How to use a USB stick

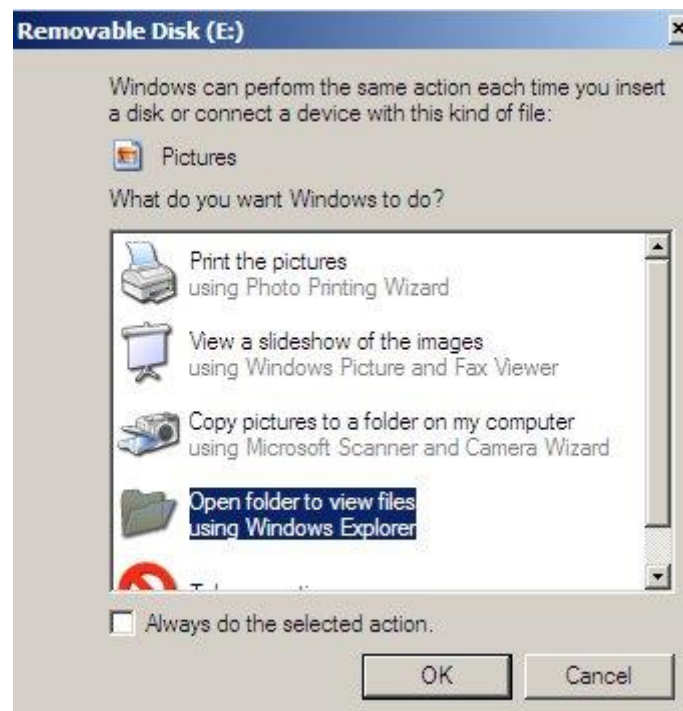## Inserting the stick into the computer

Your memory stick can be plugged into any USB port on the computer. These ports are multi-functional, used for printers, scanners, cameras and so on, but any of them is fine for a memory stick; more modern computers, including most at Birkbeck, have ports on the front of the computer (as well as the back) for easy access - it is generally recommended that you plug any permanently-attached item such as a printer to a port at the back of the computer to leave any at the front free for temporary use.

In some workstation rooms around the College there are additional ports on the left-hand side of the monitor which you may find easier to use.

Push the metal connector into the port - it will only go in one way round so do not force it, though it may need a little push to get it in properly.

Your memory stick will be given the first available "drive letter" - every device attached to the computer has a letter, with the hard drive being C: and a floppy drive being A:. It is likely that the memory stick will be E: but it does not matter if it is F:, G:...

The computer may ask what you want to do with the device you have just attached, as in the screenshot below; depending on the content you may see different options, but will usually want to either cancel this requestor or choose Open folder to view files, as below, and click OK.

Saving files to your memory stick

You may save files to your memory stick in two ways:

1) Choose File-Save As from within the application (Word, Excel etc)

- With the file open, choose File-Save As from the menu (F12 is the keyboard shortcut)
- Use the drop-down menu next to "Save in" at the top of the new window to select your memory stick - bear in mind that it may not be drive E:, but will be named either "Removable disk" or the name of the maker, e.g. "Kingston"
- Click Save

Note that with this message you are taking a copy of your file; we recommend you do so in order to keep a copy on My Documents, either on your computer or the College network, but you should be careful to work from the latest version.

2) Copy or move files using Windows Explorer (available either from the Start button or by using the My Documents or My Computer window)

- Close the file if you have it open in Word or any other application
- Open Windows Explorer (□ + E is the shortcut)
- Browse to the file and click on it to select
- Choose Edit-Copy
- Browse to your memory stick using the folders on the left-hand side - if you cannot find it, click on My Computer to see a list of devices attached to the computer
- Double-click on the removable disk - usually, but not always, drive E:
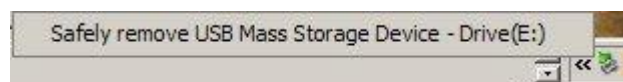- Choose Edit-Paste

Removing the stick

It is very important that you do two things before removing the stick from the computer;

1. Shut down any applications (Word, Excel etc) you have been using
2. Click on the safely remove hardware icon (see screenshot below)

Using the icon

- Click once on the green arrow at the bottom right of your screen
- The option shown below appears - click once on that option

You should then see the message 'The USB Mass Storage Device can now be safely removed from the system'. If you do not see that message it is usually because a program has a file from the USB stick open - try closing any remaining applications and choosing the option again. Should that not work, log off from or shut down the computer - once you are logged off it is safe to remove the memory stick.