

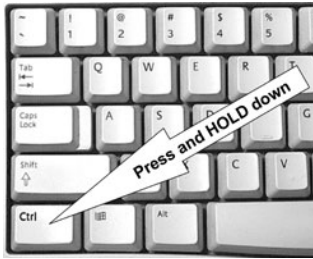
# External Hard Drives

## How to Open the Fast ForWord Program

Make sure the programs have been properly installed and the participant data has correctly been filled out

1. Insert the external hard drive into a USB port and wait for it to be recognized
2. Click **Cancel** when the grey boxes appear
3. Go to **Start**
4. Click **My Computer**
5. Double-click the drive **Westchester (E:)** or **Westchester (F:)**
6. Double-click the folder **Fast ForWord**
7. Double-click the **Fast ForWord Gateway LaunchAnywhere** icon
8. Click your name once and choose the program you wish to work on


## How to Exit Out of an Exercise Prematurely



1. Make sure not to leave a current demand pending. Follow the demand and do not click the yellow “listen” button
2. Click the **Ctrl** and **=** keys on the keyboard (works for every computer other than a Mac)
3. Click the **apple** key and the **=** sign on the keyboard (Mac only)

## How to Properly Pull Out the External Hard Drive

Pulling out a hard drive while it is running causes technical problems with the drive and the program

1. Make sure you have exited out of the Fast ForWord program. There should be nothing pertaining to Fast ForWord open on the task bar at the bottom of the desktop.
2. At the bottom right-hand side of the desktop (where the time is located), double-click the green arrow that safely removes hardware. 
3. Click **Stop** (USB Mass Storage Device)
4. Click **Generic Volume (E:)** or **Generic Volume (F:)** and click **OK**
5. When the balloon appears stating “**Safely remove hardware,**” pull the external hard drive out of the USB port