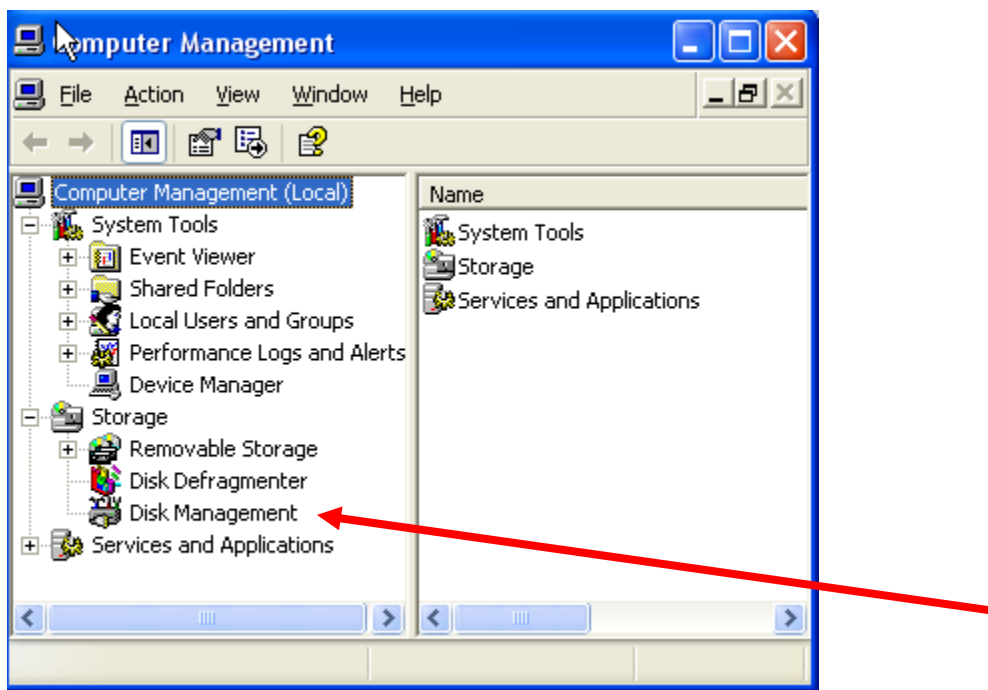


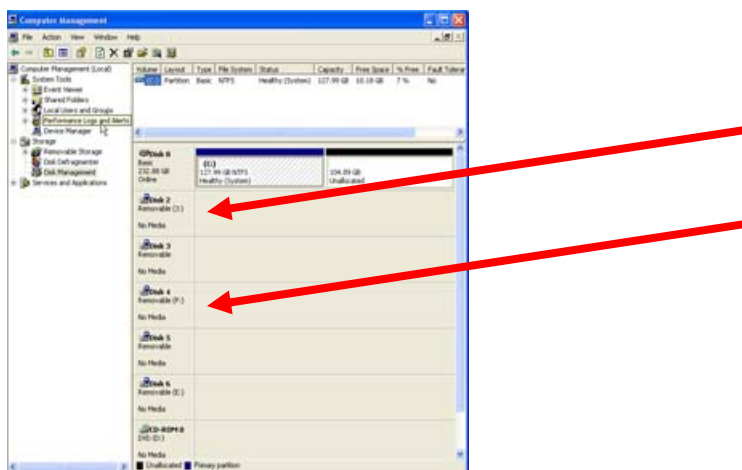
Configuring A Computer So That A Thumb Drive Can Be Accessed

You must be logged in as Administrator to do this to your computer.

Click on the Start (button) and then Right-Click the My Computer menu item. You will get the following menu:



From here, click on the Disk Management choice (in the Storage area). In doing so, you'll get this screen (you'll probably have to stretch it out much larger so you can see more of the drives listed:

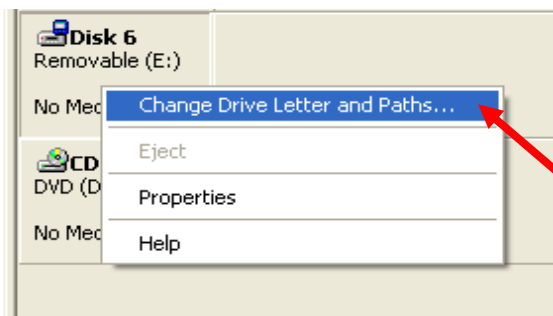


The numbered disk drives listed as 2,3 4 etc. are drives that your computer has a sense of and has, in most cases, assigned a letter of the alphabet. The reason a USB thumb drive isn't being seen is that there isn't any free alphabet letter higher up on the top for your computer to assign it. That's because other drives have been assigned to some of those alphabet letter (such as C, D and maybe E and F).

What you do is look at the list of drives on your computer (which will be different from the screen shots from the computer used for this how-to paper. You'll have a drive A (whether or not you have a floppy drive. You'll have a drive C (your hard drive). You might even have a drive D which could be actually another partition on your one hard drive OR it could well be a CD/DVD drive. If it is, it will call it "CD-ROM 0, DVD (D) or something like that. These are all the drives you want to respect and leave alone.

