

Using USB Flash Drives in Smart Classrooms at CofC

Instructions for Windows XP/2000

USB Flash/Jump Drives Overview

- A Flash Drive is a small self-powered drive that connects to a computer directly through a USB port. It's both Mac and PC compatible, so you can transfer files between both Macs and PCs. Flash drives can hold any type of data, including PowerPoint presentations, Excel spreadsheets, image files, video, and text files.
- Flash drives are also commonly referred to as key drives, thumb drives, jump drives, USB drives and pen drives. Flash drives come with varying amounts of memory (8 MB to 1 GB or more). There are many different names, shapes, and capacities for USB flash drives.
- All are small, about the size of your thumb or a large car key, and plug into a USB port on the computer. No drivers are needed for Windows XP or 2000. When you plug the jump drive into the computer it sees it as a new hard drive.
- Flash drives are meant as a way to get files to and from multiple computers. They are NOT for backups . We strongly encourage users to backup files to their network user file (U Drive) or to CD-R/ CD-RW disks disks.



- All have the same kind of rectangular connector under the cap. This connector can only plug in one way.



- Just like the floppy disk, some Flash drives contain write-protect switches that prevent writing to the drive.



- Some flash drives include password protection and the ability to run software off the USB drive.
- **Note:** Not all flash drives are the same. Some may require extra drivers to be installed on a computer in order for them to function properly. Often public or smart classroom computers do not allow drivers to be installed. Therefore, all flash drives may not be compatible with smart classroom computers. We recommend testing your Flash drive prior to class.

Insert USB Flash Drive

Locate the **USB ports** on your computer.

1. **Most Dell PC's used in Smart Classrooms have USB ports in the front of the computer that are concealed by a grey cover. See the image below.** There may be ports on the front, on the back, on the monitor base or edge, or even on the keyboard.

Note: Keyboard ports may not carry enough power for your device.






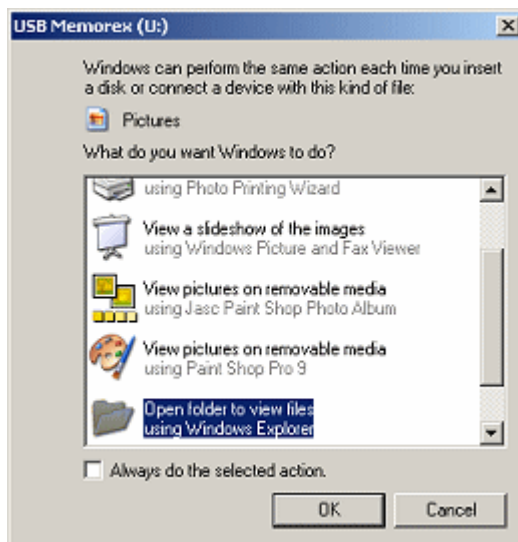
2. **Remove** the **cap** from your USB flash drive.

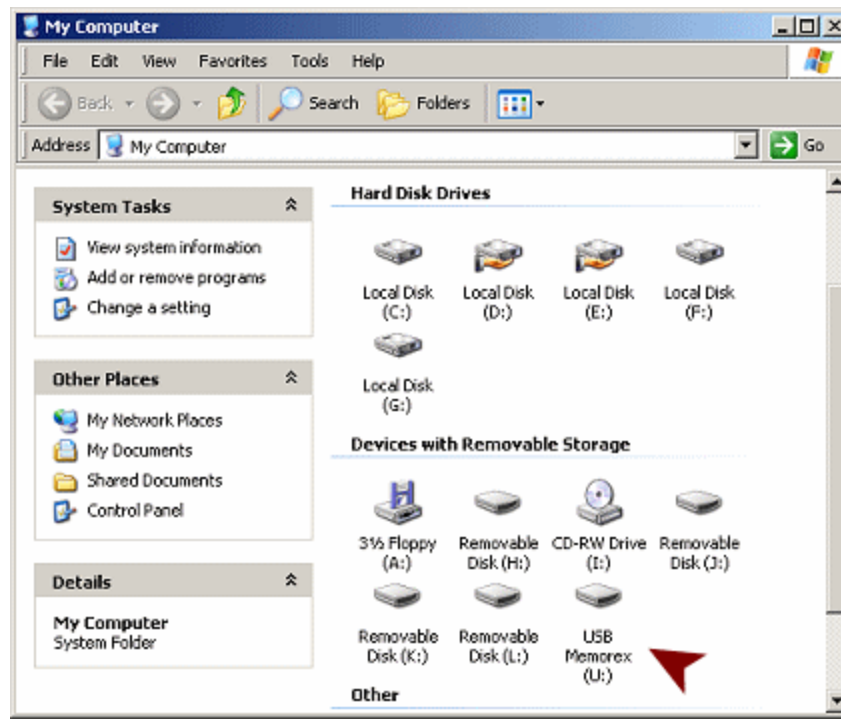


3. **Insert** the **USB flash drive** into the USB port. Be careful not to force it in the wrong way! Windows will recognize that you have connected a USB device.

