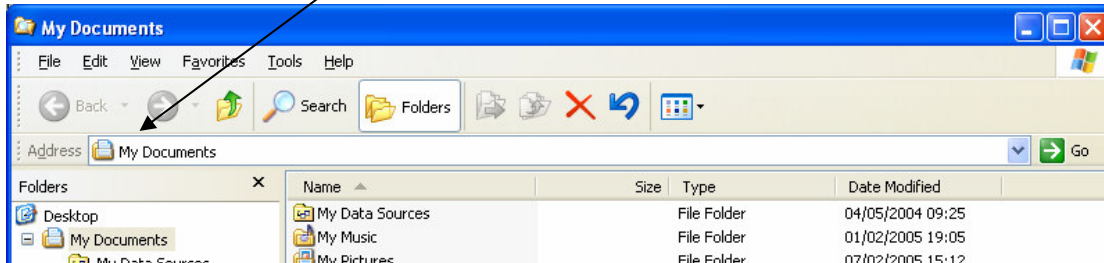


Using USB flash memory drives - the G: drive – how to display the G: drive:

- Insert the drive in the USB port (at the front under the Dell flap or at the back of the system unit)
- Open Windows Explorer
- In the address bar at the top, type G: (clear any existing text)
- Press Enter
- The contents of G: should now be displayed



I can't see G: when I do File, Save As in an application eg Word?

Proceed as follows:

- Select **File, Save As**
- in Filename text box, type G: (clear any existing text)
- Press Enter
- G: should now be displayed

I can't see G: when I do File, Open in an application eg Word?

Proceed as follows:

- Select **File, Open**
- in Filename text box, type G: (clear any existing text)
- Press Enter
- G: should now be displayed

Using the CD RW (F:) drive to copy data files (not music files)

Proceed as follows:

- Save file or files to H: drive or Desktop. Close any files you want to copy. You cannot copy if they are open
- Use Windows Explorer to drag & drop files from H: or Desktop to CD RW drive. The files are stored in a temporary storage area on the hard disk – you will see a heading **"Files Ready to Be Written to the CD"**
- The final stage is to perform the actual write of all the files to CD –
 - Select the **File** menu
 - Select **Write these files to CD.**
- The CD Writing Wizard appears. Follow the instructions to complete the process
- At the end of this process, click **Finish** button