

What is a Flash Drive?

Flash drives, also called jump drives, pen drives, and thumb drives, are small flash memory drives with a USB (Universal Serial Bus) connection. Most computers have at least two USB ports which are usually located in the back of the computer tower or on the sides of a laptop computer. Some computers will have USB ports located on the front of the computer tower which is the case for all lab computers on Lake Land College campuses. Flash drives can hold from 64 MB to upwards of 2 GIG of data. The 64 MB flash drive can store the same amount data that is equal to the same amount of data stored on approximately 44 floppy disks. This makes flash drives much more convenient to carry from home to school than floppies or zip disks. Flash drive are read and write disks which means you can open (read) and save (write) files to the disk. It is important to remember that while flash drives are more reliable than floppy disks, they are not fail safe. Back-up data stored on flash drive often by copying the files to your computer's (C.) drive or burning the files to a CD.

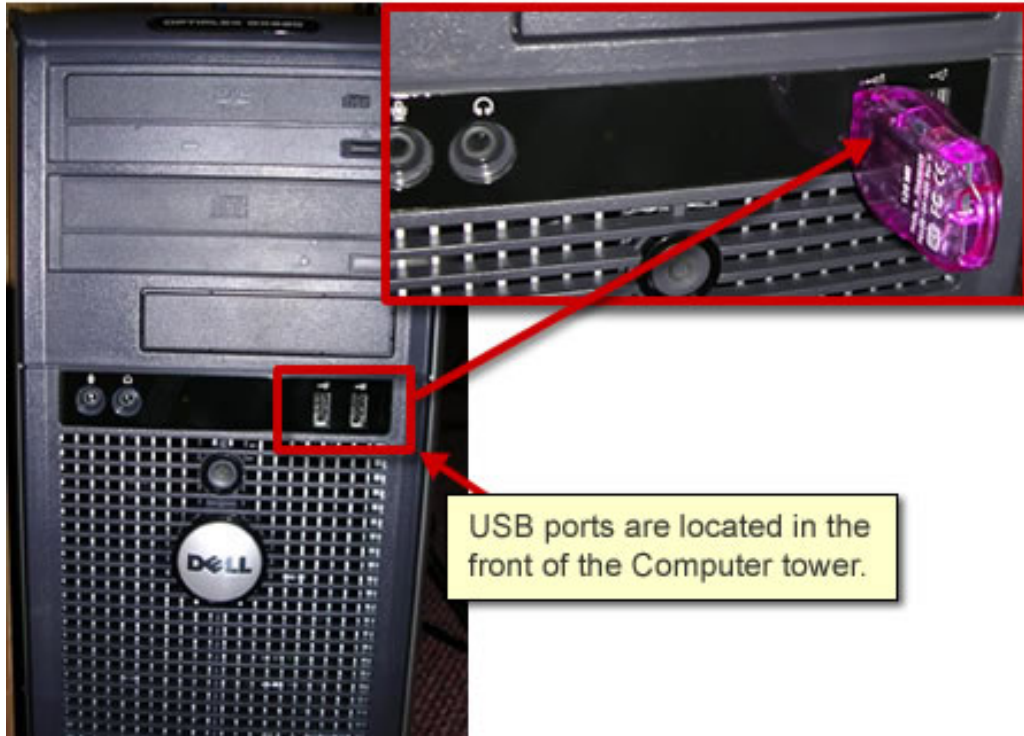
Figure 1



How to Use a Flash Drive

Lab computers on campus will have two USB connections (*Figure 2*) in the front of the computer tower. Simply remove the cap and plug the flash drive in the USB port.

Figure 2




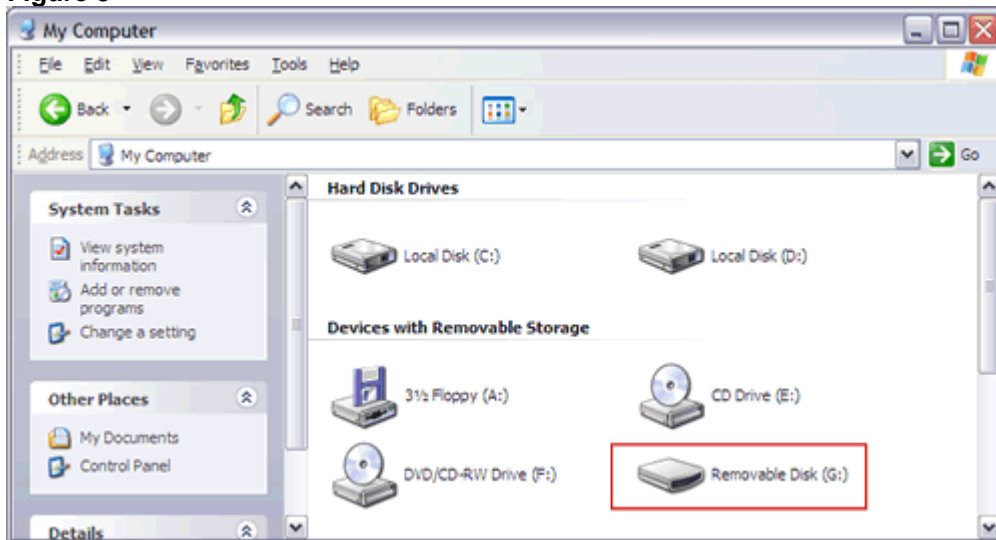
Once connected to the computer, a green arrow icon  will appear in the notification area. Double click on My Computer on the desktop and the removable drive should appear (*Figure 3*) in the My Computer window. Double click on the removable drive to open.

Figure 3



Transferring Files from Floppy Disk to USB Drive

Computers in the labs will have two USB connections on the front of the tower, but will not have floppy drives. If you need to transfer files from a floppy disk to a flash drive, please go the Center for Technology and Professional Development or the Library Resource Desk. There will be computer stations in those locations that do have floppy drives. Please follow the instructions below for copying files from a floppy drive to USB flash drive.

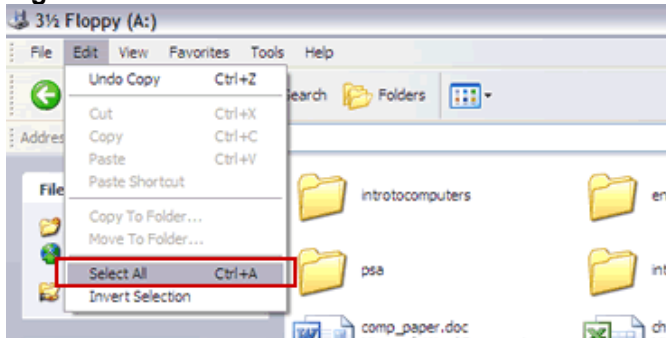
1. Insert the floppy disk in floppy drive and insert the USB flash drive in the USB port.
2. Double click on My Computer icon (*Figure 4*) on the desktop.

Figure 4



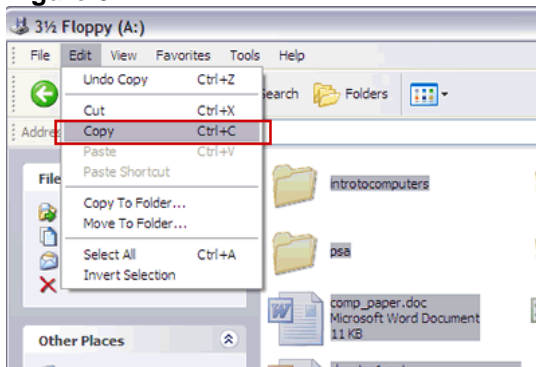
3. In the My Computer Window, double-click to open the floppy disk drive.
4. In the floppy disk drive window, go to **Edit > Select All** (*Figure 5*). (Alternatively, you can also use the keyboard shortcut **ctrl + A** or click and drag over the files and folder you want to select)

Figure 5



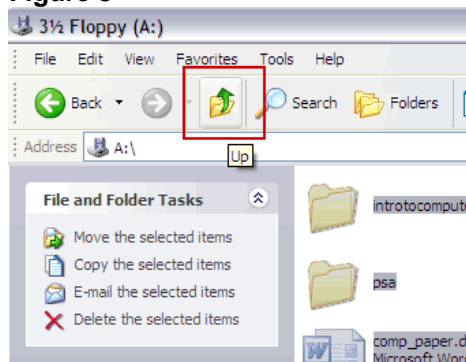
5. In the floppy disk drive window with the files and folders selected, go to **Edit > Copy** (*Figure 6*).

Figure 6



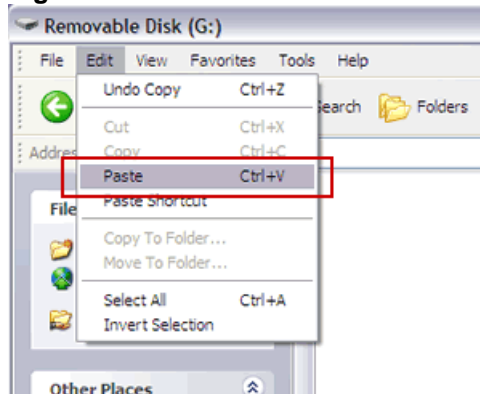
6. Select the Up icon (*Figure 8*) on floppy disk drive window to go back to the My Computer window.

Figure 8



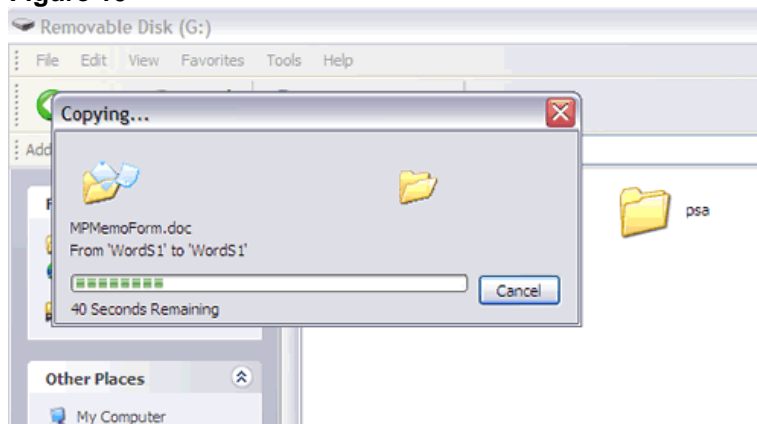
7. In the My Computer window, double click Removable disk icon to open.
8. In the Removable disk window, go to **Edit > Paste** (*Figure 9*).

Figure 9



9. The copy window (*Figure 10*) should appear. Wait for the files to copy over to the flash drive. The copying window will disappear when finished and the files will appear in Removable disk window.

Figure 10



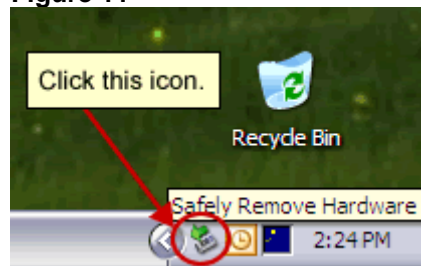
Safely Removing a Flash Drive

It is important to remove the flash drive correctly so important data is not lost. Make sure all files located on the flash drive are closed before removing the drive from the computer.

Follow the steps below to disconnect the drive:

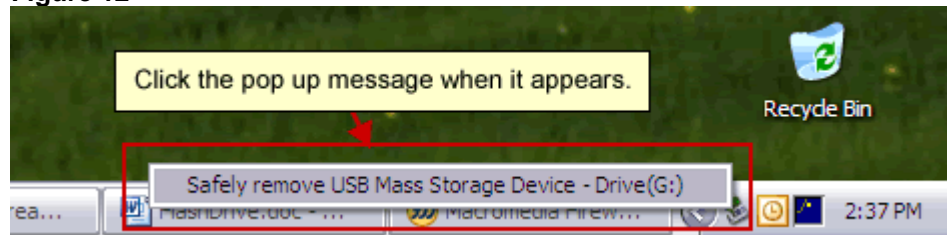
1. Click the green arrow in the notification area of the taskbar and click Safely Remove USB Mass Storage Hardware (*Figure 11*).

Figure 11



2. A balloon box (*Figure 12*) will appear with a message that it is safe to remove the flash drive.

Figure 12



Installing Drivers for the Flash Drive

Computers running Windows 2000 and XP operating systems will automatically recognize the flash drive when plugged into the computer. Computers running Windows 98SE must have drivers installed. To install the drivers, follow the instructions below:

Please note: Windows 95, Windows ME, Windows 98 (first edition) does not support USB drive capabilities.

Workaround solution: If you cannot install the drivers on your home computer, you can save your homework files to a floppy disk. When on campus, come to the Center for Technology and Professional Development (in the library) or the Library Resource Desk and transfer the files from your floppy disk to your flash drive. You will then have access to your files on campus computers.

1. Download the driver <http://www.lakelandcollege.edu/online> .
2. Double-click on KUSBDT1.exe file to run the installation of the drivers.
3. Follow the onscreen instructions. Once the software drivers are installed, the computer should be able to recognize the flash drive.

