

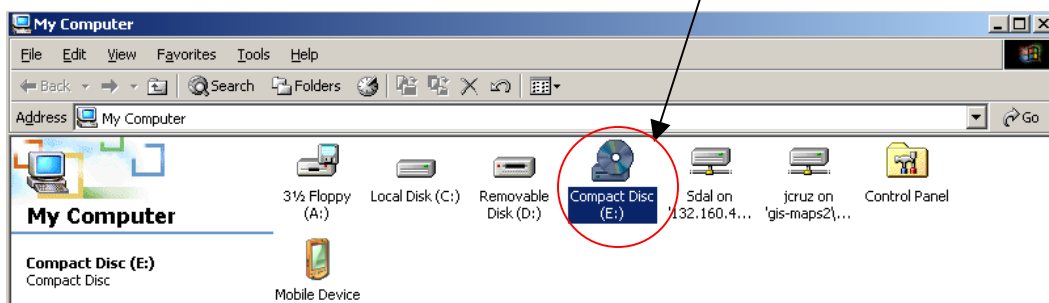
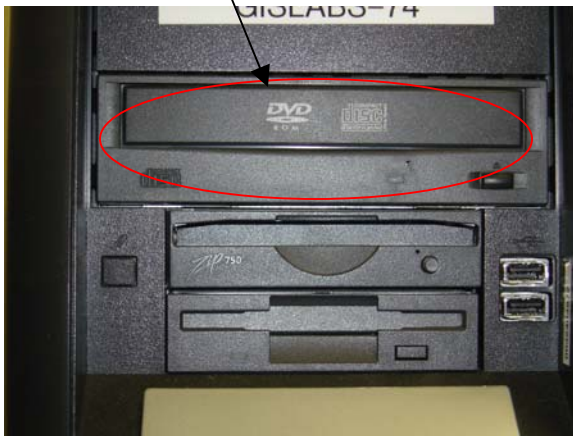
Gateway E-series Computer Best Practice

1. Save your files at frequent intervals.
 - a. Keep your own multiple backup copies of your important files.

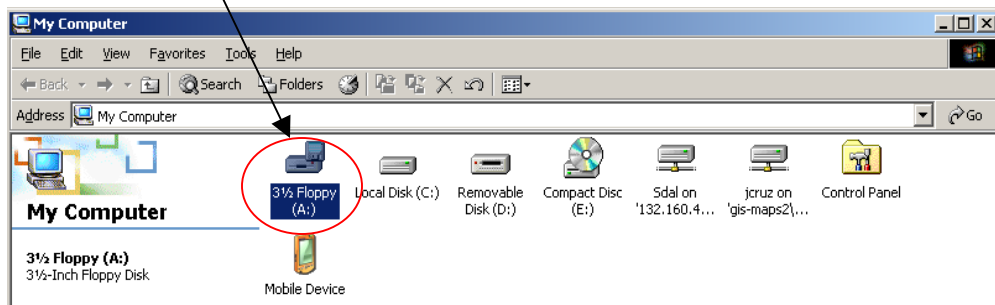
2. It is your responsibility to keep the computer free from viruses or other things that can potentially damage the machine.
 - a. Never download from unknown websites.
 - b. Never open an email attachment ending with *.bat, *.vbs, or *.exe.

3. It's your responsibility to keep your username and password secure. Never allow anyone else access to any of them.
 - a. Keep your password secret; don't use your name, your partner's name, your car registration or anything else that someone might guess. If you have to write it down, disguise it. Change your password regularly. If you think someone might have watched you typing it in, change it immediately.

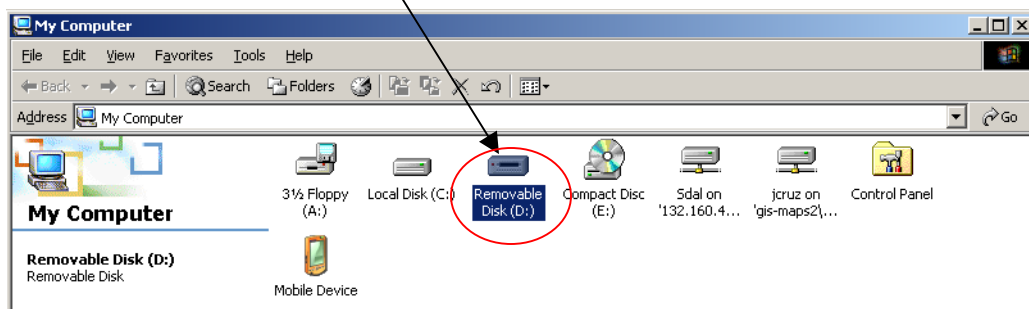
4. The DVD / CD-RW drive is located at E drive. It can be accessed by going to **My Computer / Compact Disk (E:)**



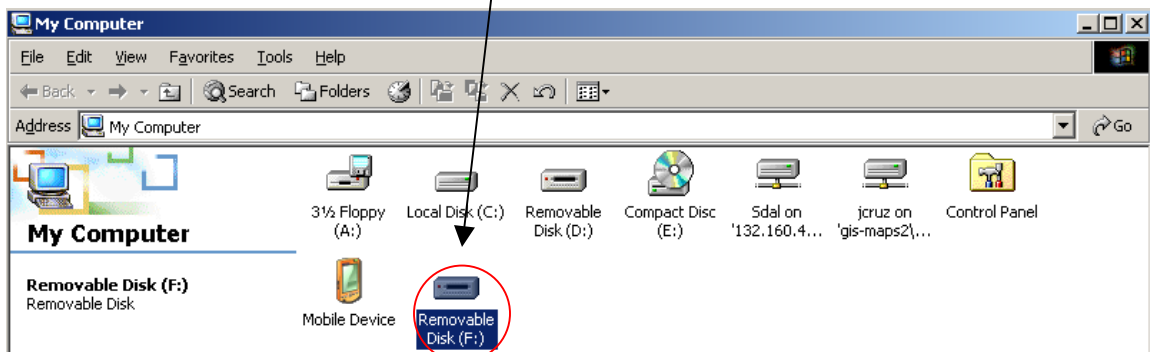
5. The floppy drive is located at A drive. It can be accessed by going to **My Computer / 3 1/2 Floppy (A:)**



