








Using File Storage Media

There are many portable, reliable file storage alternatives to floppy disks available on the market today. The Library supports many of these devices. **For file storage cards, see pp. 1-3; for USB storage, see pp. 4-7.**

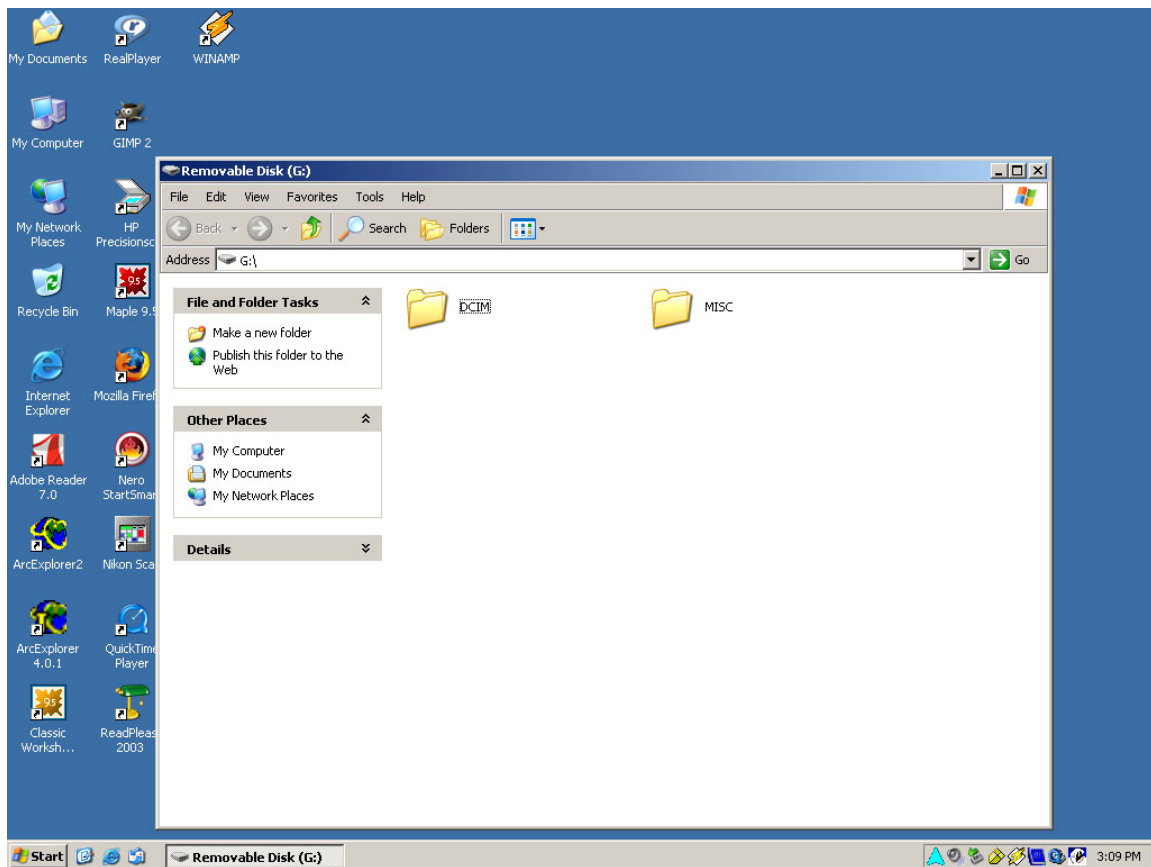
On our **Media stations**, you can use the following storage cards (**N.B.: these images are not to scale**):