4. Any of **several events may happen**:

- a notification sound plays
- a popup message appears, notifying you of that a new device has been found
- a message tells you that drivers are being installed.
- a search progress bar appears as Windows looks for an Auto Play command
- a dialog offers you several choices of what to do next, including Open folder to view files using Windows Explorer and No Action .
- new icon  appears in the notification area of the Task Bar
- a new My Computer window displays the drive's contents





View the Contents of your USB Flash Drive & Copy files from your flash drive to a PC

Note: USB drives will not show up in My Computer until a flash drive is inserted into the port. When one is inserted, an icon appears with a drive letter that depends on how many other drives you have.

1. Open **My Computer** and see which drives are shown. Most computers, for example, have a hard disk such as a C: drive and a few removable storage devices such as a floppy drive, a CD/DVD drive, and a zip drive. Most flash drives will appear as removable storage, but some will instead appear as hard drives. Note the name Windows is using to refer to the flash drive ("Removable Disk (G:)," for example).
2. **Double-click** on the **flash drive** to locate the file(s) or folder(s) you want to copy to this computer.
3. **Select** the **files or folders** you want to copy by left-clicking on them.
Note: To select more than one, hold down the CTRL key while you click and select all of the files or folders you wish to copy.
4. **Right-click** on the **files or folders** you have selected and choose **Copy**.
5. Open **My Documents** or the location to which you want to transfer files from the flash drive.
6. **Click** on the **Edit menu**
7. Select **Paste** .
8. **IMPORTANT!** When the copying is finished, do not immediately remove the flash drive from the USB port .

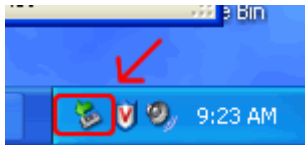
Copy Files from a a PC to a Flash Drive:

1. Open **My Computer** and see which drives are shown. Most computers, for example, have a hard disk such as a C: drive and a few removable storage devices such as a floppy drive, a CD/DVD drive, and a zip drive. Most flash drives will appear as removable storage, but some will instead appear as hard drives. Note the name Windows is using to refer to the flash drive ("Removable Disk (G:)," for example).

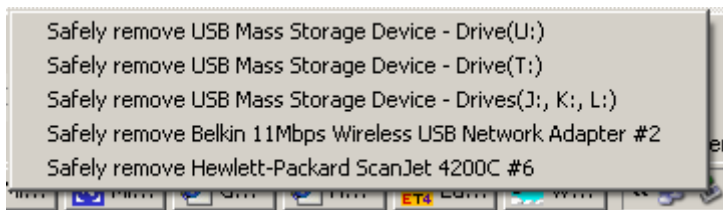
2. Open **My Documents** or the location from which you want to transfer files to the flash drive. Select the files or folders you want to save to the flash drive by left-clicking on them. To select more than one, hold down the CTRL key while you click and select all of the files you wish to save
3. **Right-click on the file(s) or folder(s)** you selected, then **select Send to**, then select the name you saw appearing in My Computer for the flash drive ("Removable Disk (G:)," for example)
4. **IMPORTANT!** When the copying is finished, do not immediately remove the flash drive from the USB port.


Stop/Eject USB Flash Drive

1. **Left-click** on the **Remove Hardware icon** located in the System Tray.



2. A menu appears that lists all of the USB devices that are currently connected. **If You don't know which USB device to choose:** Choose one and click on Stop. Another dialog appears with several names for the **same device**. Now you should be able to tell if this is the device that you want to stop. If not, Cancel this dialog and choose another device in the previous dialog until you find the right one. Then you can click the Stop button.



Note: If you do not have the new icon  in the tray of the Task Bar, skip to [alternate method](#).

3. **Left-click** on the **Safely Remove Mass Storage Device** line that matches your flash drive (for example, Safely Remove Mass Storage Device - Drive(G:)). A popup message tells you when you can safely remove the device. The light on the drive is now off. If a My Computer window was showing the drive contents, it closes automatically.
4. When you see the following message appear in the bottom left toolbar, it is, as it says, safe to remove the flash drive from the USB port; you may close the message or ignore it, as it will close itself automatically:



5. **Verify** that the drive light is **off**.
6. **Remove** the USB drive by pulling it out of the port. Your Explorer window closes automatically when you remove the device.

Alternate method to safely remove USB flash drive:

- **Open** an **Explorer window or My Computer window**.
- **Right click** the **drive**
- **Select Eject**. Wait for your drive's light to go off.
- **Remove** the device.

Note: Why go through these steps? Why not just pull a USB flash drive out of its port? If the device is in the process of writing, you can corrupt your files and possibly damage the device permanently.

Common Problems and Troubleshooting Tips

Problem

You get a message that the drive needs to be formatted. This means that there is a serious problem with your USB flash drive.

