

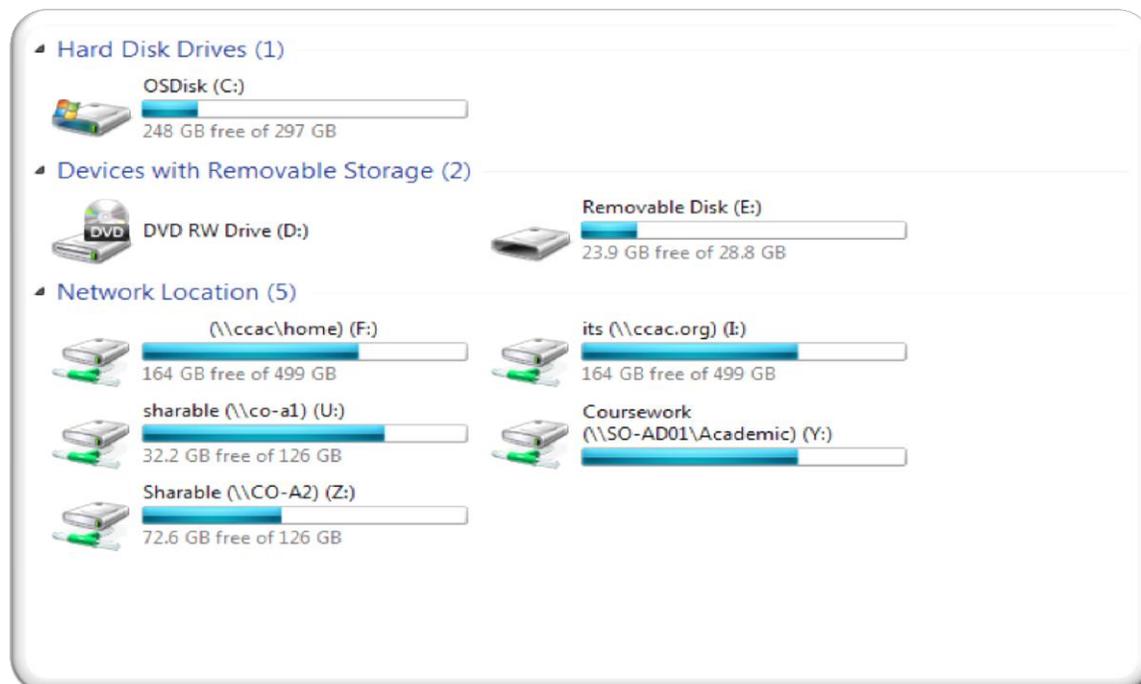
USB Flash Drives

Flash drives are meant as a way to get files to and from multiple computers. Flash devices are not infallible and data can be lost. We strongly encourage users to backup files to CD-RW or CD-R disks.

Please note that not all flash drives are the same. Some may require extra drivers to be installed on a computer in order for them to function properly. Public computers do not allow drivers to be installed. Therefore, not all flash drives will be compatible with public computers. Flash drives come with varying amounts of memory. You may purchase a flash drive that is 32MB up to 256 GB. You may also want to purchase several 1GB to 8GB drives instead of the higher capacity drive. Some of the most popular brand name drives are Lexar, Sandisk, Kingston, PNY, and Iomega.

The USB Flash/Thumb Drive is a popular means of transporting files and media. These devices can be used in lab and classroom computers, but the procedure may be different from what one might be used to on their home or personal computer. Most of the time when a user encounters an issue using a USB memory device, it is because the device is trying to map itself to a drive letter that is already in use by a network drive (i.e. the F: drive). Sample drive letter assignment below:

If the USB Flash drive is not recognized by your computer, you log-off the computer, remove the drive, re-insert USB Flash drive and then, log-on to the computer and check "Computer" to see if the drive is listed, (it may take a few minutes before the USB Flash drive icon appears). If the USB Flash drive still does not appear then please see the Computer Lab Technician, at your location for assistance. Faculty and staff need to contact the Service Desk.



NOTE: If you have a key chain flash drive you may need to remove your keys from the drive due to their weight.

Copying files from a PC to a flash drive:

1. Click on the **Start** button, navigate to **Computer**, left click and see which drives are shown. Most computers, for example, have a hard disk such as a C: drive and a few removable storage devices such as a CD-ROM drive.
2. Insert the flash drive into the USB port and watch to see where the USB flash drive appears. Most will appear as removable storage, but some will instead appear as hard drives. Note the name Windows is using to refer to the flash drive ("Removable Disk (E:)," for example).
3. Open **Documents** or the location from which you want to transfer files to the flash drive. Select the **files** or **folders** you want to save to the flash drive by left-clicking on them. To select more than one, hold down the CTRL key while you click and select all of the files you wish to save.
4. **Right-click** on the file(s) or folder(s) you selected, then select **Send to**, or **Copy** then select the name you saw appearing in Computer for the flash drive ("Removable Disk (E:)," for example).

Copying Files from Flash Drive to a PC

1. Click on the **Start** button, navigate to **Computer**, left click and see which drives are shown. Most computers, for example, have a hard disk such as a C: drive and a few removable storage devices such as a CD-ROM drive
2. Insert the flash drive into the USB port and watch to see where the USB flash drive appears. Most will appear as removable storage, but some will instead appear as hard drives. Note the name Windows is using to refer to the flash drive ("Removable Disk (E:)," for example).
3. **Double-click** on the flash drive to locate the file(s) or folder(s) you want to copy to this computer. Select the **files** or **folders** you want to copy by left-clicking on them. To select more than one, hold down the **CTRL** key while you click and select all of the files or folders you wish to copy.
4. **Right-click** on the files or folders you have selected and choose **Copy**.
5. Open **Documents** or the location to which you want to transfer files from the flash drive.
6. Click on the **Edit** menu, and then select **Paste**.

To Remove a Flash Drive Safely

1. When your files are copied, **do not immediately remove the flash drive from the USB port**. This can cause data corruption. Instead, left-click on the **Remove Hardware** icon located in the System Tray. A window containing a list of the USB devices will appear. Left-click on the Safely Remove Mass Storage Device line that matches your flash drive (for example, Safely Remove Mass Storage Device - Drive (E :)).
2. You see a message at the bottom right of your screen. The message will state that it is now safe to remove the flash drive from the USB port; you may close the message or ignore it, as it will close itself automatically:

