


## Using Your Memory Stick



This handout will explain how to:

- (1) Look at your Memory Stick.
- (2) Save to your Memory Stick.
- (3) Copy to your Memory Stick.
- (4) Remove your Memory Stick from your Computer.

### (1) Look at your Memory Stick.

There are two ways you can look at what is on your memory stick. The first is to go to the start button  and the second is to go to the My Computer icon



### Before You Start

- (a) Insert memory stick into the USB port.



This can be on the front or rear of the computer. If at the rear, you can use the extension cable that was supplied with your memory stick. Plug one end of your extension lead into the USB port and then plug your memory stick into the other end of the lead. The extension lead can be left in the computer if required.

- (b) It is possible that some programs will open when you plug in your stick. Close these down by using the “cancel” button or by clicking on the Red Cross at the top, right hand side of the program window.


**(NOTE: when using the mouse buttons, always use the Left Button unless told to do otherwise).**

### Looking at Your Memory Stick

#### Using the Start Menu Button



- (i) Position your cursor over the Start Button and “Right” click on your mouse. A menu will appear. Click on the word “Explore” with your left mouse button.

- (ii) A page will be displayed called the  . (Look at the top left of your screen to see this).

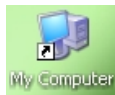
(iii) On the left you will see the “Folders” pane and on the right will be displayed the contents of the folder which has been selected.


(iv) If you look down the list of “Folders” you will see near the bottom “Removable Disk?”. Your memory stick is likely to be called “E:” or “F”.

(v) Click “Once” on the wording “Removable Disk E” and you will see what is on your stick. (If you haven’t saved anything on to your stick then the right hand pane will be blank).



## **SECOND:**

### Using the My Computer Icon




(a) If the “My Computer” Icon is on the front of your screen, then double click on it and a page will open up called  My Computer. On the left of the screen you will see “System Tasks” and on the right you will see “Files Stored on this Computer”.

Double click on “Removable Disk “E”. What is on your memory stick will appear on the screen. (If you haven’t saved anything to your data stick then the screen will be blank).


(b) If “My Computer” is not displayed on your desktop, then click on the Start  button and find the My Computer icon.  Click once on this icon. The page will open. On the left of the screen you will see “System Tasks” and on the right you will see “Files Stored on this Computer”.

Double click on “Removable Disk E” your memory stick contents will appear on the screen. (If you haven’t saved anything to your data stick then the screen will be blank).

## **(2) How to Save to your Memory Stick**

There are two ways you can save to your Memory Stick. The first is to go to  at the top of the program window and the second is to “Right” click your mouse.

### Method:

If you have a program open move your cursor to the  word at the top of the screen and click once, you will see a menu drop down.

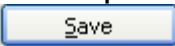
Click once on the words “Save As”. A dialogue window will open up called “Save As”.

Click on the  icon and another dialogue window will appear.


Double click on the words “My computer” and another dialogue window will be displayed.

Double click on the words “Removable Disk E” and you should see at the top of the dialogue window

“Save in:  Removable Disk (E)”.

At the bottom of the dialogue window you will see the words “File name:” so type in the space a name for your document/file then click once on the icon 

Your work is now saved to your memory stick.

If you are in the folder  then click on the picture you wish to save to your Memory Stick.

Go to File at the top of the screen and click once.

You will see a drop down menu. Move your cursor down to “Send to” and you will see another menu.

Click once on “Removable Disk E” and your picture will be saved to your memory stick.

### “Right” Click Method:

Browse to find your file, folder or photo. (i.e. by going into Windows Explorer or My Computer).

When you have found your file, move your cursor to the item and **“Right”** click once.


A menu will drop down. Find the words “Send to” and move your cursor down to these words. Another menu will open, move your cursor into this menu and move your cursor down to “Removable disk E”. Click once.

Your information has now been sent to your Memory Stick.

### **(3) How to Copy to your Memory Stick.**


There are two ways you can copy items to your memory stick. One by using the method Right Click as above and the other is by dragging your item onto your memory stick by using Windows Explorer.

Windows Explorer:

Right Click on the  icon, go to the word Explore and click once.

Find the item you wish to save to your memory stick. (You can click on My Documents and browse until you see the item you want).

Click once on the item you want.

Go to at the top of the screen and click on the word  once. A menu will drop down.


Move your cursor down to “Send To”. Another menu will open. Move you cursor to “Removable Disk E” and click once.

Your item has now been sent to your memory stick. (NOTE: It will not remove the item from Windows Explorer).

### **(4) How to Remove your Memory Stick from your Computer.**

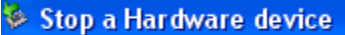
You MUST NOT pull your memory stick out of your computer without first removing it safely.

To do this, make sure that all programmes that you have been working on are closed down.

On the bottom button bar you will see this icon  on the right hand side.

Right Click on this icon once and you should see “Safely remove Hardware” displayed. Click once on this wording. A menu list will appear.

Click on the button “Stop”. A display will open that says



Click on your memory stick which is (E: or F:) then click on OK. Wait until you see a dialogue box that tells you it is OK to remove your memory stick. Then click the Close option on the other dialogue box. You have now SAFELY removed your memory stick.