

David Whiteman Computer Support

P.O Box 365

Emu Plains NSW 2750

Office : (02) 4727 6039 Fax : (02) 4727 6215 Mobile : 0407 351358

support@davewhiteman.net www.davewhiteman.net

How to Correctly Use a USB Flash Drive

Flash drives (also known as USB Drives, Thumb Drives, Flash Disks) are dropping in price all the time and with increasing capacity and decreasing physical size, are a great option for backups or just storing documents etc.

Be aware though, operating systems prior to Windows XP may have trouble mounting or recognizing some brands of flash drives. Even XP has trouble with some of the cheap and nasty flash drives around. The tip is, buy a known brand flash drive for wide compatibility.

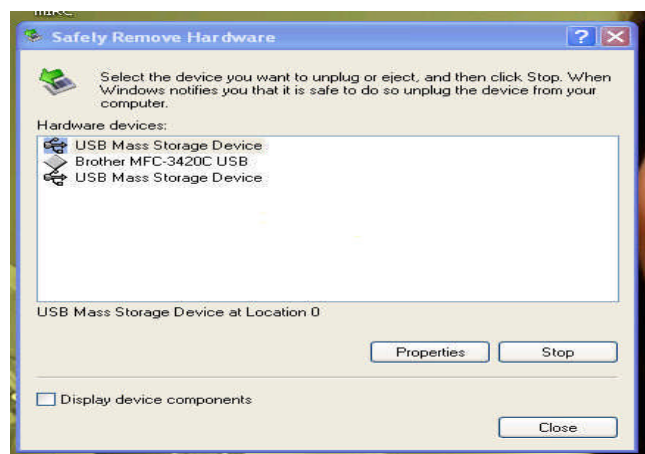
With XP, the flash drive can be "hot" mounted which means just plug it into a spare USB connection while the computer is running and Windows should automatically recognize the USB Drive and load the drivers. Windows will allocate the next available drive letter to the USB Drive. To check the drive letter, go to My Computer and it should show up as "Removable Disk" together with the drive letter allocated to it. You can then use the USB Drive as you would any normal drive... copy, delete etc.

YOU MUST REMOVE THE USB DRIVE CORRECTLY TO AVOID LOSING DATA.

If a USB Drive is connected and operating correctly there will be a small icon down in the Task Bar..... bottom right-hand corner of the main Window....



The small green arrow icon indicates that a removable device (in this case a USB Drive) is running. To remove the USB Drive, right click on the icon and click on "Safely Remove Hardware". The "Safely Remove Hardware" window opens and shows all the USB devices attached to your computer.



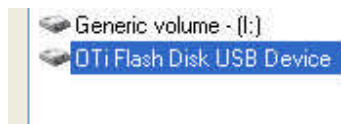
Click on USB Mass Storage Device... the last one in the list.



The "Stop a Hardware Device" window will open and display a list of devices. We are interested in removing the Flash Disk USB Device. Your device will have a different name.



Click on the device to be removed (in this case it's the OTi Flash Disk) and click Ok.



You should then see a message advising that you can safely remove the USB Drive. You can then physically disconnect the USB device. If you do not get the message then try again and select a different device as the name may be different.

If you do not disconnect USB devices as outlined above, you may lose all the data on the device.

If you need any further advice please contact me or check my Support Website at...

www.davewhitman.net