

**BLACKPOOL AND
THE FYLDE COLLEGE**
An Associate College of Lancaster University

Travelling IT Notes

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Using a Memory Stick/Flash disc



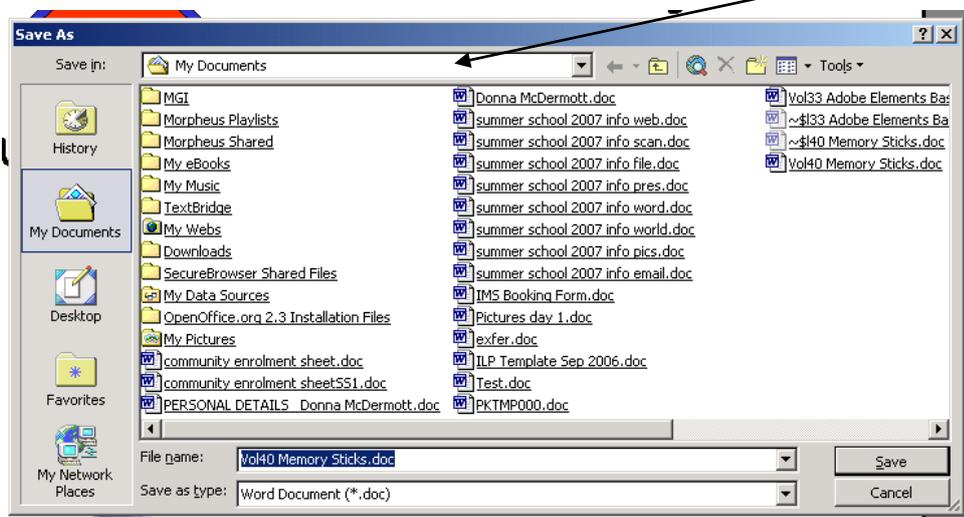
A memory stick is a storage device which plugs into a USB port. They come in various capacities from 128Mb to 4 Gb. (as of 10/07)

When a memory stick is plugged in, it will install itself (XP). On earlier systems, drivers may need to be manually installed. Once the drivers are installed, it will take the next free drive letter on that computer. (This obviously means that its letter may be different on different computers).

To make it easy to identify, you can give it a name. To do this, find it in My Computer: right click on it and select the rename option. Type in the name and press the enter key.

Using the memory stick is just the same as using any other storage device.

When saving a file to it you need to find the device in the "save in" box.

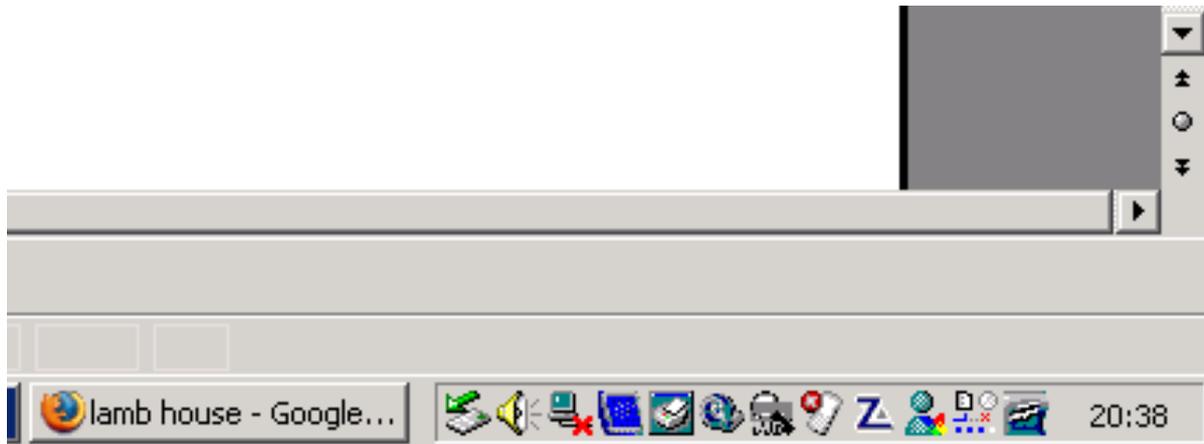


Click in this box and select your memory stick either by its name or by identifying "removable disc X" where X can be any letter.

Similarly, when opening a file from the memory stick, you will need to click in the "Look in" box and select your stick.

When you have finished using your memory stick and want to remove it, you must stop it in the correct manner to avoid corrupting any files.

To do this you must first close down any applications that have accessed it.



Then click on the green eject button. You then select the memory stick from the list produced. A message will then be displayed to say whether the stick can be safely removed or not.

If the message says it cannot be removed, make sure that all applications have been closed and then try again. If it still says it cannot be removed, shut down the computer before pulling it out. (unless you feel lucky).

Backing up your Memory Stick

In Windows Explorer (Win + E)

Create a new folder in "My Documents" on your computer. (Right click on the blank area of My Documents and select New → Folder. Type in the name Backup)

Then open your memory stick by clicking on it. Select all (Ctrl + A) and then right click on the selection and click on Copy.

Go to your new Backup folder. Right click on the blank area and select Paste.