<p>CompactFlash (CF)</p> <ul style="list-style-type: none"> About 4.5 by 3.5 cm 	
<p>Memory Stick (MS)</p> <ul style="list-style-type: none"> Approx. 2 by 5 centimetres The size of a stick of gum 	
<p>Memory Stick PRO (PRO)</p> <ul style="list-style-type: none"> Approx. 2 by 5 centimetres The size of a stick of gum 	
<p>MultiMediaCard (MMC)</p> <ul style="list-style-type: none"> 2.4 by 3 centimetres Postage stamp size 	
<p>SecureDigital (SD)</p> <ul style="list-style-type: none"> 2.4 by 3 centimetres Postage stamp size 	
<p>SmartMedia (SM)</p> <ul style="list-style-type: none"> About 4.5 by 3.5 cm 	
<p>MicroDrive</p>	

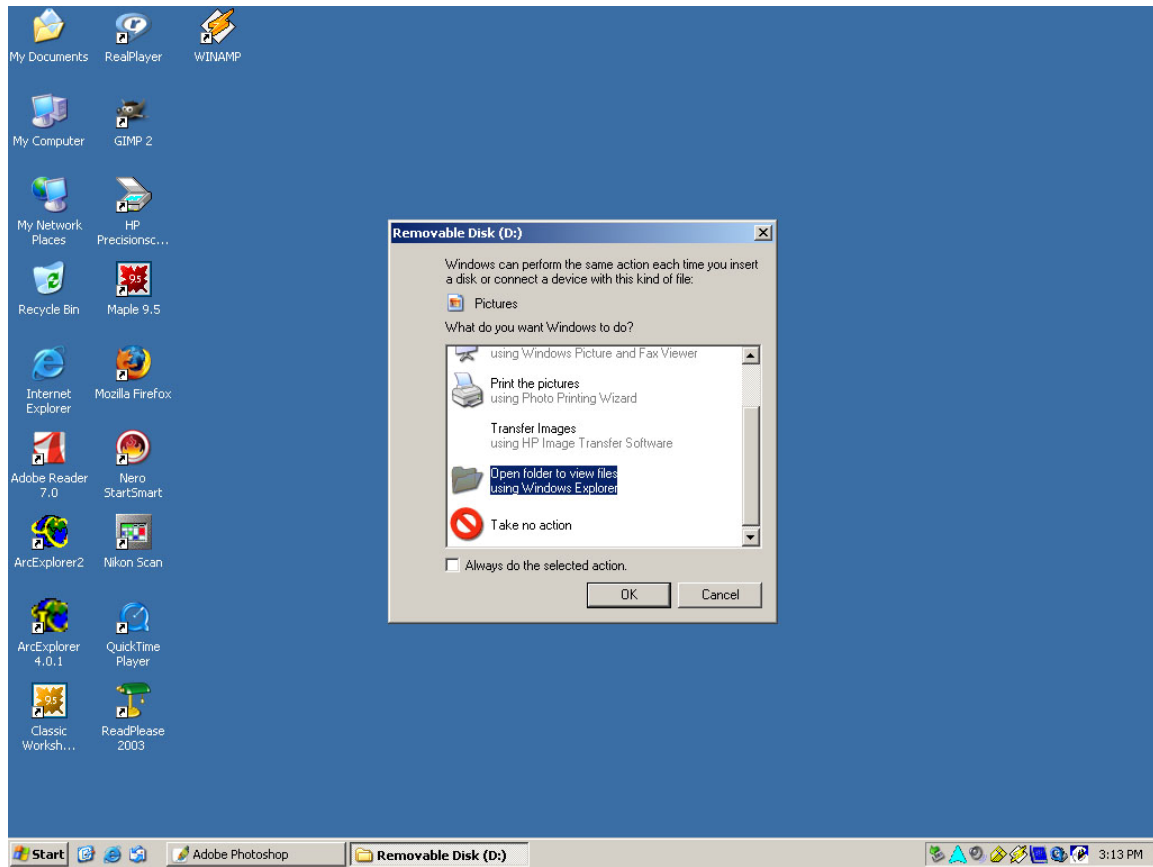
To access your storage card, simply insert the card into the appropriate drive, marked with the abbreviation of the card name – e.g. SD, MS, MMC, etc. The pictures below show a SecureDigital (SD) card from a digital camera being inserted into the appropriate slot (marked SD/MMC):



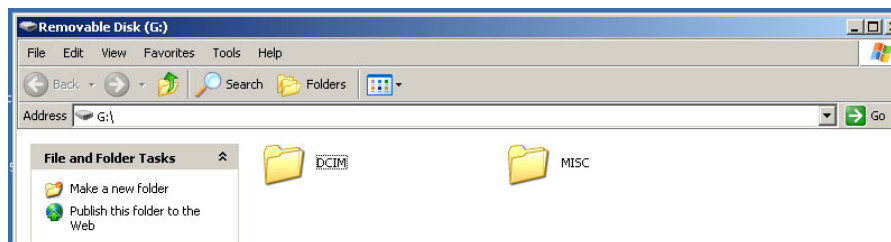
When you have inserted your storage card, a window showing the contents of the card will pop up on the computer screen:



Or, you may see a Windows dialogue box asking what you'd like to do with the storage card. If so, select the option to "Open folder to view files using Windows Explorer"...



... to see the contents of the card.



N.B.: If *nothing* happens when you insert your card, restart the computer and try again.

Using USB Storage Media in the Library

On all Library and Malaspina Commons workstations, and most workstations in other campus computer labs, you can use USB storage drives:

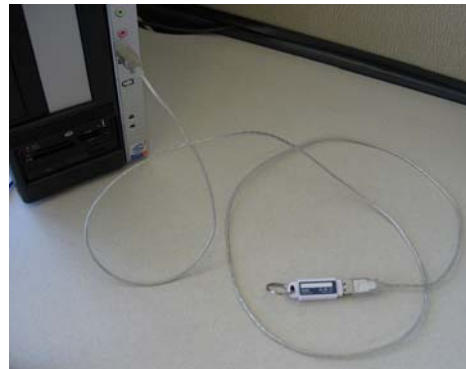
<p>USB storage devices</p> <ul style="list-style-type: none"> (AKA "USB flash drives"; "USB keychain storage"; "USB Thumbdrives", "USB keys") 			
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For USB storage drives, use any USB port available on the computer. USB ports are available on the front of the computer and the back. They are marked with the USB symbol:

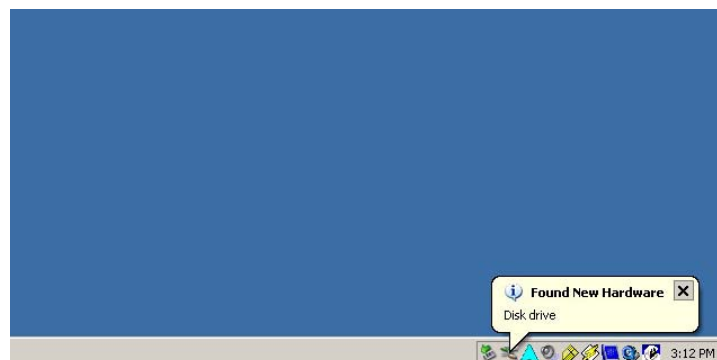


WARNING: DUE TO THEIR DESIGN, NOT ALL USB STORAGE DEVICES FIT PROPERLY IN THE **USB PORTS ON THE FRONT OF THE COMPUTERS**. IF YOUR USB STORAGE DRIVE IS NOT DETECTED BY THE COMPUTER WHEN YOU INSERT IT IN A FRONT USB PORT, GO TO THE LIBRARY SERVICE DESK WITH YOUR STUDENT/EMPLOYEE CARD AND BORROW A USB EXTENSION CABLE, **OR** FIND A COMPUTER ON WHICH YOU CAN ACCESS THE USB PORTS AT THE BACK.

