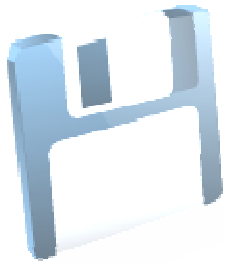
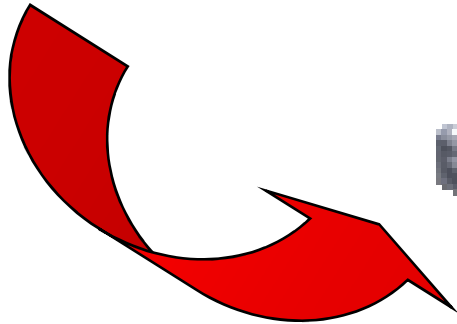


USB Flash Drive

The New Age of Data Storage



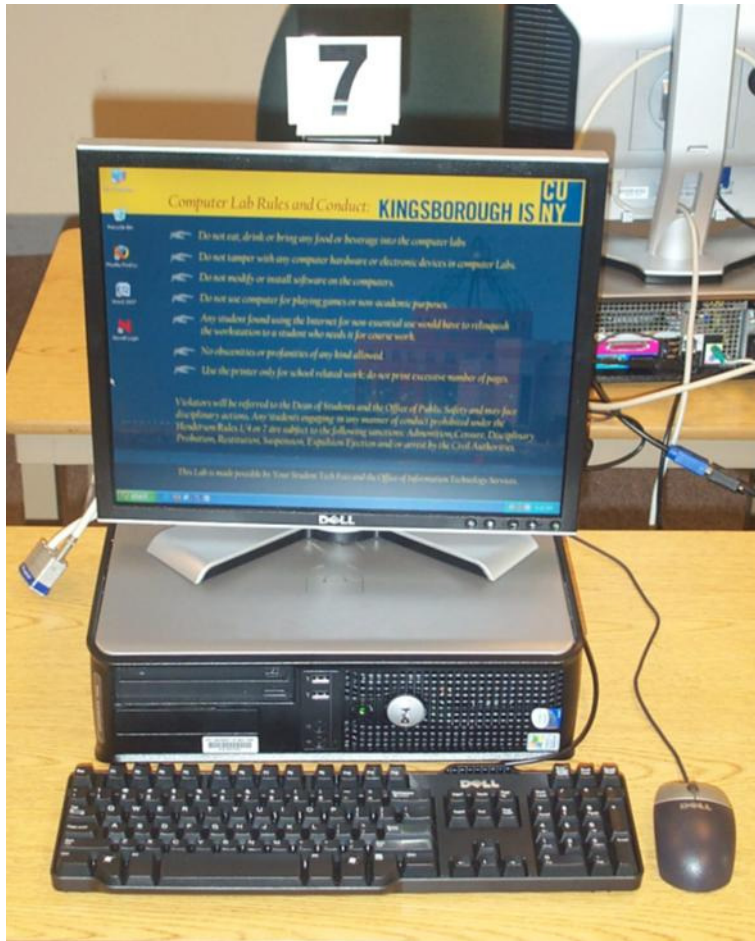
1990s - 2007



2008 - Future...

USB Flash Drive

The New Age of Data Storage



Dell Optiplex 745

- This presentation is for the Faculty and Students of Kingsborough Community College. The Office of Information Technology Services is currently upgrading the computers in many computer labs throughout campus with the Dell Optiplex 745. These systems are more advanced than the previous systems, yet they no longer support 3.5 Floppy disks.
- In order to save work, faculty and students will have to purchase a USB Flash Drive (aka Thumb Drive).
- This presentation will show how to use the device, save information and to Safely Remove the device.

USB Flash Drive

About the USB Flash Drive



As of this writing, USB Flash Drives are inexpensive and the cost of a high capacity Flash Drive, 1 GigaByte (1,000 Megabytes) costs \$11.00.

- USB Flash Drives (or Thumb Drives) hold an increased amount of storage space and is easily installed to any computer that has an USB port.
- Imagine 256 floppy disks to hold all of your files, pictures and music. If one disk gets damaged, it will be hard to replace it. USB Flash drives are a convenient way of transporting large amounts of data to use anywhere.
- For the purpose of using computers at Kingsborough, this presentation will illustrate how to plug in, save to, and remove the drive without damage or loss of data.

