

How to Safely Use a USB Memory Stick

Here is a quick reference guide on what USB memory sticks are and how to use them. USB memory sticks have become, over the last five years, the most popular device for data storage and transportation. They are extremely easy to use and can hold up to 16GBs worth of data.

What is a USB Memory Stick?

A USB memory stick is a data storage device that is inserted into the USB port of a PC or laptop. USB memory sticks use Nand Flash memory to store data. Once inserted into the USB Port of a computer the USB memory stick acts like an external hard drive and data can be read from and written onto it just like any kind of storage device.

Using a USB Memory Stick

After the USB memory stick has been inserted into the USB Port an icon for another drive should appear in the **My Computer** part of your PC. This will be similar to the icon below.



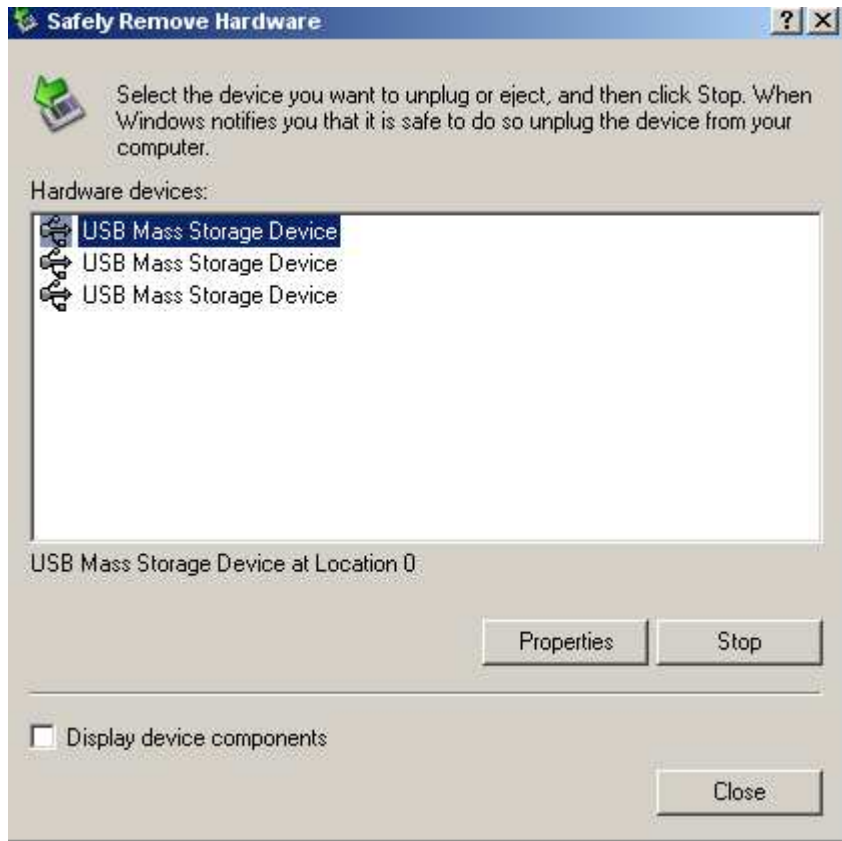
You can then click on this icon and use it as if it was a hard drive.

Removing your USB Memory Stick

After using your USB Memory Stick you will inevitably want to remove it from the computer. Before doing this you must make sure that it is safe to do so, if data is still being transferred between your computer and the memory stick when you take it out, it is likely that you will corrupt the files being transferred. To remove your USB Stick safely, click on the icon with the green arrow in the bottom of your screen.



When you've clicked on this icon the following window will appear.



Select the USB device that you want to remove. In the case above there is more than one of these, to find the device that you wish to remove you will need to click the **Display device components** box.



When you have found the device that you wish to remove select it and click the **Stop** box. The following message should then appear in the bottom right hand side of your screen.



This message tells you that it's safe to remove your memory stick, so you can go ahead and do that.

Protecting your Memory Stick

Although memory sticks are a very reliable and work well even in extreme conditions, it's a good idea to look after your memory stick in order to get the most out of it. Here is some advice on how to protect your memory stick and what's on it.

1. If you are putting confidential information onto a memory stick, make sure you encrypt it. Memory sticks with confidential information on them have a habit of going astray.
2. Always remove your USB Memory Stick correctly, following the steps outlined above.
3. Keep your memory stick on you at all times, memory sticks are very easy to steal (a good idea is to put them on your key ring).
4. Don't expose your memory stick to extreme heat.
5. Keep your memory stick dry.

The document was put together by USBMemorySticks.co.uk, for up to date articles and information on memory sticks visit <http://www.usbmemorysticks.co.uk/Articles>.