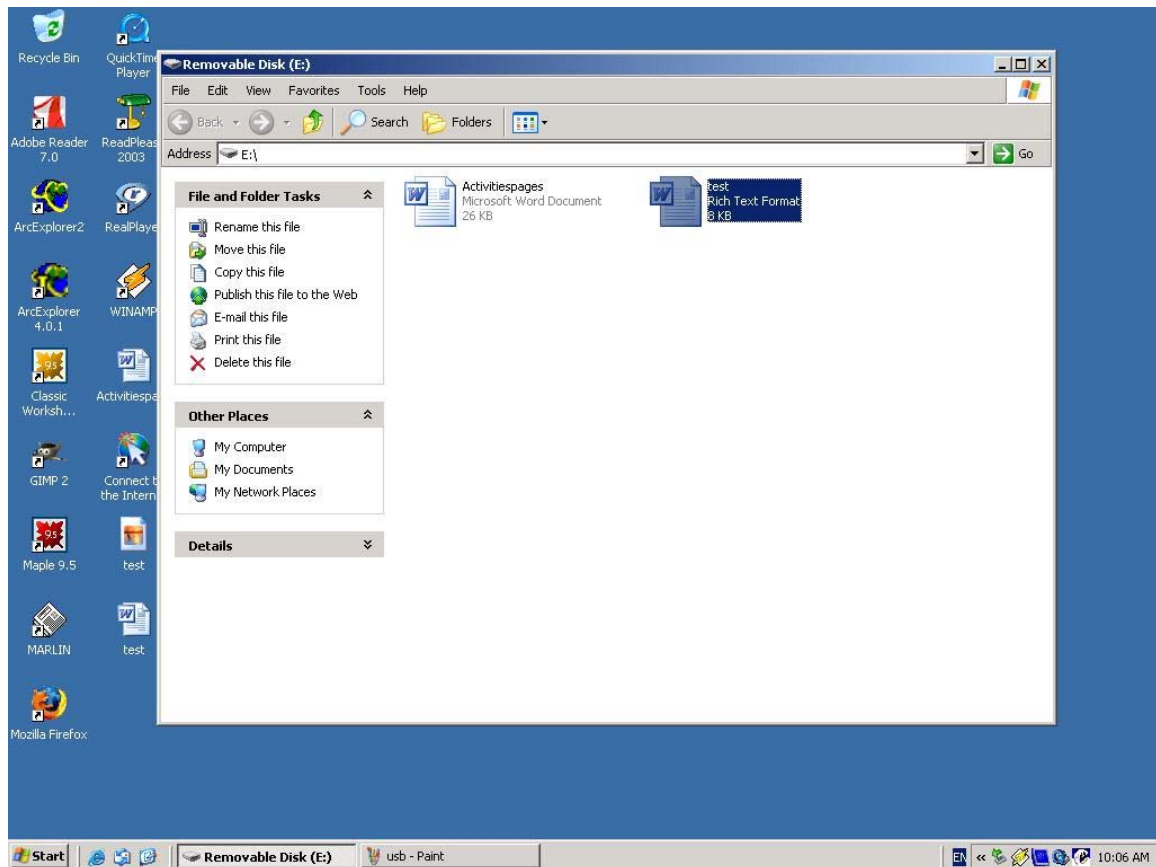
Insert your USB drive in a USB port:



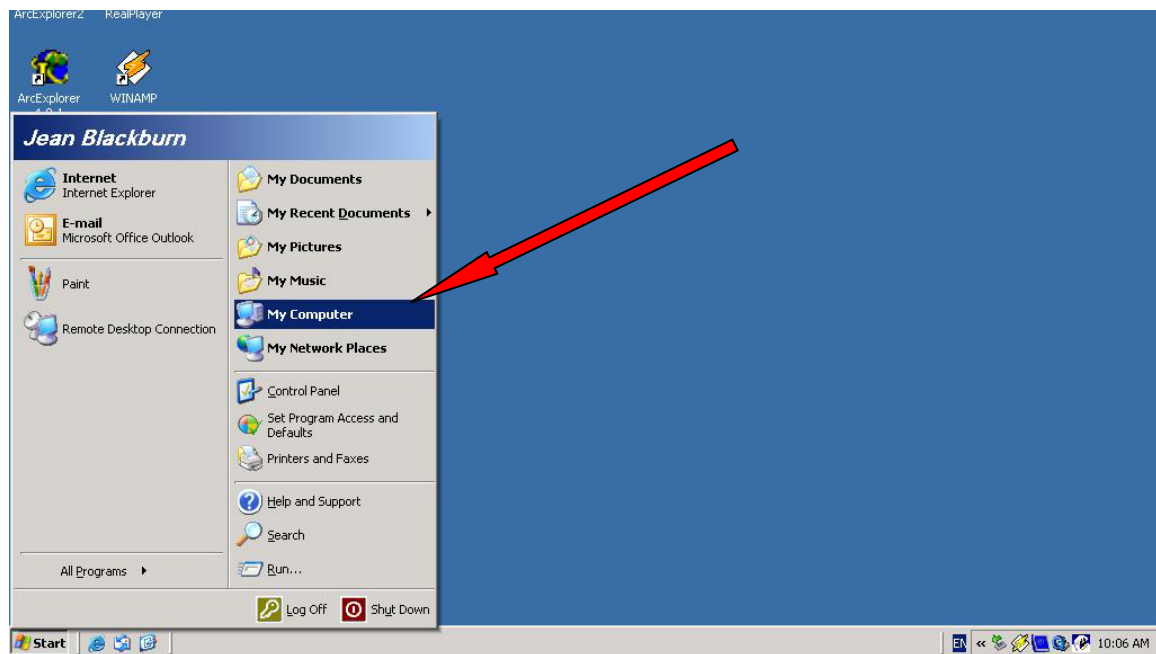
The computer will detect the drive...



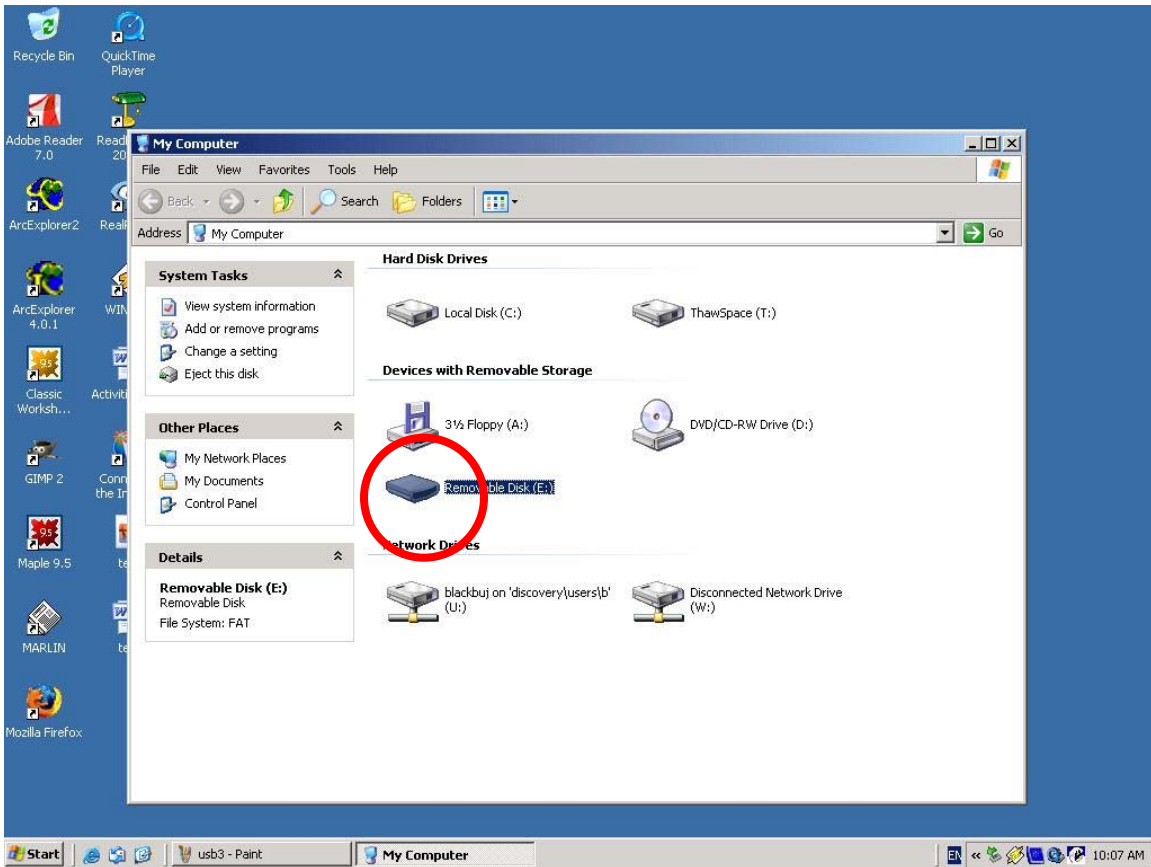
...and a window showing the contents of the drive will pop up on the computer screen:



