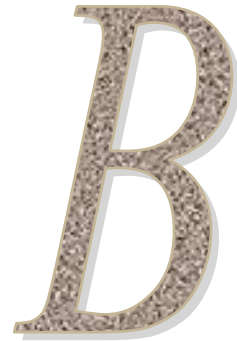


Word 2007



Appendix B

**Copy Student Files to
Hard Drive**

Purpose

Before you begin, you need to copy the contents of your student CD to your computer's hard drive. The following lesson will step you through this process. It is also recommended that you change the file to Read-Only, so that you don't accidentally over-write the original file. This will allow you to repeat an exercise as many times as you like.

Create a folder under your personal folder

You will create a folder in the your *personal folder* or **My Document** to contain the student files and the saved exercises that you complete during this course.

*Note: In Vista, your login name is the same name as your personal folder, formerly called **My Document** in Windows XP.*

1. Click the **Start** menu and click **Computer** to open the Windows Explorer.
2. Double-click the name of the **hard drive** or **flash drive**.
3. If the Tasks do not appear in the left pane, click the **Folders** button on the toolbar to switch from a listing of the folders to tasks.
4. Click **Student Folder** under the right pane. It should be the top most folder.
5. Click **Make a New Folder** under File and Folder Tasks on the left.
6. A new folder with the name selected appears in the list on the right.
7. While the name of the folder is highlighted, type **WP Exercises**.
8. The name New Folder is replaced with the new name.

Insert the student CD or flash drive

Below are instructions you can use if the exercises you will use for practice in this lesson are on a compact disk (CD).

If the exercises are on a compact disk (CD) complete the following steps. One side of the CD, is a smooth surface that probably has a label on it. This side is

Appendix B: Copy Student Files to the Hard Disk

the top. The bottom of the disk has a shimmering surface similar to a hologram.

1. Press the button on the **CD drive** on your computer.
2. A tray that has a round depression to hold the CD slides out.
3. Hold the disk with the top (label side) up and gently place the disk into the depression in the tray.

Or

View the files on the CD or flash drive.

Click **Computer** under Other Places in the left pane.

1. The My Computer window opens.
2. Double-click the icon for the **CD** drive or the **flash** drive.
3. Windows Explorer will open to show a list of the files that are in it.

Copy files from the CD or flash drive to personal folder

You will copy all the files that are on your student CD to the folder you created on your hard drive. If the file is in one folder, you can copy the folder over. If you have more than one folder or file you can use **Select All or Ctrl + A** to select all files.

1. All the files and folders on the disk are selected (highlighted).
2. Right-click on any part of the selected files to open a pop-up menu.
3. Click **Copy**.
4. Open the new folder you created on your hard drive.
5. Right-click on any open white area in the folder windows and select **Paste**.
6. A copy of the files are now in the *your* folder.

Make files read-only

You can make the files read-only so that you cannot make changes to the original file but must save any changes to it by saving the file with a new

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name. In your everyday computer tasks do not usually create read-only documents, but for learning purposes, it is sometimes useful to work with read-only files so that you can use the files over again if you make mistakes or wish to use them for practice in the future.

1. Double-click the **Exercise Files** folder.
2. The folder opens and you can see the files that you copied into it.
3. Click the **Organize** menu and click **Select All** to select all of the files.
4. While the files are selected, right-click on any of the highlighted files.
5. A pop-up menu appears.
6. Click **Properties**.

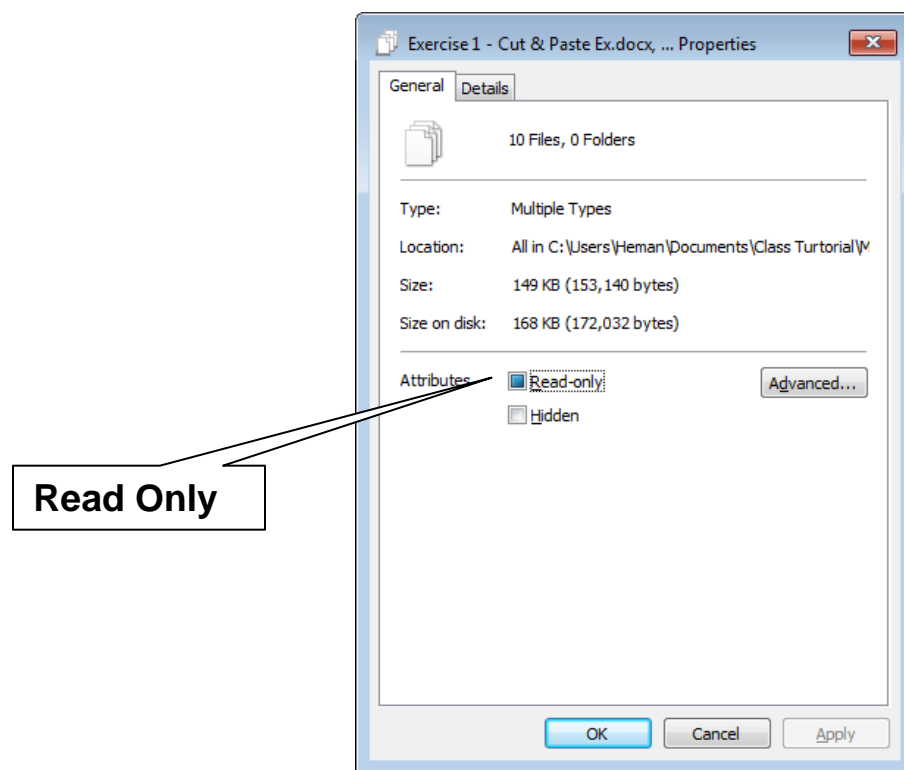


Figure B.1 Properties dialog box with grayed-out read-only checkmark

The Properties dialog box appears. In the Attributes section, the read-only check box may have a partially grayed-out checkmark (see Figure B.1).

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7. Click in the check box next to **read-only** to remove the grayed-out checkmark and then click it again to put a checkmark there. Then click **OK**.
8. A Confirm Attribute Changes box appears with the radio box selected for applying the changes to all of the subfolders and files (see Figure B.2).
9. Click **OK**.
10. All of the files are now read-only.