



What is a Flash Drive?

Flash drives, also called jump drives, pen drives, and thumb drives, are small flash memory drives with a USB (Universal Serial Bus) connection. Most computers have at least two USB ports, which are usually located in the front or back of the computer tower. Some computers will have USB ports located on the front of the computer tower. Flash drives are read and write disks, which means you can open (read) and save (write) files to the disk.

How to Use a Flash Drive

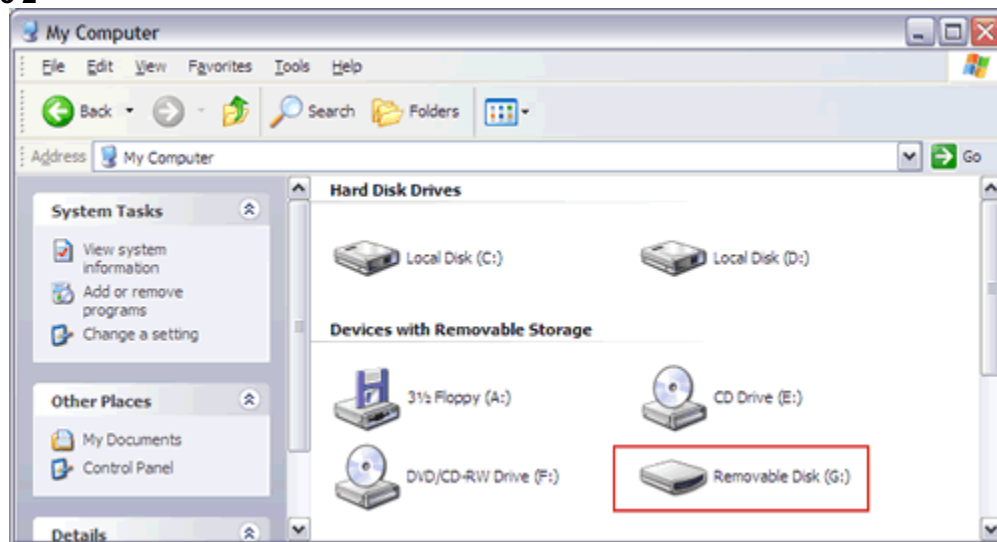
Simply remove the cap and plug the flash drive into the USB port. (The USB ports may be located on the front or back of your computer tower, or on the side if you are using a laptop.)

Figure 1



Once connected to the computer, a green arrow icon will appear in the notification area. Double click on My Computer on the desktop and the removable drive should appear (Figure 2) in the My Computer window. Double click on the removable drive to open it and access your Excel spreadsheet(s).

Figure 2



OVER

Safely Removing a Flash Drive (This is VERY important!!!!)

It is important to remove the flash drive correctly so important data is not lost. Make sure all files located on the flash drive are closed before removing the drive from the computer.

Follow the steps below to disconnect the drive:

1. Click the green arrow in the notification area of the taskbar and click Safely Remove USB Mass Storage Device (Figure 3).

Figure 3



2. A balloon box (Figure 4) will appear with a message that it is safe to remove the flash drive.

Figure 4