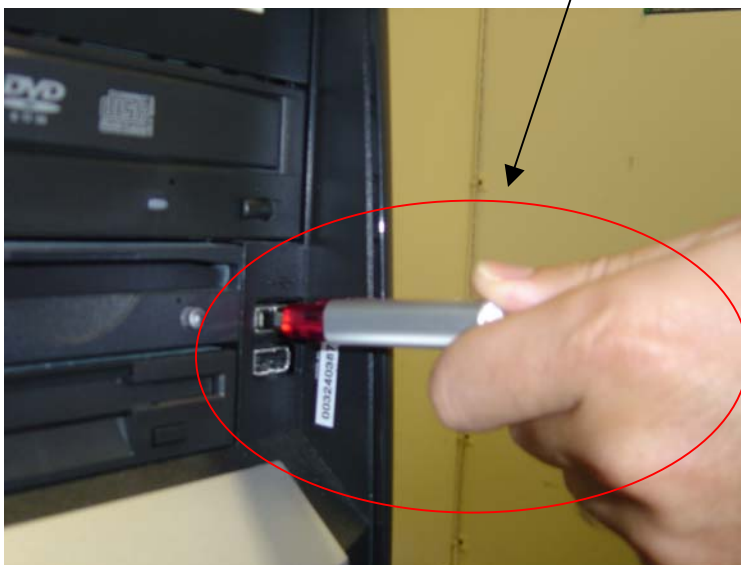
6. The Zip drive is located at D drive. It can be accessed by going to **My Computer / Removable Disk (D:)**



7. You can mount your Jump drives (USB drives) in either of the USB ports. It can be accessed by going to **My Computer / Removable Disk (F:)**.



8. Carefully insert the jump drive in a USB port in an angle perpendicular to the computer.

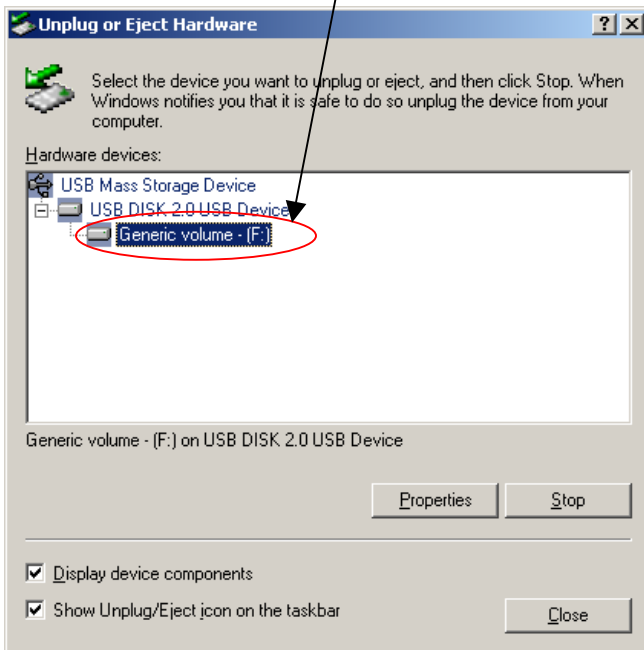




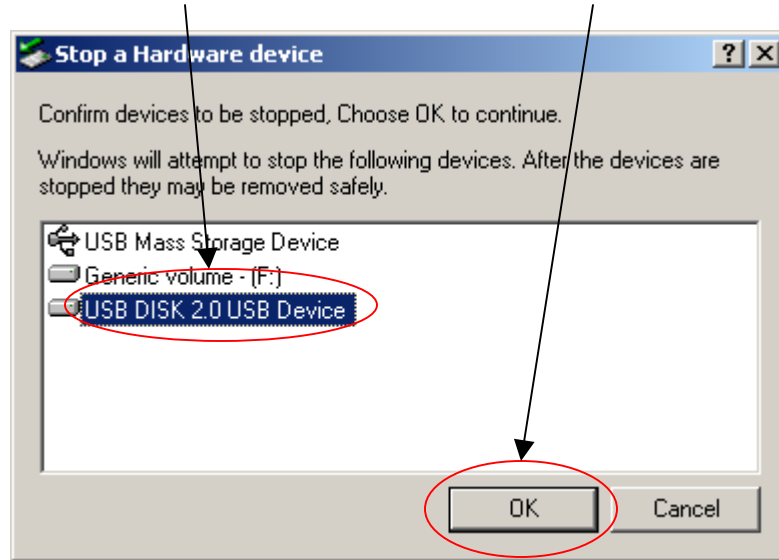
9. Before removing your jump drive from the USB port, left click the **Unplug or Eject Hardware** button from the taskbar. An **Unplug or Eject Hardware** dialog box will pop up.



Select **Generic volume – (F:)** from the tree view.



Select **USB DISK 2.0 USB Device** then click the **OK** button.



“Once the Safe to Remove Hardware” dialog box pops up, either press **OK** or hit **[ENTER]** key.



Finally, click **Close** and then carefully remove your jump drive from the USB port (see USB jump drive insertion for more images).

