

USB and External Drive Usage Manual

Guide for connecting, accessing, and safely removing USB sticks and external drives on your Debian 12 workstation.

1. Connecting a device

- Plug the USB stick or external drive into an available USB port.
- The device will automatically appear in the left sidebar of the Caja file manager.
- Click the device name to mount it and open its contents.

2. Accessing files

- Use Caja to browse, open, copy, or move files between the device and your workstation.
- Large transfers may take time — do not disconnect the device until transfers are complete.

3. Formatting a drive

- Open the *Disks* utility from the system menu.
- Select the target device carefully (ensure you choose the correct one).
- Click the menu button () and select *Format Disk*.
- Choose the desired filesystem (e.g., FAT32 for cross-platform use, ext4 for Linux-only).

4. Safely removing a device

- In Caja, right-click the device in the sidebar and select *Unmount*.
- Wait until the device entry disappears before physically removing it.
- This prevents file corruption and data loss.

5. Troubleshooting

- If the device is not detected, try another USB port.
- Check with `lsblk` in the terminal to see if the system recognizes the device.
- For persistent issues, test the device on another system to rule out hardware faults.

6. Best practices

- Always back up important files before formatting a device.
- Keep devices away from extreme temperatures and moisture.
- Use *Unmount* before disconnecting to avoid data loss.

7. Support

- Provide device model, connection method, and any error messages when contacting support.