Using a Flash Drive

A flash drive is a portable storage device that can also be called a jump drive, key drive, pen drive or a thumb drive depending on the brand you purchase.
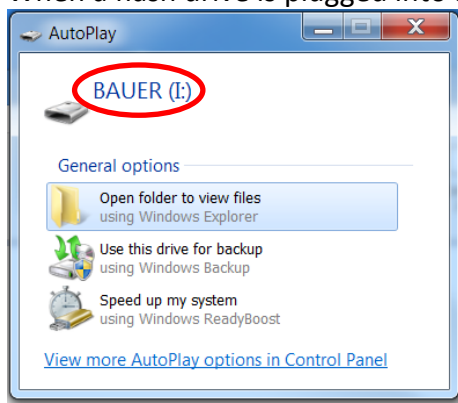
A flash drive is usually preformatted and ready to use. It connects to the computer using the USB port. USB ports can be located at various spots on a computer.

How to Use a Flash Drive

When a flash drive is plugged into a computer, the software drivers load automatically. When the drive is ready to use, an AutoPlay window displays (shown at the left).
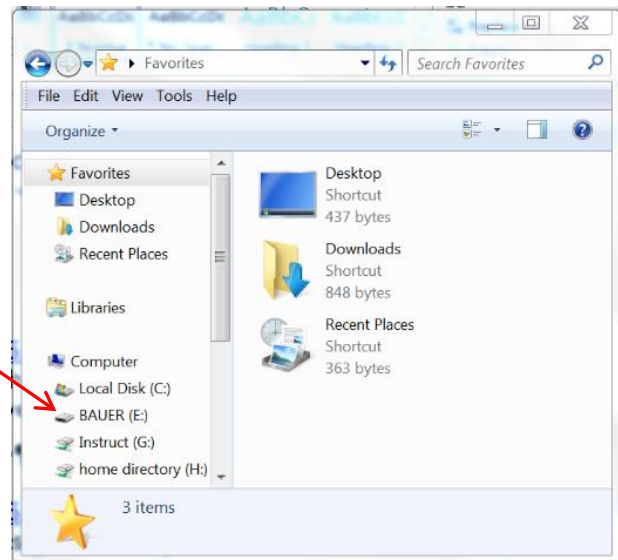
The computer will display the name on the flash drive and drive letter that was assigned by the computer (shown by the red circle in the AutoPlay window).

1.   Locate the USB port on the computer.
2.   Plug in your flash drive. The flash drive does have a top and bottom, so if it doesn't plug in easily, turn it over.
3.   Click the **X** to close the AutoPlay window.

Copying Files to a Flash Drive

1. Open either Windows or File Explorer, depending on your Windows version. You should see all the drive names and letters assigned by your computer.
1. Locate the name assigned to your flash drive (shown here as BAUER (E:)).
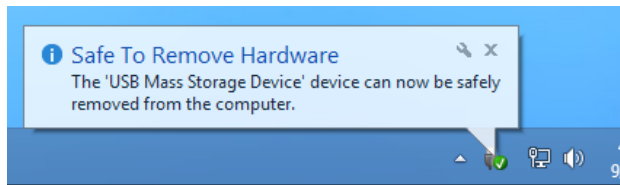2. When you save files from Word or Excel, you can select the drive to save on by clicking it.
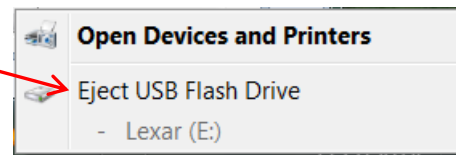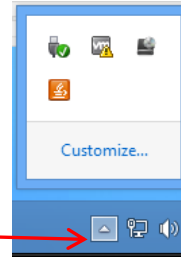
How to Remove a Flash Drive
Never pull out the flash drive without turning it off first.

Before you remove your flash drive from the computer, follow these steps to turn it off.

1. Locate and click the Safely Remove Hardware and Eject Media icon in the Notifications area in the bottom-right corner of the desktop. On some computers, you may have to click the up arrow to see the hidden icons.
2. Find your flash drive's name in the list.
3. Click the Eject message above your flash drive's name and letter.
   - If all the files on the flash drive have been closed, a message will quickly display telling you that the flash drive can be safely removed.

4. Remove your flash drive out by pulling it straight out.

If the message says it is not safe to remove the flash drive, double check that all the files on the flash drive are closed and then repeat the steps above.

5. If you still do not get the Safe to Remove Hardware message, you can shut down the computer to close your flash drive.
6. Then after the computer shuts down, you can remove the flash drive.