



Coffee Break

Question on Software or Operating system.



USB flash drive storage.

Purchased USB flash drives are ready to use devices, similar to a 3½” floppy disk which they are now been replaced as a portable storage device. To make them compatible with older or other operating systems, the makers format the USB flash drive in the older FAT (file allocation table). This format was first introduced in 1980 for disk storage. As explained in the Power Point presentation. If you have a disk that is broken up into 32 KB clusters and you save a file that is 33 KB in size (1 KB larger than the cluster). This file will require two full clusters, or a total of 64 KB of disk space, resulting in 31 KB of wasted space using a FAT formatted disk or USB flash drive.

NTFS ("New Technology File System") is now the standard file system of Windows NT, including its later versions of Windows 2000, Windows XP, Windows Server 2003, and Windows Vista. First introduced in July 1993 for Windows NT and incorporated in to Windows 2000 then XP and now Vista.

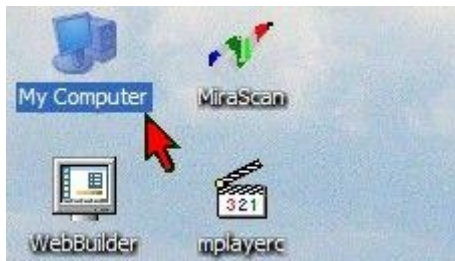
NTFS ("New Technology File System") formats in 2 Kilobyte clusters. Using our example above, you save a 33 Kilobyte file to your drive. In NTFS, that file would take 34 kilobytes of space. A waste of 1 kilobyte due to the cluster sizes. This **New Technology File System** also allows for *longer file names, disk compression and file encryption.*

Can I format my USB flash drive in NTFS?



Yes you can with a little bit of trickery.

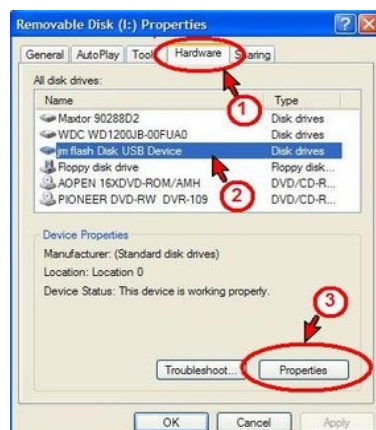
1. Make sure you save all of your data from the USB flash drive as formatting erases all data. With the USB flash drive plugged in, proceed as follows.



2. Click on and open 'My Computer'.
3. With My Computer open (Right hand image)
4. Right click the USB flash drive.
5. From the drop down menu...
6. Left click [**Properties**].



7. With the Properties open, click on the [**Hardware**] tab. *Item (1)*
8. Move down and click the **flash Disk USB device [Disk drives]**. *Item (2)*
9. Next click [**Properties**]. *Item (3)*

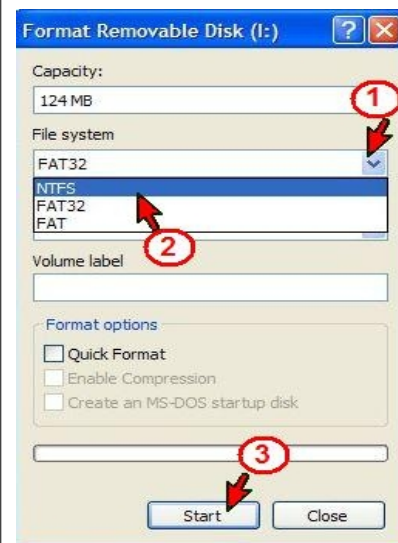
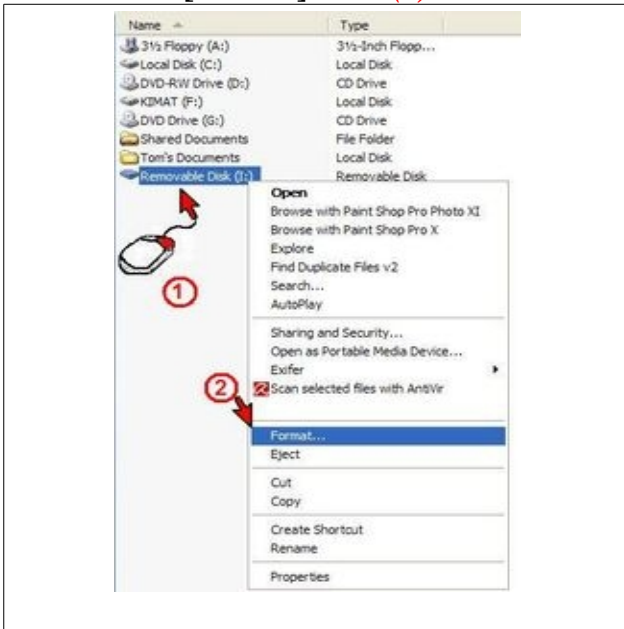


USB flash drive storage (continued).

10. With the **flash Disk USB Device** properties options open click [**Polices**] tab.
11. Click the radio button, **Optimize for performance**. *Item (1)*
12. Left click [**OK**]. *Item (2)*
13. This takes you back to the [**Hardware**] tab.
14. Click [**Apply**] then [**OK**]



15. This should return you to 'My Computer' explorer window.
16. Right click the USB flash drive. *Item (1)*
17. Left click [**Format**]. *Item (2)*



18. With the [Format] options open.
19. Click the down arrow, *Item (1)*
20. Select NTFS, *Item (2)*
21. Click [Start] *Item (3)*
22. Windows will now format the USB flash drive in NTFS format.

23. When completed,
24. Right click the USB flash drive.
As instruction (4) and (5) from the drop down menu, left click [**Properties**].
26. With the [**General**] tab open.
Left click [**Compress drive to save disk space**]. *Item (1)*
Left click [Apply], *Item (2)*
Then [OK]. *Item (3)*

Now you will be able to store more data on your USB flask drive.
One last item to do, return to step (7) to (14) and Reset [Optimize for quick removal].

Task completed.

