



Using a Flash Drive

opening, saving, and deleting files

Flash Drive:

- A flash drive is a form of removable storage.
- It is similar to a floppy disc.
- Flash drives are also referred to as thumb drives or USB drives.

Connecting to a Computer:

- A flash drive can be connected to a computer via a USB port.
- Above a USB port on a computer is this symbol: 
- Before plugging in the flash drive, look at the plastic bars on the port and drive.
- To plug in the flash drive, push it straight into a USB port on a computer. The drive should slide in easily.

Opening Files:

- When a flash drive is connected to a computer, three different things might happen.
 - The window containing the drive's contents may auto-load.
 - A window may appear which contains an option to "Open folder to view files."
 - Nothing may appear to happen. To open the window containing the drive's contents:
 - Open "Computer" or "My Computer."
 - Select the drive by clicking on it.
 - Click on Open at the top of the window.
- The window containing the drive's contents displays all of the files and folders on the drive.
- To open a file:
 - Double-click on the file's name.
 - OR Open the file in an appropriate program.

Folders:

- Organize files on a flash drive using folders.
 - Organizing files in this way serves the same purpose as organizing files on a computer.
 - Folders may contain files and other folders.
- To create a new folder:
 - Navigate to the location in which the new folder will be placed.
 - On the Home tab, click on "New folder."
 - Type a name for the new folder and press Enter on the keyboard.
 - To open the new folder, click on Open on the Home tab.
 - When you are finished, close the window.

Saving Files:

- When first saving a file, use the “save as” option. This option requires specifying a file location.
 - Look at the current location.
 - Navigate to the flash drive.
 - Click on save.

Moving Files:

- Files can be moved to arrange them on the flash drive and to move them to and from the computer.
- To move a file on the flash drive:
 - Open the location of the file on the flash drive.
 - Select the file by clicking on it.
 - On the Home tab, click on “Move to.”
 - Select the desired location on the flash drive using the “Choose location...” option when needed.
 - Click on Move.
- To move a file to the computer from the flash drive:
 - Open the location of the file on the flash drive.
 - Select the file by clicking on it.
 - On the Home tab, click on “Move to.”
 - Select the desired location on the computer using the “Choose location...” option when needed.
 - Click on Move.
- To move a file from the computer to the flash drive:
 - Open the location of the file on the computer.
 - Select the file by clicking on it.
 - On the Home tab, click on “Move to.”
 - Select the desired location on the flash drive using the “Choose location...” option when needed.
 - Click on Move.
- Delete unneeded files and folders as follows:
 - Open the location of the file or folder on the flash drive.
 - Select the file or folder by clicking on it.
 - On the Home tab, click on “Delete.”
 - Confirm the deletion in the confirmation window that appears.
 - Close the window.
 - Note: a file cannot be deleted while it is open.
 - Note: the deleted file or folder does not go into the Recycle Bin. It is permanently deleted from the flash drive.

Removing from a Computer:

- Removing a flash drive from a computer requires two steps:
 - First, eject the flash drive from the computer.
 - Second, physically remove the flash drive from the computer.
- Ejecting the flash drive is different depending upon the operating system being used.
 - For Windows 8:
 - Open Computer.
 - Click on the flash drive to select it.
 - Open the Manage tab.
 - Click on Eject.
 - A message will appear at the bottom right of the screen stating that it is safe to remove the device.
 - For Windows 7:
 - Open Computer or My Computer.
 - Hover over or click on the flash drive to select it.
 - Click on Eject.
 - For older versions of Windows:
 - Click on the “Safely Remove Hardware” icon at the bottom right of the screen.
 - Click on the word Eject in front of or below the name of the drive.
 - A message will appear at the bottom right of the screen stating that it is safe to remove the device.
- Properly ejecting the flash drive is important because if the drive is pulled out of the computer while a file is being read or written, that file and other files may become corrupted. Eject the flash drive properly whenever possible.
- To physically remove the flash drive from the computer, pull it straight out of the USB port.

Flash Drive Tips:

- Insert the drive carefully into the computer.
- Organize files on the drive using folders.
- Always try to properly eject the drive before physically removing it from the computer.
- Do not be afraid to ask for help.