



Flash Drives

SeniorNet Pakuranga Inc.

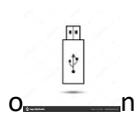


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USB Flash Drive Also known as Pen Drive and Memory Stick. These come in a range of capacity from say 2GB to 256 GB (this is the largest I've seen). Flash storage technology is also rapidly replacing older hard drives as it is faster more robust uses less power and is lighter.

INSERTING A FLASH DRIVE. A USB Flash Drive is inserted in a USB port (the port will only let the drive plug in the right way up). This can be done when the computer is running or before it is started.

REMOVING A FLASH DRIVE. The drive can be removed when the computer is running but use the proper procedure. Go to ^ on the notification bar then to the Flash icon. In some PCs the Flash icon may be on the notification bar.



Click to “STOP or REMOVE” the Drive. The messages given in response are “Drive can be safely removed” or “Drive cannot be stopped as it is in use by a program”. If the drive is in use do not remove it as this could corrupt a file that is in use. Stop the program particular and then try again, or even turn you PC off and remove the drive then.

FIRST TIME. When you insert a new drive or take it to another computer a message bubble will pop up saying “New hardware found”. Your computer then loads a driver to make the Flash Drive work on that PC, followed by another message “New hardware ready”

LOOK IN MY COMPUTER. (via File Explorer) This will show all the available drives and their automatically assigned drive letter. A, B and C are standard assignments but plug in drives may vary from one PC to another.

Drive A is reserved for a floppy disk (very rare nowadays)

Drive B is reserved for a second floppy disk

Drive C will be the main hard drive

Drive D is usually the CD/DVD drive

Then comes a list of other devices with removable storage. They have Drive letters assigned by Windows each time they are plugged in.

Drive E may be assigned to the Flash Drive and it may additionally be named GENERIC flash drive / USB drive or with the makers name. It is a good idea to rename each of your flash drives so they can be distinguished from each other.

NAMING: Select the USB Flash Drive and right click. Look for the RENAME task and you can give it a useful name up to 11 characters, like “JACKS USB”

USE the Flash Drive just as you would a C drive. You can Browse to It, Create New Folders, and Save files to those folders. You can move or copy complete folders to the Flash Drive. You can Delete Files and Folders using methods you have used on your C drive. Right click the Flash Drive and open Properties to see capacity usage.