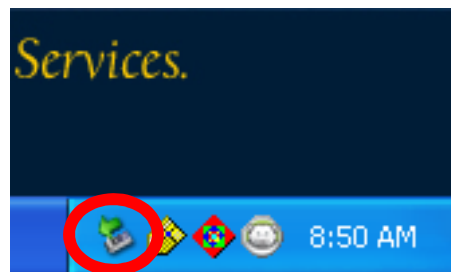
USB Flash Drive

Working with USB Flash Drives



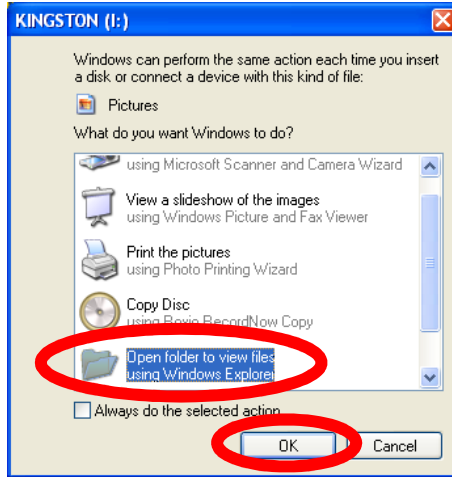
USB Port

- First take your thumb drive and insert it into the rectangular slots in the front of the computer. There is a symbol to indicate USB, three arrows.
- The computer will take a moment to recognize the new device and then a green and grey icon will appear in the system tray (near the clock) at the right hand bottom side of the screen. This indicates that the computer will recognize and communicate with the device.

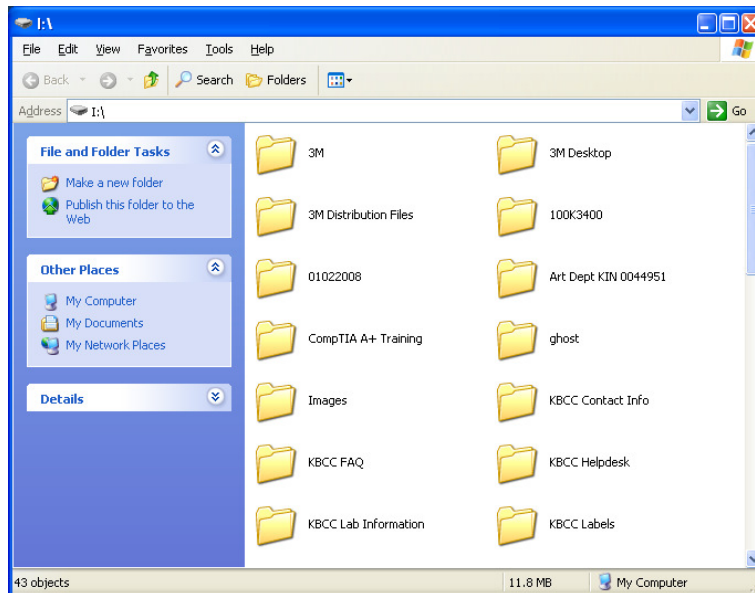


USB Flash Drive

Working with USB Flash Drives



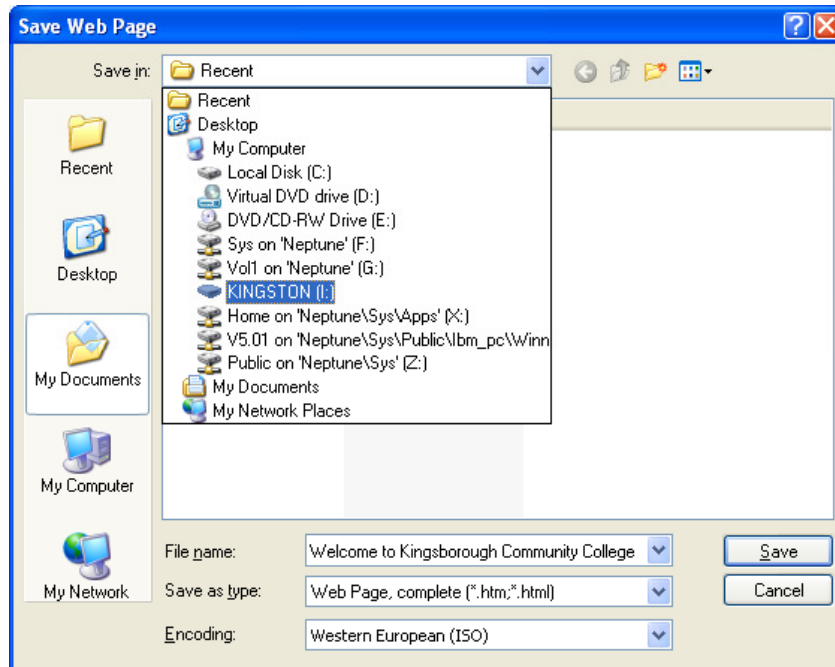
- Windows will show another menu to ask how would you want to view the contents of the device. Scroll down to where it says "Open folder to view files using Windows Explorer". Select this option and a new window will open to browse the contents of your USB drive.



- From this view, you can access your files, open, rename, delete them as if these were files on your desktop hard drive. ***However, once you delete these files, they will be permanently deleted.***

USB Flash Drive

Working with USB Flash Drives



- When working in a program or accessing the Internet, you can save files to your Flash Drive as you would a floppy disk.
- To save files, go to the File menu and click "Save As...". In this dialogue box, select the drive letter to save your file(s).
 - In many cases you can find the USB Flash drive by the name of the Flash drive itself.
- Once you have changed the drive, save the file as normally would.

USB Flash Drive

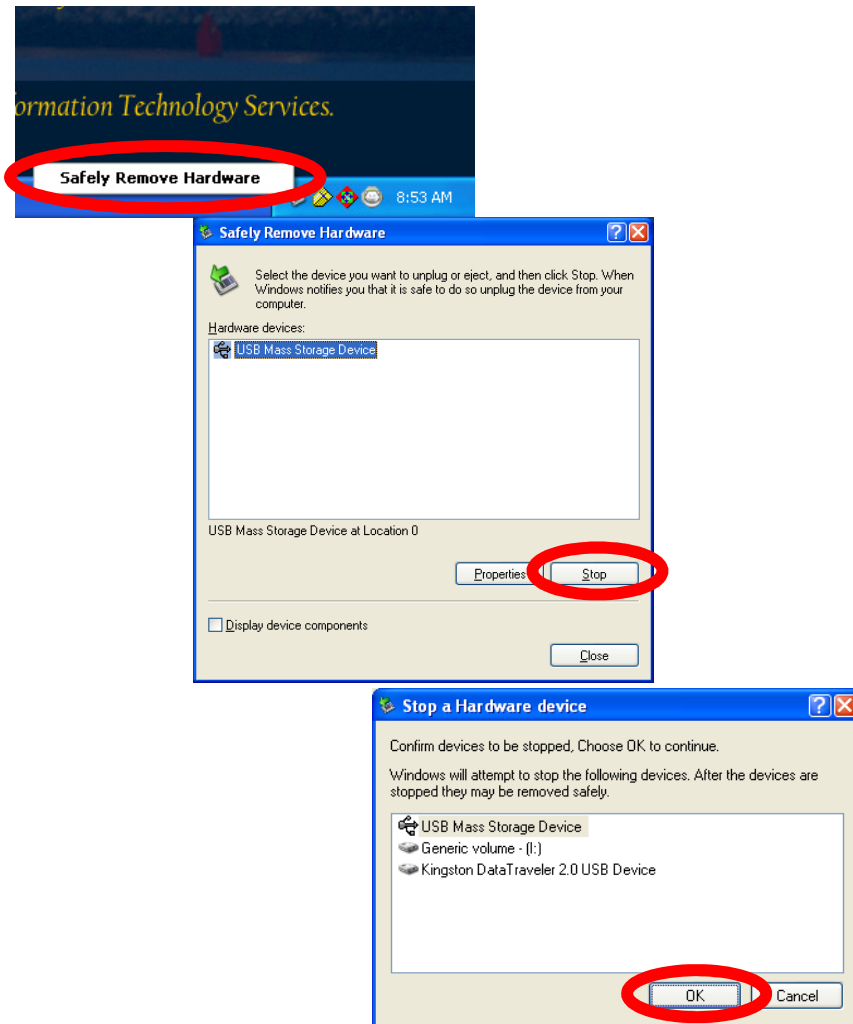
Working with USB Flash Drives



- When you are done working with your Flash drive and are going to leave the computer you are working at, you must "Safely Remove Hardware."
- **If you simply pull the Flash drive from the computer without Safely Removing Hardware, there is a good chance you will short out the USB device, with no way of recovering the data.**

USB Flash Drive

Working with USB Flash Drives



- To remove the Flash drive, look for a gray icon with a green arrow in bottom right hand corner of the screen, near the clock.
- Right click on the icon and a flyout label will appear: **Safely Remove Hardware**.
- Click the label and another screen appear. The device listed will say USB Mass Storage Device. The button labeled Stop, click Stop. One more screen will appear and you will select the USB Flash drive, and click OK. Once this done, the computer will indicate that the device can be removed from the computer and the gray icon will disappear.
- Just pull the USB Flash out of the port and you are done.

USB Flash Drive

Conclusion

- The USB Flash Drive is mass storage device which can hold more information than the traditional floppy disk. It is more durable and longer lasting than its predecessor.
- You can save files to the device by either saving to it from a program or copying and pasting using Windows Explorer.
- When you are done with the device, please remove the device from the computer or risk shorting out the USB drive.

Thank you for your attention.