

ZIP DISK USAGE

ZIP DISK USAGE MAC OS X and OS 9

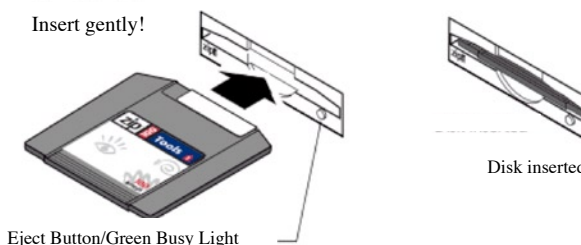
1. Insert the Zip disk into the Zip drive. It will spin up and its icon will appear on the Macintosh desktop.



2. To eject the Zip disk, drag it to the Trash. The icon will disappear from the desktop and the Zip disk will pop out.

ZIP DISK USAGE WINDOWS XP

1. Insert the Zip disk into the Zip drive.



2. To view the contents of the Zip disk, select My Computer from the Start menu. The Zip disk will be listed under **Devices with Removable Storage**.

3. To eject the Zip disk, press the eject button on the right side of the drive.

ZIP DISK TIPS

CROSSING PLATFORMS: Using a Zip disk on both Macs and PCs

If you need to use your Zip disks on **BOTH** Macs and PCs, format the Zip disk(s) in the **PC or DOS format**.

DON'T USE A ZIP DISK AS YOUR WORKING DISK! Use it for storage ONLY!

When you sit down to work on a document that is stored on a Zip disk, first copy the file(s) onto the hard drive of the computer by dragging them to the **Documents** folder (Macintosh) or to the **My Documents** folder (Windows). After you finish working on your file(s), close them and copy them back to the Zip disk. The hard drive provides faster access to data and is designed to allow more frequent read and write access than a Zip drive.

CHOOSING DISKS: 100 MB vs. 250 MB

Zip disks come in two capacities, 100 MB and 250 MB. Macintosh G4 and newer Windows computers accept the 250 MB version; older computers will likely take only the 100 MB disks. If you're not sure, then buy the 100 MB size as both old and new computers can read these disks.

THE "CLICK OF DEATH"

The "CLICK OF DEATH" is a repetitive clicking noise the Zip drive makes when either a Zip disk is first inserted or when the drive tries to read or write data to the disk. This is usually caused from an overused or misused disk. **STOP** using that Zip disk immediately if you hear this clicking. Contact the Help Desk at x4357.