Title: Using a USB Flash Drive With Windows XP

IT Code: 100004

Purpose: Provide Regression Verification of Back Up Data Integrity

Procedure: The USB Flash Drive supplied to you by CLASS, is a small self-powered drive – like a computer hard disk - that connects to a computer directly through a USB port. Flash drives can hold any type of data, including Word, Excel, jpeg, video, and text files. Flash drives are also commonly referred to as key drive, thumb drives, jump drives, USB drives and pen drives.

Connecting a Flash Drive to Windows XP:

1. Remove the plastic cap from your USB Flash Drive and insert the Flash Drive into an available USB socket/jack on your computer. Note, the Drive is "keyed" so it will only fit in one way.

2. Open My Computer and see which drives are shown. Most computers, for example, have a hard disk such as a C: drive and a few removable storage devices such as a floppy drive, a CD-ROM drive, and perhaps a zip drive.

3. Your USB Flash Drive will appear as removable storage, but some will instead appear as hard drives. Note the name Windows is using to refer to the flash drive ("Removable Disk (G:)," for example). You’ll be using this name during your back up procedures.
Removing a Flash Drive from Windows XP:

1. When you are finished with your back up, do not immediately remove the flash drive from the USB port. Instead, left-click on the Remove Hardware icon located in the System Tray. A window containing a list of the USB devices will appear. Left-click on the Safely Remove Mass Storage Device line that matches your flash drive (for example, Safely Remove Mass Storage Device - Drive(G:)).

2. When you see the following message appear in the bottom left toolbar, it is, as it says, safe to remove the flash drive from the USB port; you may close the message or ignore it, as it will close itself automatically: