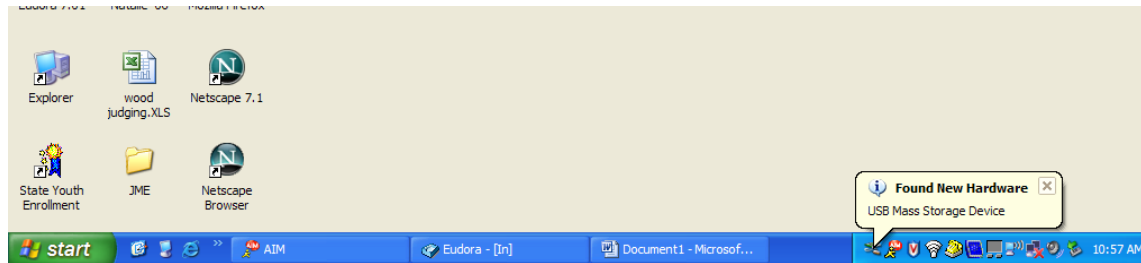


# How to use a memory stick or quick drive to back up data from your computer

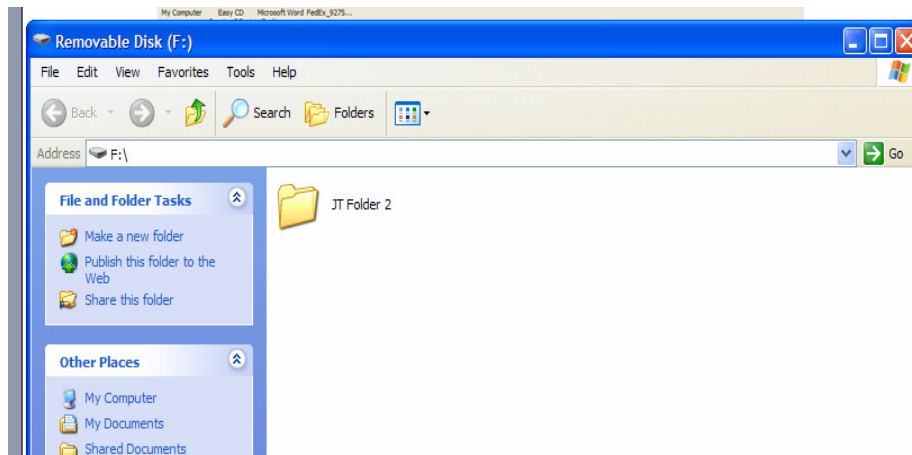
Plug the Memory Stick device into any of the USB slots on the computer. A message will appear in the lower icon tray “Found new Hardware”



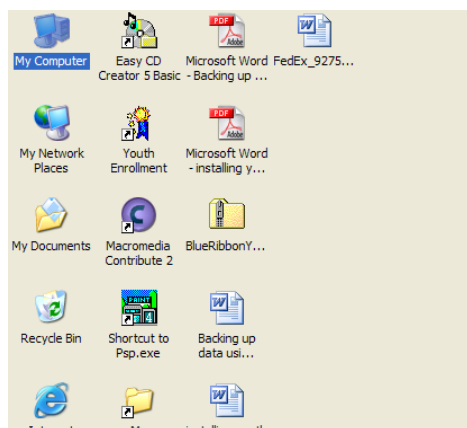
Windows XP will find the new hardware device and install the appropriate drivers so the drive will appear on your screen



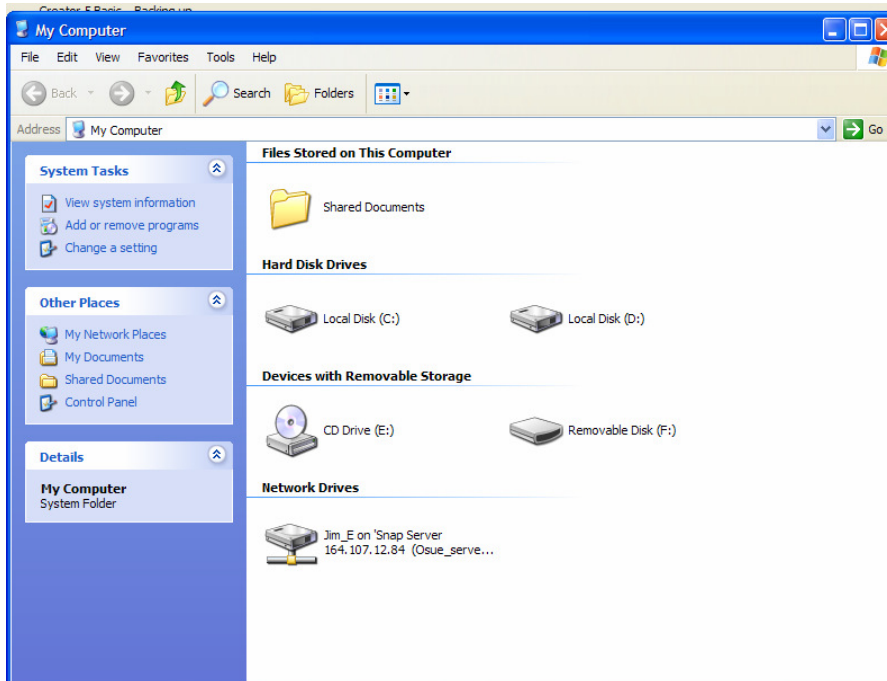
A removable drive box will appear showing you the data that is on that drive, notice that a new drive is created (Removable disk F) then close this box



