

How Do I Use My Flash Drive on My Laptop?

Please note: Flash drives come in all shapes, sizes and colors. The one thing they all have in common is the USB connection.

Connecting Your Flash Drive to Your Computer

1. Connect your flash drive to your laptop by plugging it in to one of your **USB ports**.



2. Two things will happen when you connect your flash drive. First, you will see a pop up window at the bottom of your tray that says, “**New Hardware Found**”.



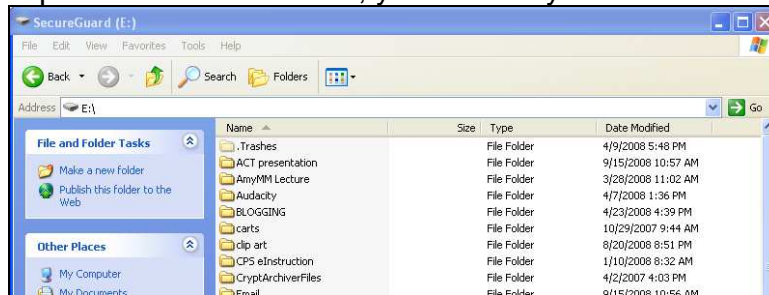
Second, a pop-up window on your screen will appear asking you what you want to do with your flash drive. (See below)



If you want to access files on your flash drive, click “**Open folder to view files**” and then click “**OK**”.

(If you do not need to access files yet, you can close out of this window by clicking “**Cancel**”).

3. Once you click “Open folder to view files”, you will see your flash drive contents.



(My flash drive contents will look different that yours since I have been saving files to it for a long time now.)

Double click the file you want to open.

****Please note:** Some files will only open if you open **the program first** and then click “File” → “Open”. These files include Movie Maker projects, Photostory projects, and any other program file that may be virtualized on your computer.

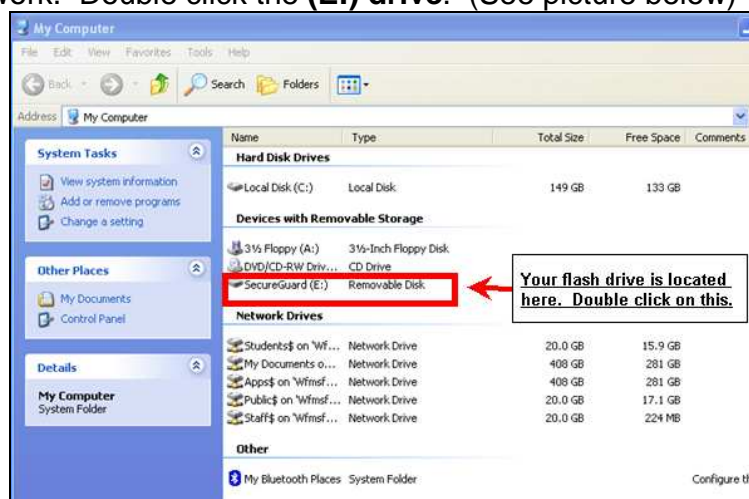
Saving Documents to Your Flash Drive

1. Open your flash drive by using the menu from page 1 step 2 and choosing “**open folder to view files**”.

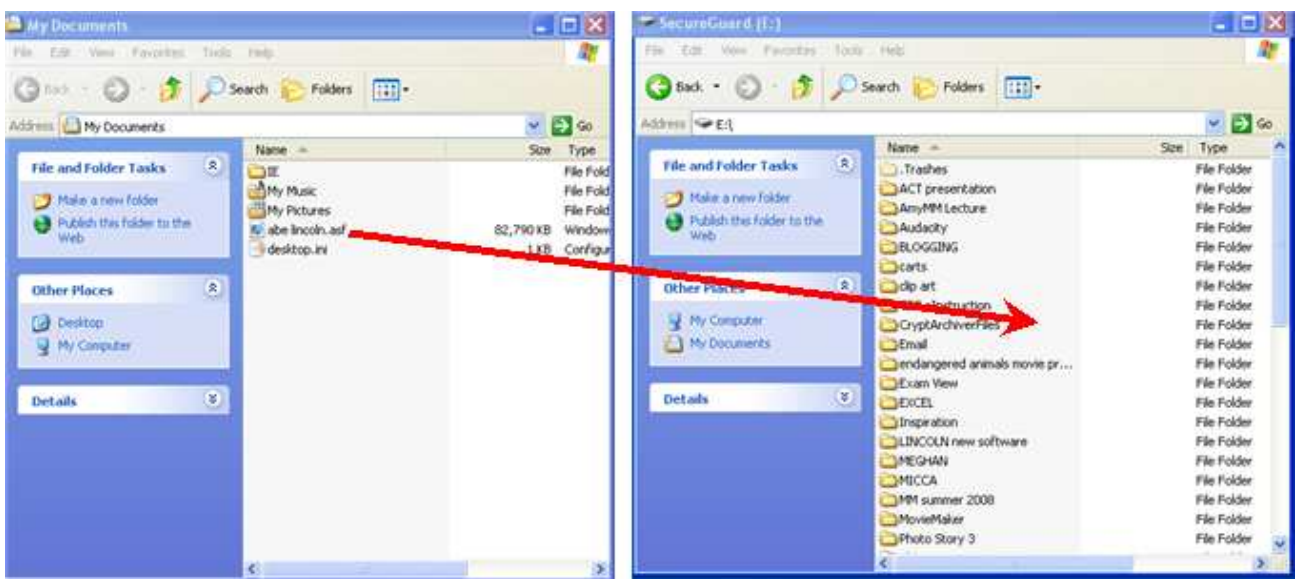
2. If you already closed out of this window, you can also access your flash drive by double



clicking on the “My Computer” icon on your desktop. Then you will see a list of drives on your network. Double click the **(E:) drive**. (See picture below)



3. You will see a window appear that lists all of your documents on your flash drive. Click and drag the corner of this window in so that the window is only about half the size of your screen. Do NOT close this window.
4. Then double click on “**My Computer**” again. Double-click to open the drive where you have saved your document and browse to it (My Documents, Staff Drive, etc.).
5. Resize this window so that it is also only half the size of your desktop. Now you have 2 windows open: One window is your flash drive, and one window is your network drive at school.
6. Click and drag the document from the network window onto your flash drive window. The document will be copied onto your flash drive. (See picture below) Then **close** the windows.



Safely Ejecting Your Flash Drive

To safely eject your flash drive from the computer, make sure you have closed all windows from the flash drive first, or this won't work.

1. **Left-click one time** on the “**Safely Remove Hardware**” icon on the bottom tray of your laptop. (See picture) 

2. Click “**Safely remove USB Mass Storage Device – Drives (E:)**”
3. You will see a pop-up window appear that says, “**Safe to Remove Hardware**”.
4. Gently pull on your flash drive to remove it from the laptop.