

# Flash Drives



## *for Macintosh and Windows XP and Vista*

Flash drives are removable storage devices which operate similarly to floppy and zips disks, but can store larger amounts of data. Flash drives are to be used as a backup device. Do not work directly off of the flash drive. Do your work on the computer's hard drive and copy the files to and from the flash drive.

### Removing a Flash Drive



Windows XP



Windows Vista

For Windows:

- Right click on the **Safely Remove Hardware** icon from the Notification area on the right hand side of the task bar
- Select "Safely Remove Hardware"
- Select the device you want to remove and click the **Stop** button
  
- Confirm the devices to be stopped and click the **OK** button
- Once a message is displayed that it is safe to remove your flash drive, physically remove it

For Macintosh:

- In the Finder, click the **Eject** button next to the flash drive
- Once the flash drive disappears from the Finder, physically remove your flash drive



### Changing the Drive Letter for Windows XP with the Novell Client

A flash drive would normally try to take the Drive Letter F when installed, but if you are using the Novell Client then that drive letter is already taken. This document will explain how to switch the drive letter and allow access to both your flash drive and Novell at the same time.

Note: You must have administrator access to the computer you are using. Back up your flash drive before attempting this. If you have security, data encryption, or file synchronization program software from the flash drive already installed on your computer, you should remove it and reinstall it after completing the following the steps below.

- Plug the flash drive into your computer

Windows should automatically detect and install the flash drive, if necessary. Windows XP users may need to click through a hardware install window. You will be using the **Next** and **Finish** buttons. When done, Windows XP will display the message: "Your new hardware is installed and ready to use."

- Right click on My Computer (or Computer) and select Manage
- Click on Disk Management (under Storage)

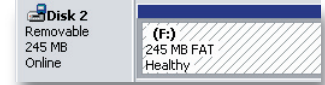
This window shows the media storage devices on your computer - the hard drive, CD-ROM, Floppy, Zip, and Flash drives.

- Locate the Flash drive

It may be easier to locate by looking at the bottom half of the window. It is probably labeled drive F, and may also have the label Removable. If you are still having trouble finding it, its size should be close to the size listed on the

drive itself (it won't be exactly the same). For instance, a 256 MB flash drive would be listed as about 245 MB.

- Right click on the drive and select **Change Drive Letter and Paths...**



The new window will list the current drive letter (probably F).

- Select the current letter and click the **Change** button
- Select the new drive letter from the drop down box on the right

Note: Letters B, E or X are recommended because they are not commonly used. Do not use letters A, C, D, F, G, J, M, Y or Z, which are required for other functions.

- Click the **OK** button

Note: You may see a confirm dialog box warning you that changing the drive letter may prevent programs from running. Click the **Yes** button if the warning appears.

- Close the Computer Management window.
- Double click My Computer and verify that you have a removable drive listed at the drive letter you specified

Next time you use the drive it will automatically use the drive letter you specified.