Solution(s)

- Physical problem:
Dirty connector or dirty port. Bent connector.

What can you do: Clean the connector and the port of all dust or particles , try to carefully straighten the bent connector, and try again.

- Data problem:
A magnetic or electrical event has scrambled or erased the data on the drive without doing physical damage. This is much harder to do to a USB Flash drive than on a floppy disk, but it can still happen.

What you can do: Re-format the disk and use it again, if there is no physical damage. Your data is lost.

Problem

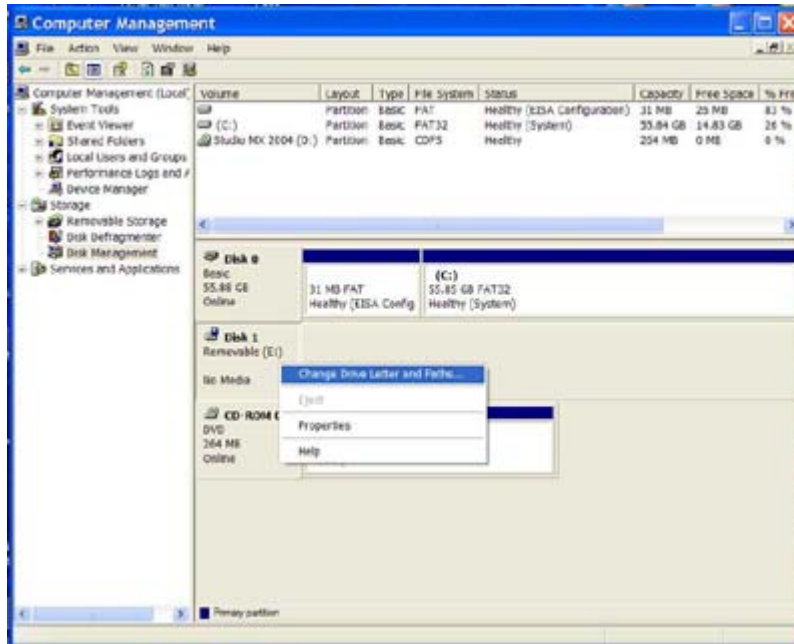
- I can't see my USB Flash Drive or Windows XP/2000 will not assign a drive letter to my USB Flash Drive

Solution

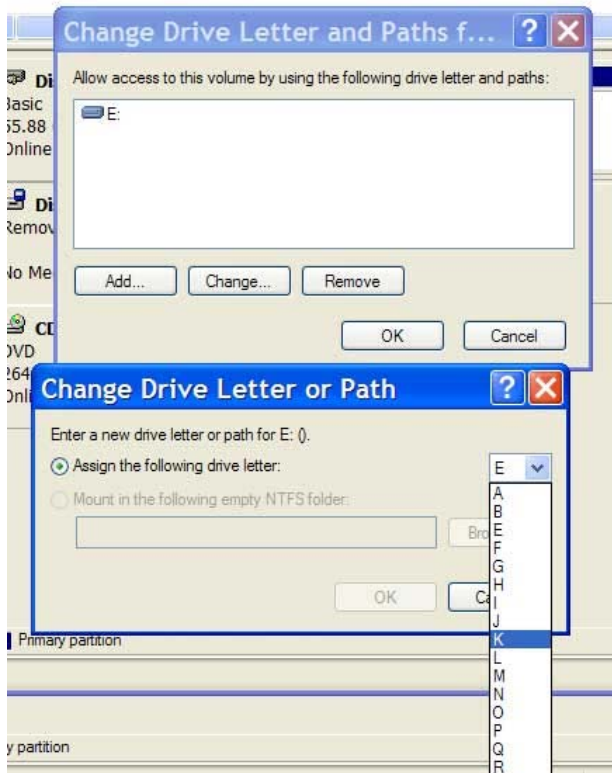
- We have seen Windows try to assign the same drive letter to both the Flash drive and the Network drive in our smart classrooms. If the drive letter assigned to your USB flash drive is the same as the network drive you may not be able to see the drive letter for your USB flash drive in the Disk Manager.
- A common indicator for this problem is when the Mass Storage Device and the USB Device windows appear in Device Manager, but there is no extra Disk added to Disk Manager.
- To assign an new drive letter to your USB flash drive:
 1. **Right click** the **My Computer** icon.
 2. Select **manage**



3. Select **disk management**.
4. **Select** your USB flash drive



5. **Right click**.
6. **Change drive letter** to K or higher.
7. Click **OK**.
8. **IMPORTANT! DO NOT CHANGE C DRIVE!**



9. Restart the system and begin at "Insert USB Flash Drive" in these instructions.

- Chudzik, D. (2004). How to Use a USB Flash Drive. Wellesley College Information Services Computing Documentation. Retrieved December 12, 2004 from <http://www.wellesley.edu/Computing/Flashdrive/>
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