

### Flash Drive Tips

Flash Drives (or USB Drives) are commonly used to save files when you want to move them between computers or have a backup. The following tips will help you to prevent data loss and extend the life of your flash drive:

- If the flash drive gets wet, **DO NOT** connect it to your computer! Dry the device as well as you can manually then store it in a warm, dry place (or place in a bag of uncooked white rice) for at least 48 hours. Do not try to use the device until you are certain that any residual liquid is gone.
- Do not store the device in a location with great temperature fluctuations (i.e. inside of a car during winter or summer).
- Keep the cap on the device when it is not in use.
- Only use drives that you know are safe. If you find a flash drive, be careful as you do not know what kinds of files may be on it that may be harmful to your computer (i.e. viruses, spyware).
- When using a public computer or your personal computer, don't forget to remove the device before shutting down the computer.
- Before removing the device from the computer, close all folders and files associated with the device.
- It is good practice to eject the drive before removing it from the computer. To do this, locate the USB icon in the notification area of the taskbar.

Click once on the icon then click on *Eject USB Mass Storage Device*.

You will be notified that it is safe to remove your flash drive from the computer.