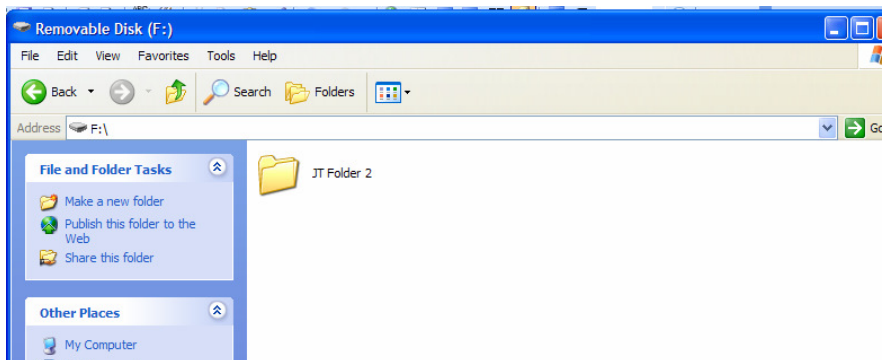
Double click the My Computer icon



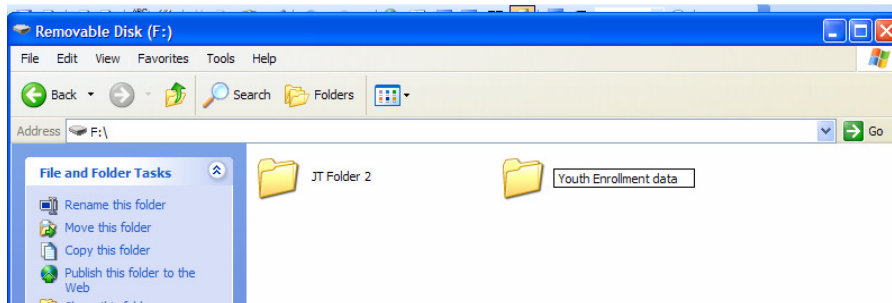
You will know see the new drive (in this case it is F)



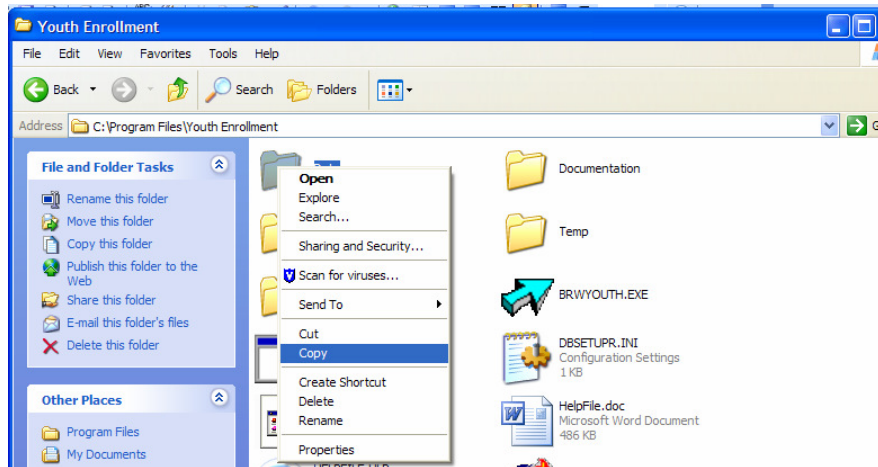
When you open the drive you will see any data that is currently on the drive