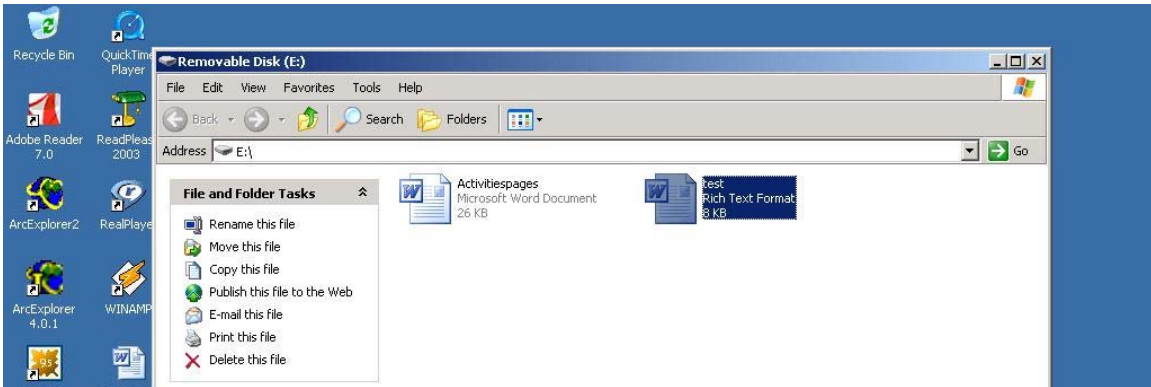
Your drive will also show up in "My Computer" as a newly added drive. Go to the Start Menu and click on My Computer:



You will see your USB drive under the “Devices with Removable Storage” section in the My Computer window. (**NB.** It may not always be drive letter “E:” as pictured below. The drive letter will simply be the next letter in the alphabet not already in use.)



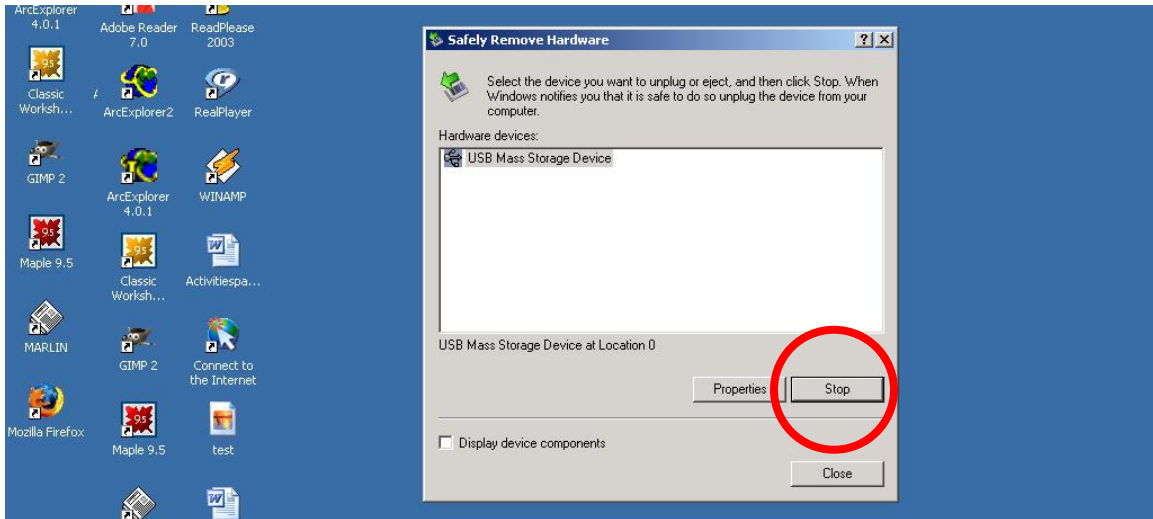
Double-click the new drive to access the contents:



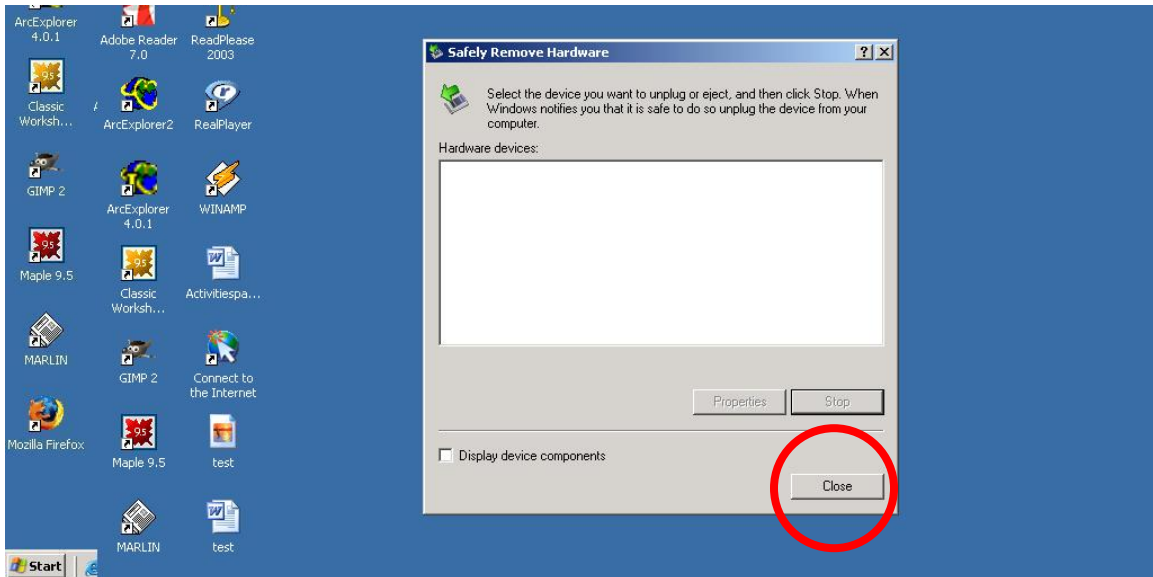
When you are finished using your device, double-click the “Safely Remove Hardware” icon in the system tray:



Select your device and click the "Stop" button:



Windows will give you a message saying that active USB devices will be removed. Click "OK" on the message. Then click the Close button on the "Safely Eject Hardware" dialogue box:



You can now pull your USB drive out of the USB port.