

Important Notice:

Saving Your Data

- USB thumb drives are a convenient way to transfer data between computers, and they are more reliable than floppy disks. Please remember to make backups as no storage medium is completely reliable.
- Dust, heat, dirt, humidity and electromagnetism (such as MOBILE PHONES) can damage your USB drive resulting in data loss.
- Sending an email to yourself, with your file attached, is another way to transfer your data between computers.
- **DO NOT** save your data to the DESKTOP. If the computer crashes or restarts, your data will be **DELETED** and CAN NOT be recovered. To avoid this, save your files to the **F drive**.
- To avoid loss of data **ALWAYS** download email attachments first before making any changes.
- Ensure you eject your USB drive correctly using the eject option (MAC users - drag the icon to the trash, PC users – right click the green arrow in the bottom right-hand corner)
- NEVER eject a floppy disk or pull out a USB drive until you have saved the document and closed it completely and, in the case of a USB drive ejected it, otherwise the files can become corrupt.
- Be aware of viruses which can affect the files on your USB drive.

For further information on how to care for your USB drive, please speak to our staff at the front counter.

Please Note: ITS does not take responsibility for any data loss which occurs in the ITS Central Computer Labs. YOU are responsible for your data, so please remember to make BACKUP copies.

DO NOT Swap Disks Around while Files are Open

Microsoft office applications such as Word, Excel, Access and PowerPoint do not load the complete file when one is opened. These applications access the file continuously while you work. If you are working on a document from a USB drive, you should not remove the drive until you have completely closed the files AND the application which was using them as failure to do so may result in data corruption. Always close the file and application before removing the USB drive.

Scanning your Disk for Viruses (PC Only)

This information is specific to PC's in the ITS Student Computer Labs Building 17. Disks are automatically checked for viruses when files are accessed, however if you wish to make sure that your disk is free from viruses, follow these instructions:

For USB disks, double click on My Computer icon and then select the drive you wish to scan by clicking on the drive once. Then go to the "File" drop down menu and select the option "Scan for viruses".

When McAfee Virus Scan opens, click the '**Scan Now**' button.

FINAL NOTE:

**FOR ANY OF YOUR IMPORTANT DOCUMENTS,
ENSURE YOU HAVE MORE THAN ONE COPY.
NO SYSTEM IS 100% RELIABLE.**