Frequently Asked Questions (FAQ)

What Should I Do With My Files?

How should I save my work?

Depending upon the size of your file you may want to save them to a cloud service, like Google Drive, One Drive, and iCloud, or to a thumb drive or portable hard drive.

Can I email files to myself or others?

If you are planning on sending one or two photos you should be able to use your email. This is not a good choice for larger files. Video, especially HD files, are too large to email.

Can I use a drive that I use at home to save my work?

You are encouraged to bring in your own storage drives. When using a thumb drive or portable hard drive, be aware that PCs and Macs may format them differently.

To insure that you can move files from a Mac to a PC, be sure that you have a thumb drive or hard drive that is formatted "FAT32. " This will insure that your device will mount on both the MacStudio and a PC. If the device shows up on a PC and on a Mac then it's fine.

How do I format a drive FAT32?

Formatting a device will erase any files that already exist, so it's best to determine if you need to reformat a device FAT32 prior to first using it. Many devices come formatted this way so it may not be an issue however, it's best to confirm this before saving your files to such a device.

On a Mac, use the GO pull down and select **Utilites**. Choose **Disk Utility**. Be sure to select the external device you wish to format from the choices on the left side. Then choose **Erase**. Give your device a name and choose FAT32 as the format. **Keep in mind that EVERYTHING ON THE DEVICE WILL BE ERASED AND CAN NOT BE UNDONE. The library is not responsible for any data lost.**

How large a file can I upload to the Cloud?

Most photos can be uploaded to the cloud without a problem.

Video files can be quite large, especially if they are HD. Although saving them to the cloud is an option, beware that it can take 30 minutes or more to upload a large file. You may want to use a storage device for extremely large files (upwards of 1 GB or more). The files will copy much faster than uploading them to the cloud.

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Mount Prospect Public Library

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