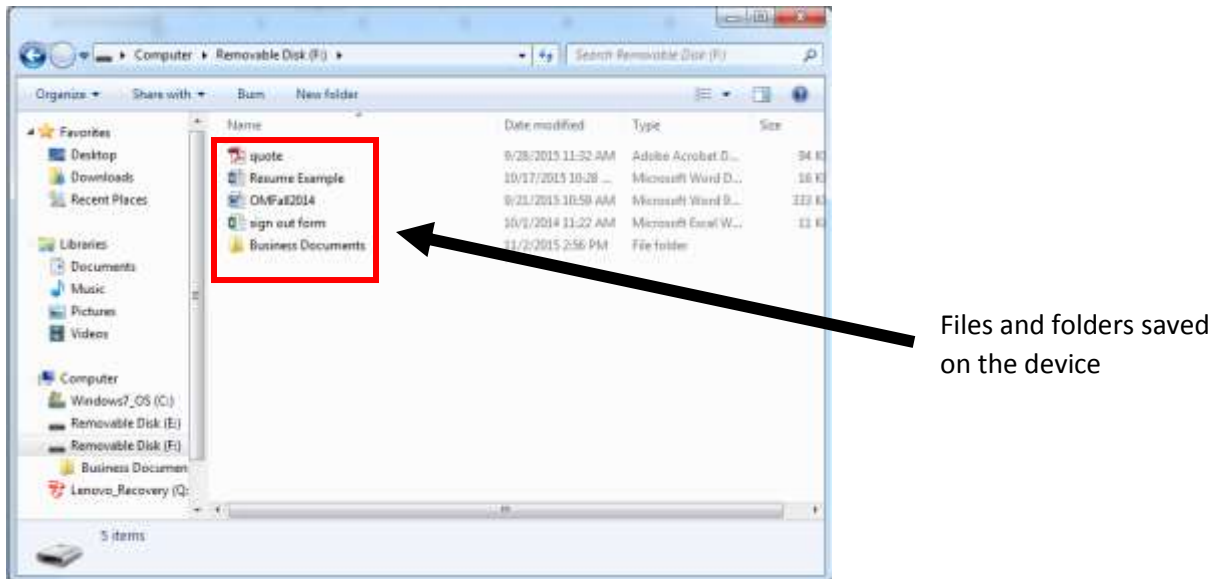
USB Port: The location where the flash drive device is inserted. The USB port is usually located on the **front, back, or side** of your computer (the location varies depending on whether the computer is a desktop or a laptop).

Connect and Open a Flash Drive

1. **Insert the flash drive** into a **USB port** on the computer.
2. The **AutoPlay** dialog box appears. Click **Open folder to view files**



3. The **flash drive folder** opens and displays any files and folders stored on the device. Double click on a file or folder to open the item.



Disk Drives

A **drive**, or **disk drive**, is the more formal name for hardware on which you can store files and folders. Hard drives, CDs, flash drives and external flash drives are all examples of disk drives. Disk drives are assigned a **letter** on the computer.

- The **hard drive** (the drive inside the computer) is known as the **(C:) drive**
- If the computer has a **CD-ROM drive**, it is usually called **(D:) drive**.
- A **flash drive** or **external hard drive** is usually known as the **(E:) drive**.

NOTE: If more than one device such as a flash drive or external hard drive is connected to the computer, the drive will be the (F:) drive.

