

# Flash Drives

## USB Port Storage Disk

### Flash Drive

Stop e-mailing files to yourself! Stop carrying around floppy diskettes! Stop burning CDs!

Accessing and transporting data has never been easier with USB (Universal Serial Bus) Flash Drives. Flash Drives, sometimes called Jump or Thumb drives, plug directly into any USB port and support from 32 MB (equivalent to 22 floppy disks), up to a massive 4GB of disk space; all in a compact size that fits in your pocket.

#### Summary

##### Flash Drives

##### How to use a Flash Drive

1. Connecting a Flash Drive
3. Playing Towson Video
4. Copy, Paste, and Save
5. Removing Flash Drive
6. Warning: Backup Files

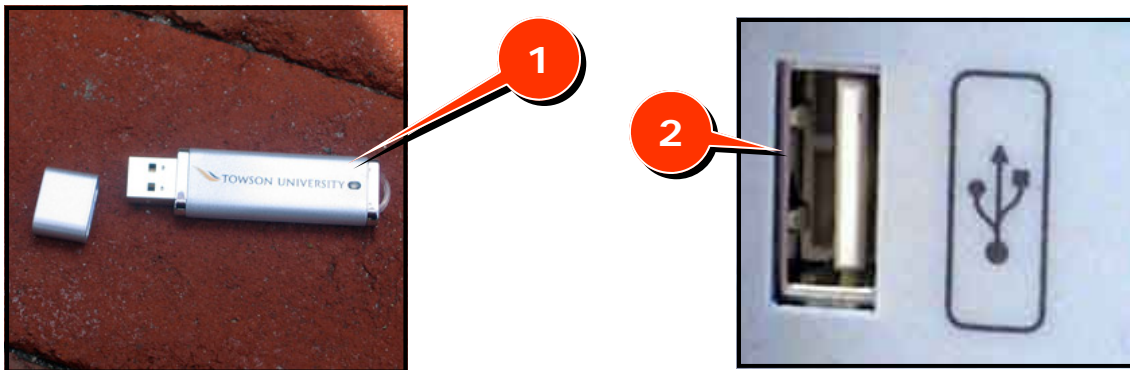
### How to Use a Flash Drive

You can store information to a Flash Drive and retrieve that information back from the Flash Drive.

(Figure 1, 1) shows an example of one type of Flash Drive. Figure 1, 2 shows an example of a USB port. USB ports (Figure 1, 2) are found on the back and/or front of computers, on docking stations and on some keyboards.

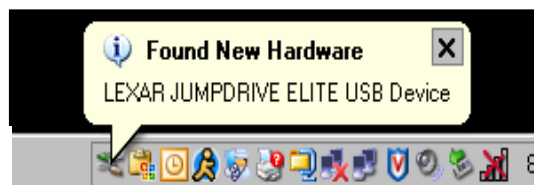
#### Connecting a Flash Drive

Figure 1



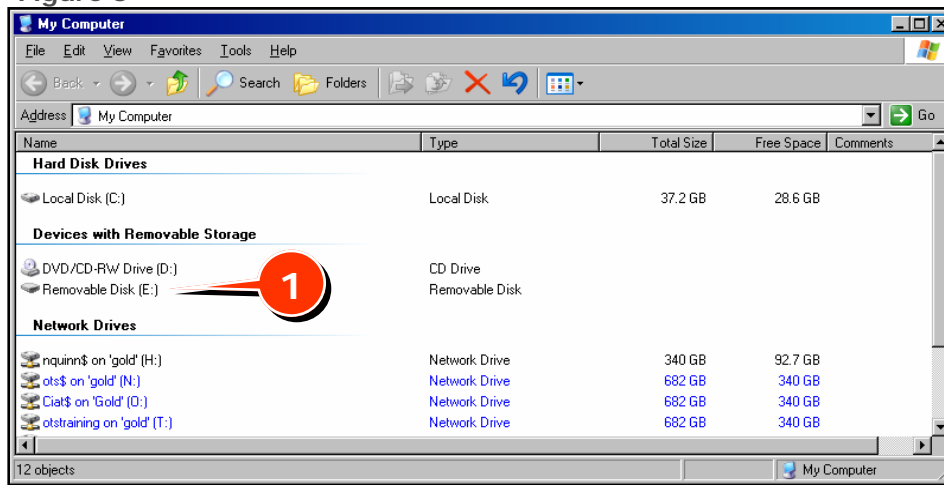
1. **Insert** the Flash Drive into a USB port on your computer,
2. The Plug and Play feature on your computer should produce the Found New Hardware pop-up on your taskbar (Figure 2).

Figure 2



3. **Double-Click** on My Computer. Under the Devices with Removable Storage Category, there will be a new drive letter assigned and labeled Removable Disk (**Figure 3, 1**).
4. Double-click on the **Removable Disk** drive to view what is on the Flash Drive.

Figure 3



### Viewing The Message From The President

For students who have received a Towson University jump drive, you can view a special message from the president. To open it:

1. Follow the steps 1—4 above.
2. Double click on **Message From the President\_PC**.

If you are unable to open the file, the message can also be viewed using the following link:

<http://wwwnew.towson.edu/discover/welcomestudents.htm>

### Copy, Paste, Open and Save

You can copy, paste, open and save files to the removable disk drive the same as you would to other computer storage Drives: A, C, H and O or a Writeable CD.

### Removing Flash Drive

1. To safely remove the Flash Drive right-click on the **Safely Remove Hardware** taskbar icon and click **Safely Remove hardware**.
2. Select the **USB Mass Storage Device** icon and click on **Stop**. You will get a message that it is now safe to remove the drive. Click **OK** and close the window then pull your Flash Disk out from the computer, keyboard or docking station.

### **Warning: Back up Files**

USB drives are prone to the same loss scenarios as hard drives, plus two others: they are easily lost and damaged. To guard against data loss happening to you, it is important to have a current backup of your important documents and files. The easiest way to do this is to use your **"H:" drive (personal) and "O:" drive (departmental)** to store your files.