LANCASTER TRAINING SERVICES LTD

Using USB Memory Sticks

What is a USB Memory Stick?

USB memory sticks are becoming ever more popular for the transfer of large amounts of data between machines. It is a small solid state device usually about the size of a highlighter pen and can be called a pen drive, flash drive, jump drive or USB drive. They are extremely useful way of moving data around, and their use is facilitated on any LTS Computer and most home computers.
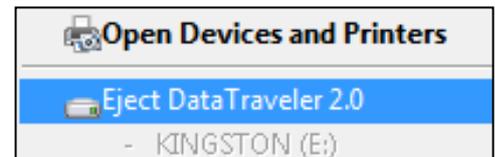

How do I Use a Memory Stick?

When you insert the memory stick into the USB port of your PC, Windows will see it as an additional drive. Most USB connection ports can be found on the front of the machines, although some will be on the back. To find the correct port look for the USB Symbol: Once the device is plugged in you will see an additional drive listed in My Computer under Devices with Removable Storage you may then copy the files you need from or to your memory stick.

How do I remove a Memory Stick?

When you are ready to finish, before unplugging the device you will need to click the Safely Remove Hardware icon in the bottom right-hand task bar. The following window will then appear, now choose Eject to safely stop your memory stick. You will then see a pop-up bubble in the bottom right-hand side of task bar you may now unplug your Memory stick safely.

Good practice

Whilst the use of a Memory Stick is far more reliable than a floppy disk, like most aspects of computing there are certain things you need to be aware of:-

- **Avoid contact with extremes of temperature, magnetic fields and liquids**
- **Label your memory stick with your contact information**
- **Remember to take it with you when you leave**
- **Use memory sticks as a method of transportation only, do not rely on this as your only method of storage and backup. Memory sticks are relatively cheap, your data may not be!**
- **Confidentiality – Data on a lost memory stick can easily be read by the person who finds it**
- **Corruption of the data can occur if the device is not removed correctly and may render the device unusable in the future**
- **Some USB sticks have a small write-protection switch on one side. If you are having problems saving, check this switch and try again**
- **Do not use encryption software that needs to be installed on the PC (if you have used your memory stick at home and have problems using it**

For further advice or guidance, speak to one of the IHT team.