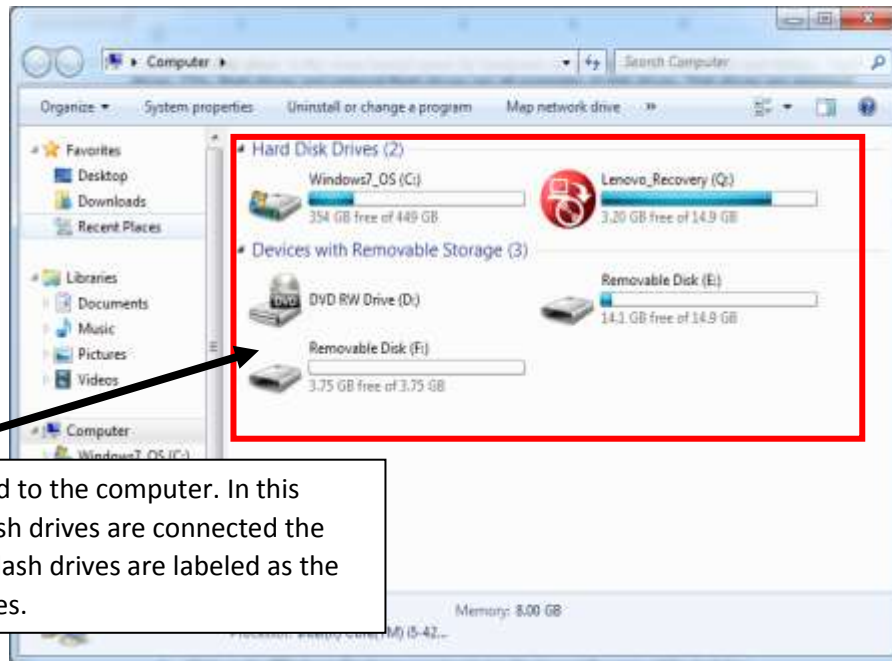
View Drives on the Computer

To view all of the drives on the computer, open the **Computer** section of Windows. Once computer is open, storage drives can be opened to access files saved on the device. This process is helpful if the AutoPlay dialogue box does not appear when a device is connected to the computer.



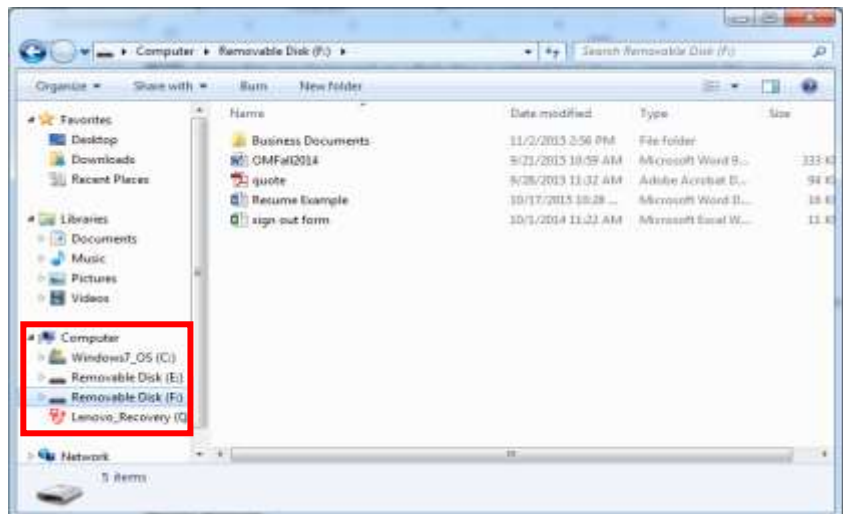
1. Click the **Start** button
2. Click on **Computer** along the right side of the **Start Menu**

The **Computer** section opens and displays all of the drives running on the computer and how much space is available on each device. Double click on a device icon to open the item.



The computer drives are also visible in the navigation pane of the Windows Explorer window. On the left side of the Windows Explorer window, click on the **drive icon** of the device to be opened.

The contents of the device will display in the right panel of the screen.



Eject a Device

When you're done using a device such as a flash drive, remember to properly disconnect it! Disconnecting a device properly will avoid damaging files on the drive.

To eject a device:

1. Click the **Start** button
2. Click on **Computer** along the right side of the **Start Menu**
3. Click on the **icon of the device** to be disconnected
4. In the toolbar, click **Eject**

A message will appear in the taskbar that states that it is now safe to remove the device



The device can now be safely removed from the USB port.

Practice Exercise: Working with Flash Drives

1. Connect and open the flash drive
2. Open the **Resume Example** file that is stored on the flash drive
3. Safely eject the flash drive device