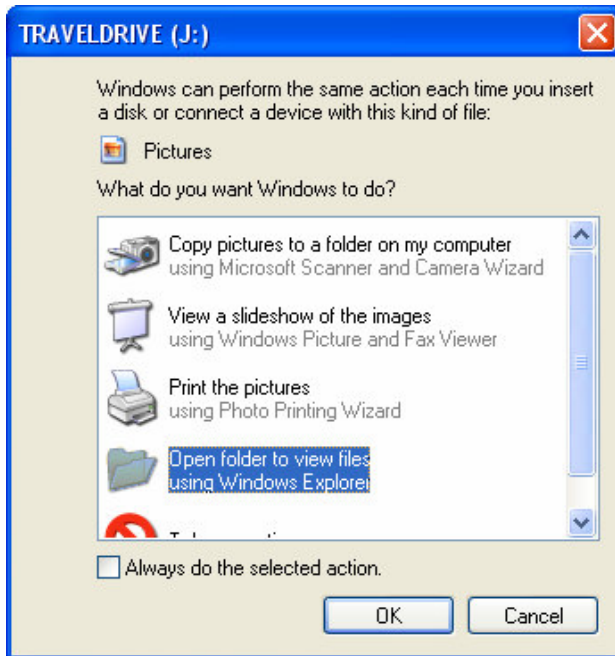


Using a Flash Drive

When you insert your flash drive the following box should pop up. You should choose to Open folder to View Files. And click OK



Then the following dialog box will open showing the files you have on your drive. You can click on files to open them. You can drag and drop to you desktop or file folder to copy somewhere. You can drag files to the flash drive to copy to it. You can right click on files and choose Send To the name of the flash drive letter.

When you are ready to remove flash drive you need to prepare it for safe removal. There are a couple ways to do this. First make sure all files are closed. One way is to go to right bottom tray of your desktop and click arrow to open all systems tray programs. Find the green arrow pointing left and it says Safely Remove Hardware when you hover. Just click it and then you can remove flash drive, The other way is open My Computer and find drive letter of your flash drive and right click on it and choose Eject. Then remove flash drive.

