

# Using USB Flash Drives in Smart Classrooms at CofC

## Instructions for Mac OSX

### 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.

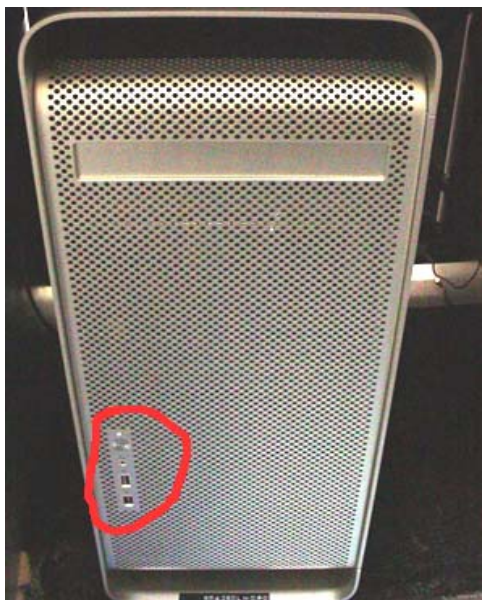
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## Insert USB Flash Drive

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

1. **Most Apple computers used in Smart Classrooms have USB ports available on the keyboard. There may also be a port available on a USB hub or on the front of the machine.** Remember to look for ports on the front, on the back, on the monitor base or edge, or 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! OSX will recognize that you have connected a USB device.
4. A white USB drive icon will appear on the desktop:



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

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**Note:** USB drives will not show up on the Desktop until a flash drive is inserted into the USB port. When one is inserted, a white USB drive icon appears on the desktop.

1. **Double-click** on the white USB drive **icon** to see the files and folders currently stored on the drive.
2. **Open** the **folder** where you would like to copy the files or folders from the Flash Drive.
3. Back at the USB flash drive folder, **select/click** the **files or folders** you want to copy **from the flash drive**.  
**Note:** To select more than one, hold down the APPLE key while you click and select all of the files and folders you wish to save.
4. **Drag and drop** the selected files / folders to the folder on the computer where you would like them to be copied.
5. **Important!** When you have finished copying, do not immediately remove the flash drive from the USB port.

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## Copy files from your Mac to a flash drive

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1. **Find** the **files or folders** you want to copy to the flash drive.
2. **Select** the files or folders you want to save to the flash drive by clicking on them.  
**Note:** To select more than one, hold down the APPLE key while you click and select all of the files and folders you wish to save.
3. **Drag and drop** the selected files / folders to the white USB flash drive icon.
4. **Important!** When you have finished copying, do not immediately remove the flash drive from the USB port.

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## Stop/Eject USB Flash Drive

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1. **Drag** the white USB drive **icon to the Trash Can** , located on the Dock .  
**Note:** the Trash Can will change to the Eject Icon .

2. The white USB drive icon will no longer be visible on your desktop.
3. **Verify** that the drive light is **off**. It is now safe to remove the flash drive from the USB port
4. **Remove** the USB drive by pulling it out of the port.

**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.

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## Common Problems and Troubleshooting Tips

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### 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.

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