

Storage Media Recommendations

1. **Buy good quality disks** from a reputable manufacturer.
2. **Don't touch the surface of the disk.**
3. **Keep disks covered** in boxes, slips, or other containers to protect them from dust. Do not carry around your disks loosely in your pocket, back pack, or binder.
4. **Allow your computer to finish writing** to a disk before ejecting it. **Never** take the disk out of the drive while the drive is being accessed.
5. **Keep disks away from magnetic fields**, such as telephones, monitors/televisions, hi-fi and other speakers, and other electronic devices and toys.
6. **Keep your disks dry**, and avoid dusty environments and extremes of temperature.
7. **Do not completely fill** a disk, or it may become corrupt. Leave about 100kb free.
8. **Do not work from a disk** unless absolutely necessary; this will slow you down, and may cause a 'crash'. Transfer the file to the computer's hard drive while you are working on it, and move it back to your disk when you are finished.
9. **Remove disks** from the computer before turning it off. With some disks (floppies, zip disks etc.) files may become corrupted while the computer is turning off or on.
10. With **memory keys** (and other USB devices), you will note an icon with a green arrow on your task bar. Right-click the icon and follow the prompts to enable you to remove the device.