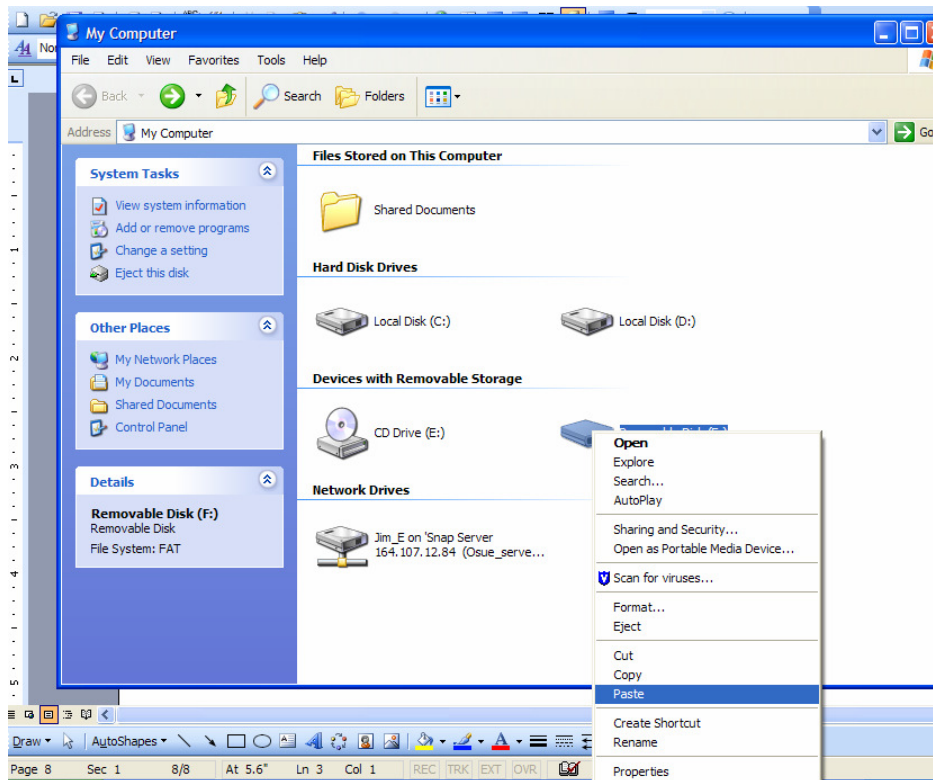
To add a new folder, click on file and add a new folder



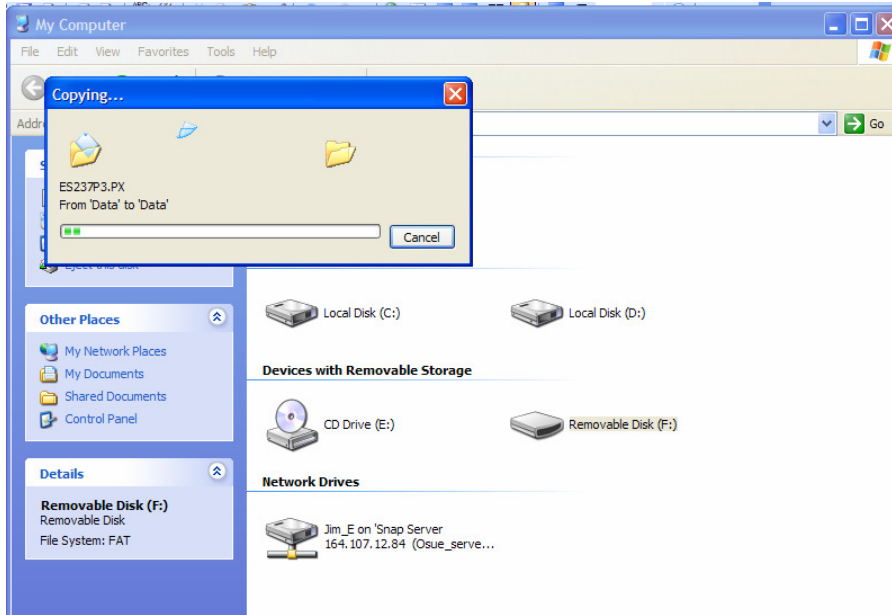
Find the data that you want to copy, right mouse click and select copy



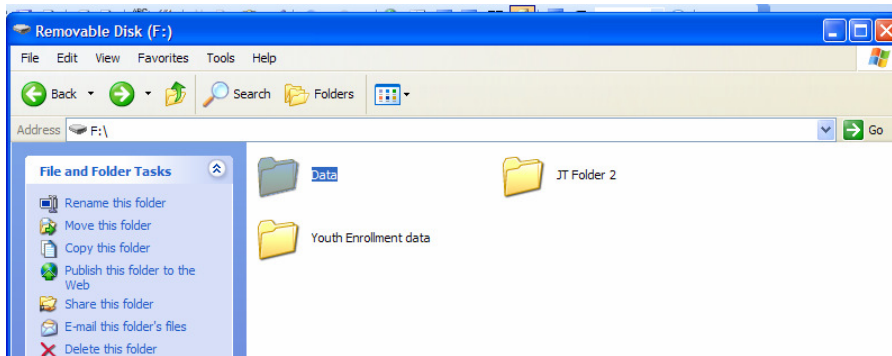
Go back to the new drive, right mouse click on top of the new drive and paste the data into the new drive device



