

How to Use a USB Flash Drive

A Flash Drive is a small self-powered drive that connects to a computer directly through a USB port. Flash drives are also commonly referred to as key drive, thumb drives, jump drives, USB drives and pen drives.

Getting started

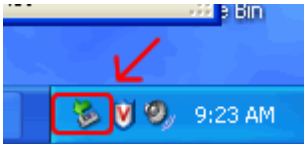
1. Open **My Computer** and see which drives are shown. Most computers, for example, have a hard disk such as a C: drive and a few removable storage devices such as a floppy drive, a CD-ROM drive, and perhaps others.
2. Insert the flash drive into the USB port and watch to see where the USB flash drive appears. Note the name Windows is using to refer to the flash drive ("Removable Disk (G)," for example).

Save directly to flash drive

1. **Open** a Word document
2. **Click** *File*, **Click** *Save as*, **Click** the *Save in* box and **Click** *Removable disk*
3. Look at the *Save as type* and *File name* at the bottom to be sure they are what you want and **Click** *Save*.
4. Close the document. Now look to see what has happened. **Click** *My Computer* and **Click** *Removable disk* and then open the document you just saved to it.
5. Is it there? Good. Are you surprised?

Copying from My Documents to a flash drive

1. Open **My Documents** or the location from which you want to transfer files to the flash drive. Select the **files** or **folders** you want to save to the flash drive by left-clicking on them. To select more than one, hold down the CTRL key while you click and select all of the files you wish to save.
2. **Right-click** on the file(s) or folder(s) you selected, then select **Send to**, then select the name you saw appearing in My Computer for the flash drive ("Removable Disk (G:)," for example).
3. When the copying is finished, **do not immediately remove the flash drive from the USB port**. Instead, left-click on the **Remove Hardware** icon



located in the System Tray (located to the lower right of the screen). A window containing a list of the USB devices will appear. Left-click on the **Safe to Remove Hardware** line that matches your flash drive. When you see the following message appear in the bottom left toolbar, it is, as it says, safe to remove the flash drive from the USB port; you may close the message or ignore it, as it will close itself automatically:

