**TPCMP Handout - External Hard Drive Set Up & Usage**

***External Hard Drive Set Up:***

Once music has been purchased and downloaded on to computer, begin uploading the music files to the external hard drive for safe storage.

* To begin, open hard drive and insert the USB end of the adapter into computer and the opposite end into the external hard drive. Once the device is properly connected to computer, you may receive a notification that the hard drive can now be accessed.
* Now that the hard drive is accessible from your device, go to the file explorer on computer (appears as a folder icon on the toolbar on the bottom of your screen). On the left side of the file explorer, you will see different folders and categories of storage available on your device. Scroll down until you see the name of your hard drive and a hard drive icon, it usually appears next to “This PC” and “Network.”
* Click on the hard drive icon and you will now have the option to view stored files or add new files to your hard drive.

***Uploading Residents’ Music to the Hard Drive:***

Now that you have access to your hard drive, you can begin uploading purchased music.

* Locate the folders you’ve created containing each resident’s music. For example, if you created folders located on your desktop, select “Desktop” to access them.
* Once you have found the residents’ music folders, you can begin copying them over to your hard drive. To do so, you can either click the folder and drag it to the hard drive icon on the left side of the file explorer tab or hold down the CTRL > C buttons on the keyboard to copy, double click on the hard drive icon, and hold down CTRL >V to transfer the folder to your hard drive.
* It may take a moment for the folders to transfer to the hard drive once you drag or copy paste them to the hard drive, but you should be able to find each one on the hard drive once the transfer is complete by clicking the hard drive icon.

***Uploading Residents’ Music to Micro SD Cards:***

To transfer each resident’s music to their headphones, you will now need to upload the music to a micro-SD card and insert it into the headphones. To do so, you will need the following**: a flash drive with an SD card and micro-SD card slot**, **micro-SD card**, and your **hard drive containing all residents’ music.**

* Connect your hard drive to your computer using the USB cable, and make sure the hard drive is accessible on file explorer. You can do so by clicking the file explorer icon, scrolling through the list of storage options, and clicking the hard drive icon. If you do not see the hard drive icon in file explorer, disconnect the hard drive from your device and reconnect it using the USB cable. You should also receive a notification at the bottom right of your screen indicating that the hard drive is now accessible from your computer.
* Now that the hard drive is accessible from your device, open your micro-SD card from its packaging and remove the smallest SD card. Carefully insert the small SD-card into your flash drive. Many micro-SD cards and flash drives have arrows showing the correct way to insert it, follow the arrows accordingly to avoid damaging the micro-SD card. Once the micro-SD card has been correctly inserted into your flash drive, insert the flash drive into the USB port in your computer.
* Select the playlist you’d like to copy to the micro-SD card from the hard drive from file explorer and either drag it over the flash drive icon or click it and hold the CTRL >C and CTRL > V
* Once the file containing the resident’s music had been copied to the hard drive, right click the flash drive icon, and select the “eject” button from the menu of options. A notification will appear at the bottom right side of your screen indicating the hard drive can now be removed from your computer.
* Double check to make sure that the music was successfully loaded onto the flash drive by re-inserting it into your computer, locating the flash drive icon in file explorer and clicking on it. If the file folder with the music does not appear, repeat this process carefully and remember to select “eject” before removing the flash drive from your computer.

***Troubleshooting***

**What if my computer only has one USB port?**

If your device only has one USB port, you can keep each resident’s playlist folders on your computer and add them to the micro-SD card directly from your computer storage rather than copying them from the hard drive. Adding music to the hard drive allows you the flexibility of storing the music safely and uploading it to other devices from any computer, but if the files can be found on your computer, you do not need to have both inserted so long as the original files can be accessed and transferred to your flash drive.

**My folder appears as a “zipped” folder and my music won’t play on Bluetooth headphones. How can I successfully transfer the music so my residents can listen on their headphones?**

You can “unzip” your file by right clicking on it and selecting the “extract all” option. Once the files from the zipped folder have been extracted, follow the instructions detailed above to re-upload the unzipped folder to the flash drive. Once this is complete, you should be able to listen to the music on headphones. If you are still unable to hear the music after making this change, refer to the Headphones Set Up and Usage guide.