

# How do I use my Flash drive?

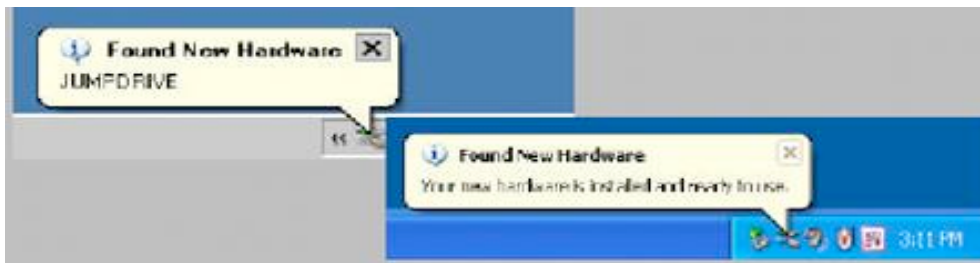
Compiled by camyers, itrt

Just plug your USB flash drive into the USB port of your computer or other USB-equipped device and drag the files you want to take with you into the folder that appears on your screen. Your files are instantly transferred to your USB flash drive. To transfer the items on your USB flash drive onto another computer, simply plug your USB flash drive into the computer that you want the files transferred to, open the folder that appears on your screen, and drag the desired files onto the computer's desktop (Flash drives are also referred to as jump drives, thumb drives, pin drives and USB drives).



1.) Insert Flash Drive into the USB Port of your computer.

*-Where is my USB port? It is usually found in newer model computers on the front of the hard drive and in the back of the hard drive on older computers. The port for laptops is found on the side or back of the computer.*



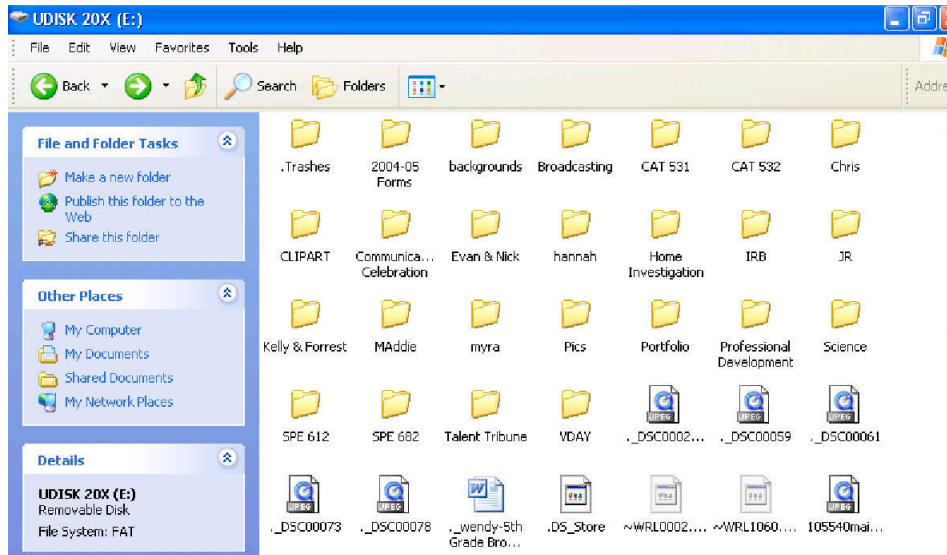
2.) Wait for the hardware to automatically install on your computer. After the hardware is installed, it is ready to use!



3.) In most cases, an Options Window will automatically open. Select "Open folder to view files" Click "OK."




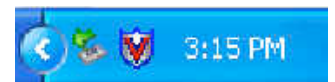
4.) After selecting the option to open the folder, you will see what files are within your flash drive



5.) Select the file that you would like to open by double-clicking. This is also the point at which you can drag and drop files and folders into your flash folder window for storage. Simply left click onto a folder or file, drag it into the window and release. A copy will be created on the flashdrive.

## How to Remove Your Flashdrive

1.) To safely remove your USB flash drive look for the  icon at the bottom right of your screen and click on it once.



NOTE: If you hover over the icon, text will appear that state the function of the icon- such as "Safely Remove Hardware"



2.) Select the "Safely remove USB Mass Storage Device."

- Your computer will display a message that your USB flash drive can be safely removed. "Safe to Remove Hardware"
- *(Remove your flash drive from your computer at this time)*