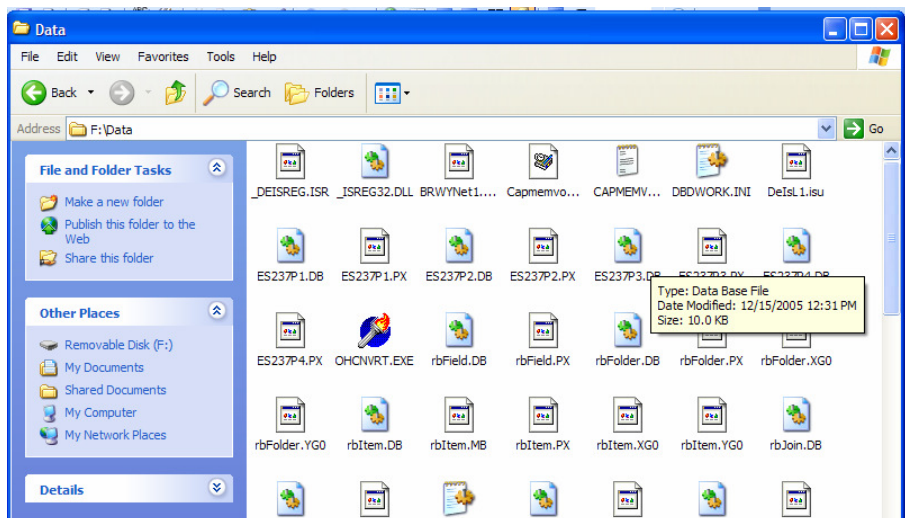
The data that you want saved to the memory stick will be copied over to the device.



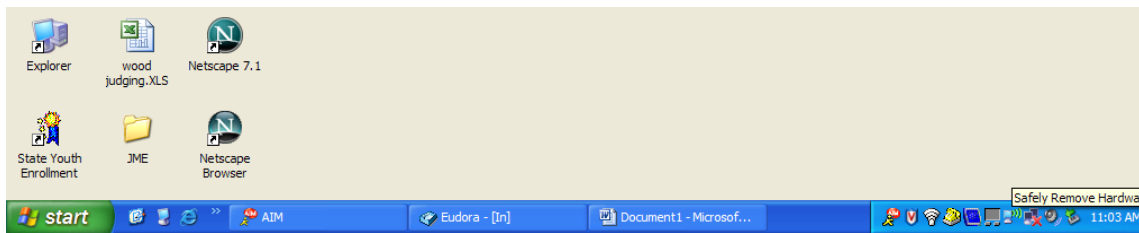
Once the process is complete open the removable disk and then open the folder that you created to make sure that the data is saved on the memory stick



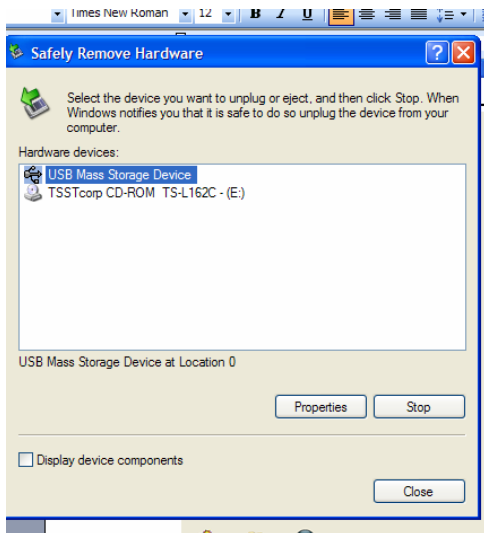
Once you are sure the data is saved you are ready to remove the storage device is ready to be removed



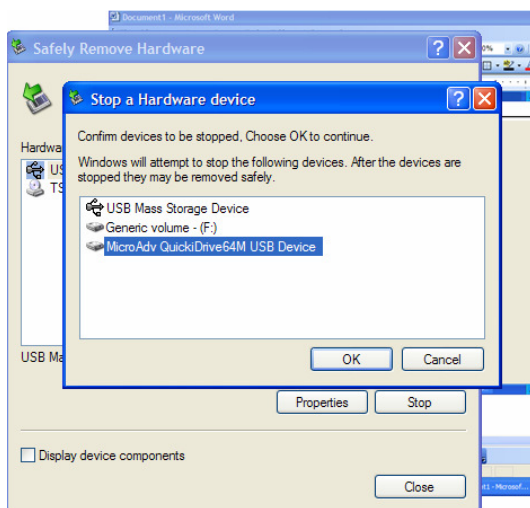
In the lower right corner of the icon tray there is a icon that when you highlight it says (Safety Remove Hardware)



Highlight the device and select stop, then close



Highlight the device and click OK



You will see a statement in the lower right corner that says “Safe to Remove Hardware”, it is now safe to remove the memory stick and store it in a safe place

