

Lesson 15

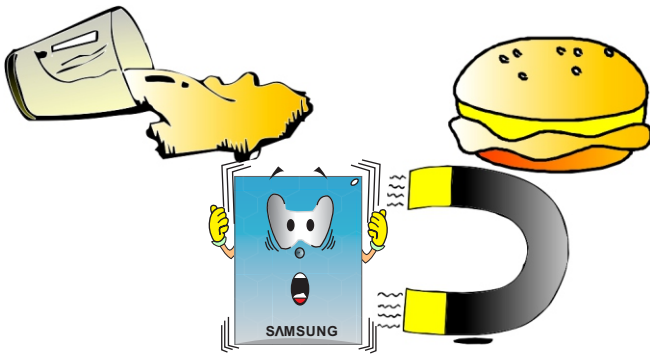
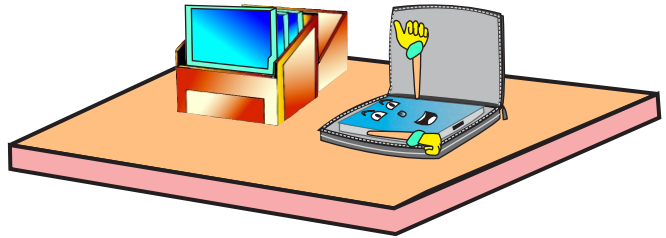
I Do Care

Disk Care

A. Portable Hard Drive is a type of storage device that can hold large amount of data and requires the user or owner a proper care.

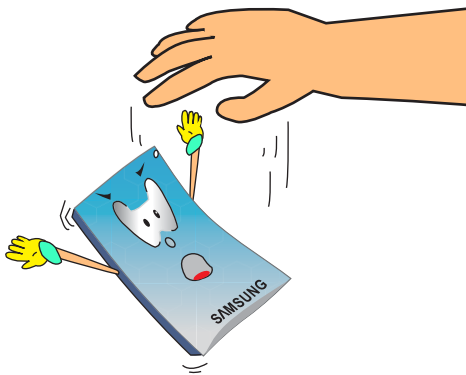
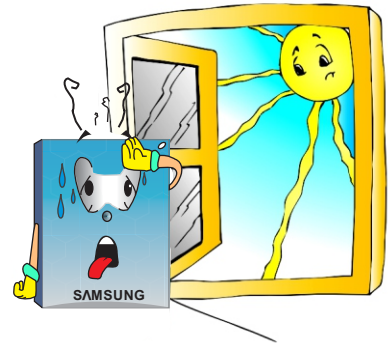
Below are tips on how to take care of your Portable Hard Drive.

1. Store your Portable Hard Drive in a secure, dry and cool place.



2. Keep magnet, food particles and drinks away from it.

3. Do not exposed it to the heat of the sun and to raindrops or water.



4. Be sure not to dropped your Portable Hard Drive.

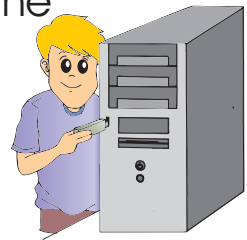
B. USB Flash Disk stores your pictures, assignments, and any documents. In order to keep these files, you need to take care your USB flash disk.

Below are the things you should take note in taking care of your USB flash disk.

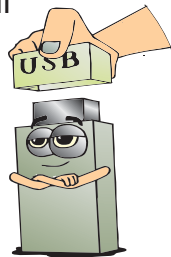
1. Do not fold nor bend your USB flash disk.



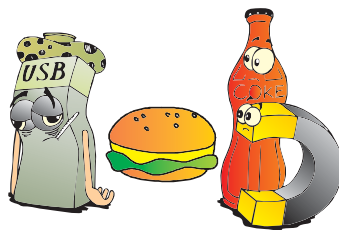
4. Plug-in/Plug-out the USB flash disk carefully.