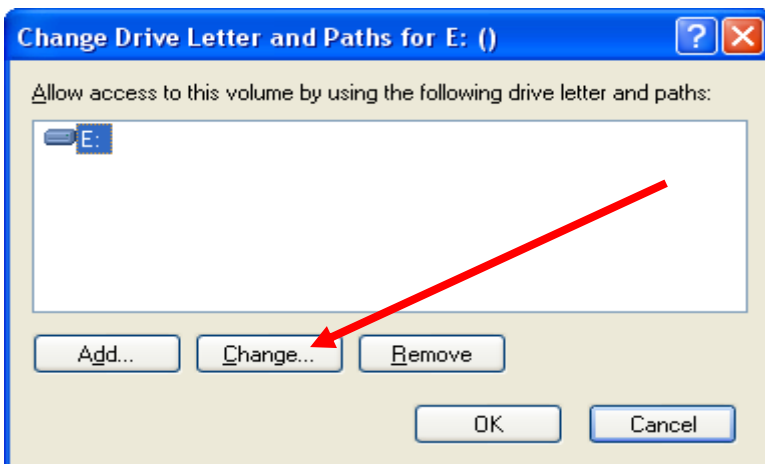
Since on your home computer, you are not on a network (as you are at work). Therefore, on your home computer, you won't see "mapped" network drives like "F" or "P." The other drives, then, are drives the computer thinks are there, probably alphabet assignments given to previous temporary USB drives or other devices like scanners, external hard drives and the like. Here is what you do to clear and reassign those drives to an alphabet letter further down the alphabet toward Z:

With your mouse, point to one of the alphabet-labeled removable drives and Right-Click your mouse to get a menu. It will look something like this:



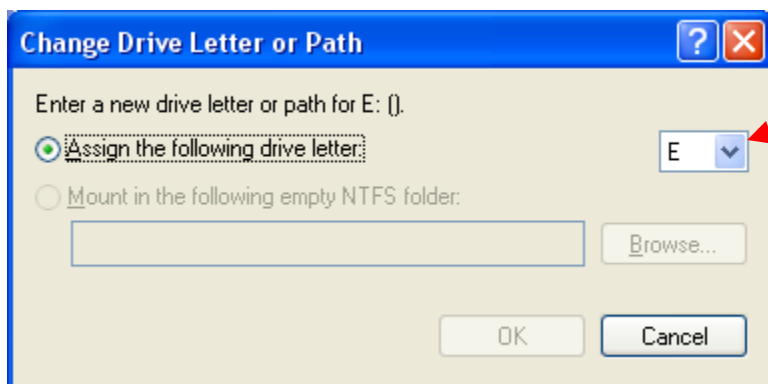
Point to and click the "Change Drive Letter and Paths option.

When you do, your screen will look like this:

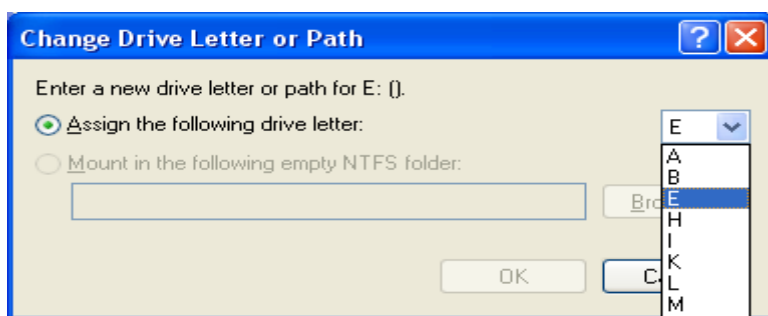


The Drive letter (in this case "E") doesn't matter. On your computer, it will be some letter. Click on the Change button.

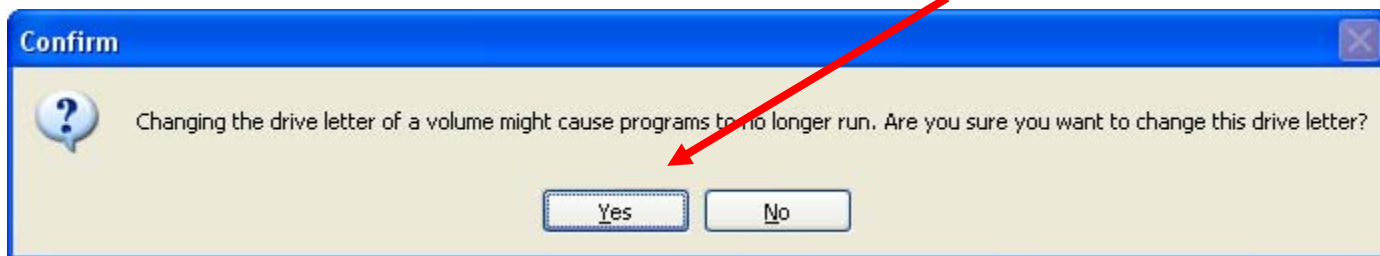
When you do, your screen will look like this:



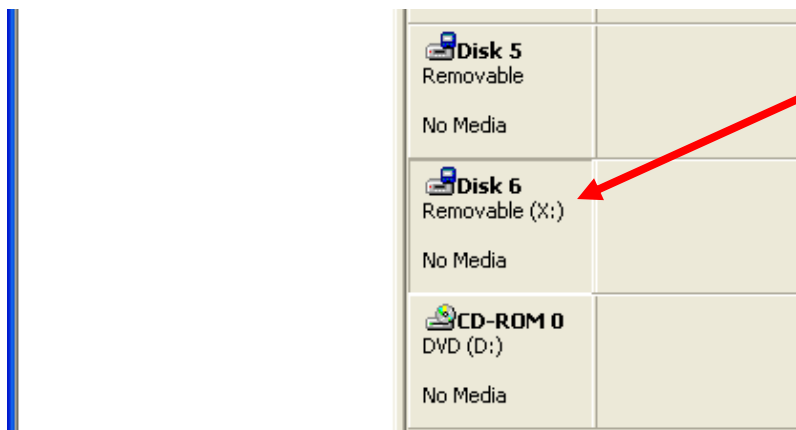
Click on the downward pointing “v” button to the right of the Drive letter and you’ll get this:



Now with the letters of the alphabet showing, pick and click on a letter further down in the alphabet, something like W or X or Y (for instance). Once you do, if you picked “X” in this case, your screen would look like this warning and request to confirm your choice. Click on the Yes button:



Having done that, you’ll see this screen, showing that this particular drive has been renamed to the X letter of the alphabet.



Do this same procedure for every “Removable” drive that happens to have a letter of the alphabet higher up (like F, G, H, I, etc.). [Be very certain not to change the drive letter of C or D. You don’t be able to start up your computer and your drive will have to be reformatted.] This will free those letters up to be assigned if the system needs them when it sees a new USB drive.

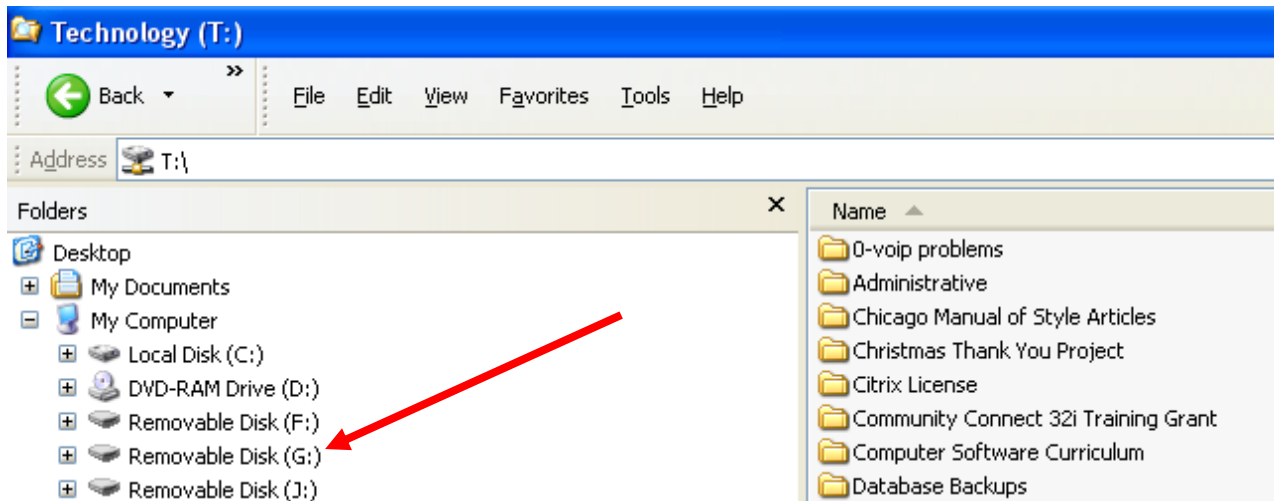
When you are finished reassigning drives

Go up to the top of the screen and click on File and then choose Exit. You’re done.

Now that you’ve reassigned drive letters, before you put in your USB thumb drive, open up Explorer (not Internet Explorer) and hit the plus sign next to My Computer. This will show you your current drives and folders.

Now, put in your thumb drive and see which drive letter is assigned to it. It should, in a little while, pop up in your list of drives on the left side of your screen.

In this screen shot (below) notice drive “G.” It is a thumb drive I’ve just put into the computer on which I’m using for this how-to paper. The thumb drive on your computer will have a similar letter assigned to it and that will be the drive letter you’ll use to get or put things on that drive.



Hope this helps.

. . . Philip Siddons