

# Guide to Using USB Memory Sticks

*USB memory sticks are becoming ever more popular for the transfer of large amounts of data between machines. This guide aims to inform users of the ways in which they should be used and looked after, in order to maximise their life and efficiency.*

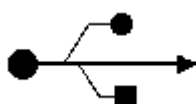
## What is a USB Memory Stick?

A Memory stick is a small solid state device about the size of a highlighter pen. It acts the same way as a floppy disk, although it can hold a great deal more information and is more reliable. USB Memory sticks are an extremely useful way of moving data around, and their use is facilitated on any standard Information Services XP imaged machine.

## How do I Use a Memory Stick?

When you insert the memory stick into the USB port of your PC, Windows XP will see it as an additional drive. If you are using a standard Information Services XP Imaged machine, version 810 and above, you will need to ensure that drive E:\ is not being used by another device. The memory stick drive letter allocation relies on this drive being available. If drive E:\ is not available, the memory stick may try to use a network drive, such as F:\, which may result in undesirable error messages. In this case please contact the Information Services helpdesk for advice by either ringing them on ext. 74487, or emailing [insrvConnect@Cardiff.ac.uk](mailto:insrvConnect@Cardiff.ac.uk)

Most USB connection ports can be found on the front of the machines, although some will be on the back of the equipment. To find the correct port look for the USB Symbol:



Once the device is plugged in you will see an additional drive listed in "My Computer" under "Devices with Removable Storage":

### Devices with Removable Storage



3 1/2 Floppy (A:)



Data (E:)



DVD-CD-R Drive (I:)

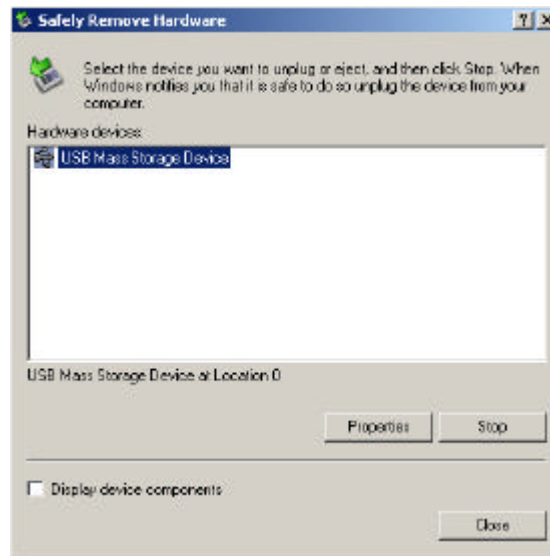
Simply copy the files you need as you would with your Network File space and/or Floppy Disk.

## How do I remove a Memory Stick?

When you are ready to finish, before unplugging the device you will need to double click on the icon in the bottom right-hand task bar “Safely Remove Hardware”.



The following window will then appear. Click once on the Stop Button:



You will then see a pop-up bubble in the bottom right-hand side of the task bar informing you it is “Safe to Remove Hardware”:



You may now unplug your memory stick.

## General Advice on the use and care of USB Memory Sticks

Whilst the use of a Memory Stick is far more reliable than a floppy disk, like most aspects of computing there are certain things you need to be aware of:

- Avoid contact with extremes of temperature, magnetic fields and liquids
- Label your memory stick with your contact information
- Remember to take it with you when you leave
- Use memory sticks as a method of transportation only, do not rely on this as your only method of storage and backup. **Information Services recommend the use of your networked H drive for important data.** Don't forget: memory sticks are relatively cheap, your data may not be!

- Confidentiality – Data on a lost memory stick can easily be read by others
- Corruption of the data can occur if the device is not removed correctly and may render the device unusable in the future
- Some USB sticks have a small write-protection switch on one side. If you are having problems saving, check this switch and try again
- Do not use encryption software that needs to be installed on the PC (if you have used your memory stick at home and have problems using it on a Cardiff University workstation, this may be the cause).
- Do not partition the memory stick, doing so may cause you to lose your network connection
- Electronic material is protected by copyright in the same way as any other literary, dramatic, musical or artistic work. Therefore it is an infringement of copyright to download or copy from a CD, database, electronic journal or web site without the permission of the copyright holder

Further information on Copyright is available on the Information Services web site at <http://www.cardiff.ac.uk/insrv/copyright>

For further information please contact an Information Services library or insrvConnect – the Information Services Helpdesk.  
Tel: 029 2087 4487. Email: [insrvConnect@Cardiff.ac.uk](mailto:insrvConnect@Cardiff.ac.uk). Web: <http://www.Cardiff.ac.uk/insrv>

*Also available in alternative formats.*

*ITC-071-Q-1 / February 2006/MAH*