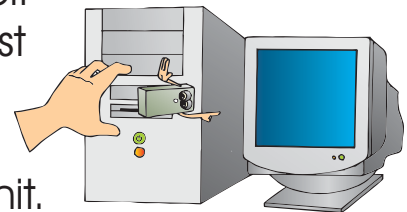
2. Always cover your USB flash disk every after use.



3. Keep food, drinks, and magnet away from your USB flash disk.

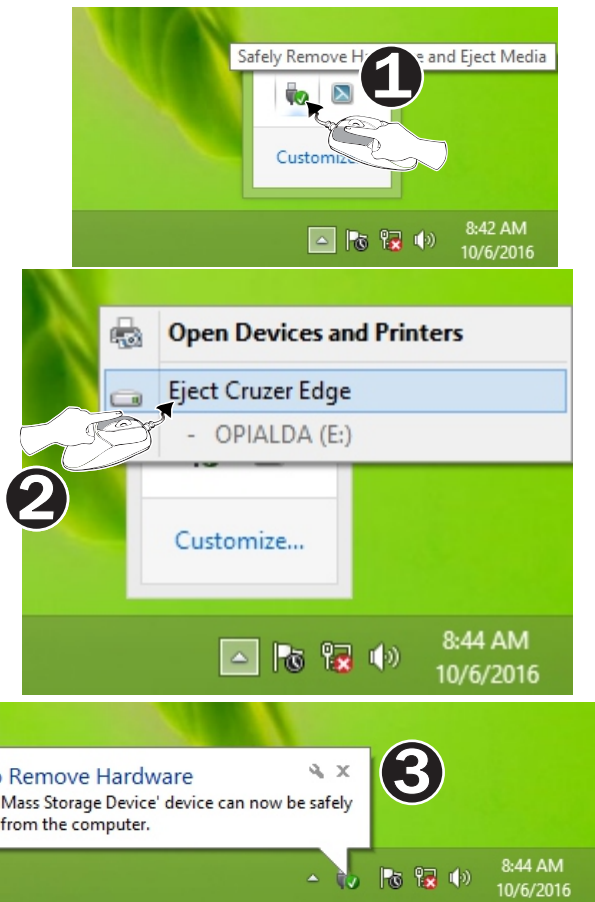


5. Be sure to EJECT your USB flash disk using your computer. Do not just pull it out from the system unit.



To eject, observe the following steps:

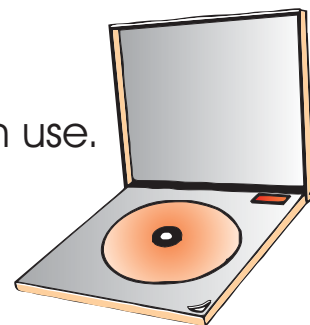
1. From the taskbar, click the **Safely Remove Hardware**.
2. Click on **Safely Remove USB Mass Storage Device**.
3. Wait until the taskbar displays the message: **Safe To Remove Hardware**.



C. DVD. Music like audio, mp3 or mp4 and video like the SHREK movie are the most common content of a **Digital Versatile Disk (DVD)**. DVD is the most sensitive storage device. A tiny scratch will destroy the files stored in it.

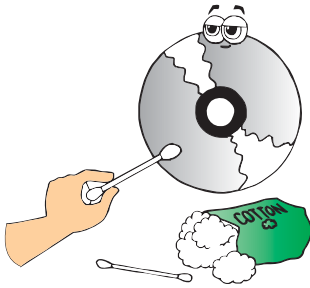
Take note of the tips below to keep your files in the DVD.

1. Always keep the DVD in its case if it is not in use.



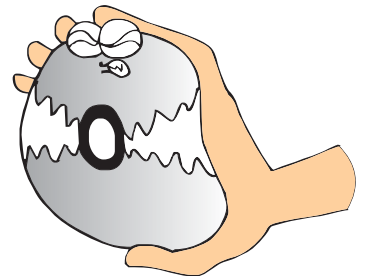
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2. Do not wipe the DVD with a cloth. Use cotton to clean it up.

3. Do not fold nor bend the DVD; it might break.



4. Use a soft-tipped pen to label the DVD.