



How to Use a USB Flash Drive

Flash drives can store and transfer many different types of files, like photos, music, documents and such. An USB Flash drive can be known by other names such as a thumb drive, jumpdrive, or mass storage device.

It plugs into a USB port in your computer. This port is usually located in the front face of the computer on a desktop, or on the side of a laptop computer.

If you look at the inserted end section of the USB Flash drive, you will notice a rectangular block in the lower one half of the device. The USB port receptacle or receiver for the USB Flash drive also has a similar rectangular part so that the USB Flash device will only fit one way.

If the USB flash drive is being used for the first time, Windows may need extra time to install the hardware necessary for the USB drive to function properly. You will know your flash drive is ready for use when you see a message by the clock stating: **"Your new hardware has been installed and is ready for use."**

From now on when you plug in the USB Flash drive, the Auto run or AutoPlay window will appear, select the 'Open folder to view files' option. This will allow you to access the files that you want use.

If the flash drive is removed improperly flash drive corruption can occur. If flash drive corruption occurs, some or all files on the flash drive could be lost. Follow the instructions under "Properly Removing Flash Drive from Computer:"

How to copy files to a USB Flash drive from your Computer:

1. Insert USB flash drive into any available USB port on your computer
2. Locate the file or folder on your computer that you would like to copy to the flash drive.
3. Right-click the file
4. Highlight "Send to"
5. Select "Removable Disk" (select your flash drive "Drive letter:")

Checking to Make Sure File was copied to Flash Drive:

1. Double-click My Computer
2. Double-Click "Removable Disk ("Drive letter:")"

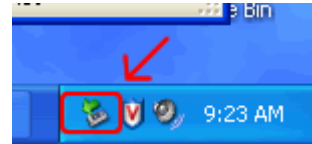
The copied file or folder should appear on the removable disk. From here, it can be placed into a specific folder on the removable disk if desired.

How to Copy files from a USB Flash Drive to your Computer:

1. Insert USB flash drive into any available USB port on your computer
2. Double-click My Computer
3. Double-Click "Removable Disk ("Drive letter:")"
4. Locate the file or folder on your flash drive that you would like to copy to your computer.
5. Right-click the file
6. Highlight "Send to"
7. Select "My Documents"

Properly Removing Flash Drive from Computer:

1. Double-click the Remove hardware icon by the clock
2. In the safely Remove Hardware window, Double-click on the "USB Mass Storage Device"
3. In the Stop a Hardware device window, click on your USB flash drive (most likely indicated by the title "Generic volume – (Drive letter:))



4. Click OK
5. After seeing the "Safe" statement, you can remove the flash drive from your machine.

