

# Using a USB Flash Drive

Technology Education

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# Topics

- What is USB port?
- What is a Flash Drive?
- Why use a flash drive?
- Saving to a flash drive
- Naming your flash drive
- Removal of device

# USB Ports

- A USB port is a standard cable connection interface on personal computers and consumer electronics. USB ports allow stand-alone electronic devices to be connected via cables to a computer (or to each other).
- USB stands for Universal Serial Bus, an industry standard for short-distance digital data communications. USB allows data to be transferred between devices. USB ports can also supply electric power across the cable to devices without their own power source.



# Flash Drive

- A flash drive is a small storage device that can be used to transport files from one computer to another. They are slightly larger than a stick of gum, yet many of these devices can carry all your homework for an entire year! You can keep one on a key chain, carry it around your neck, or attach it to your book bag.
- These are readily available at many electronics stores in varying capacity. Remember, the higher capacity, the more expensive the USB unit will be.



# Why use a Flash Drive?

- You should always carry a backup copy of any important work separate from your computer.
- It will come in handy if you need to print somewhere else.
- Also handy for working on an assignment using several computers. Possibly one at home, one at school, and one at a friends.

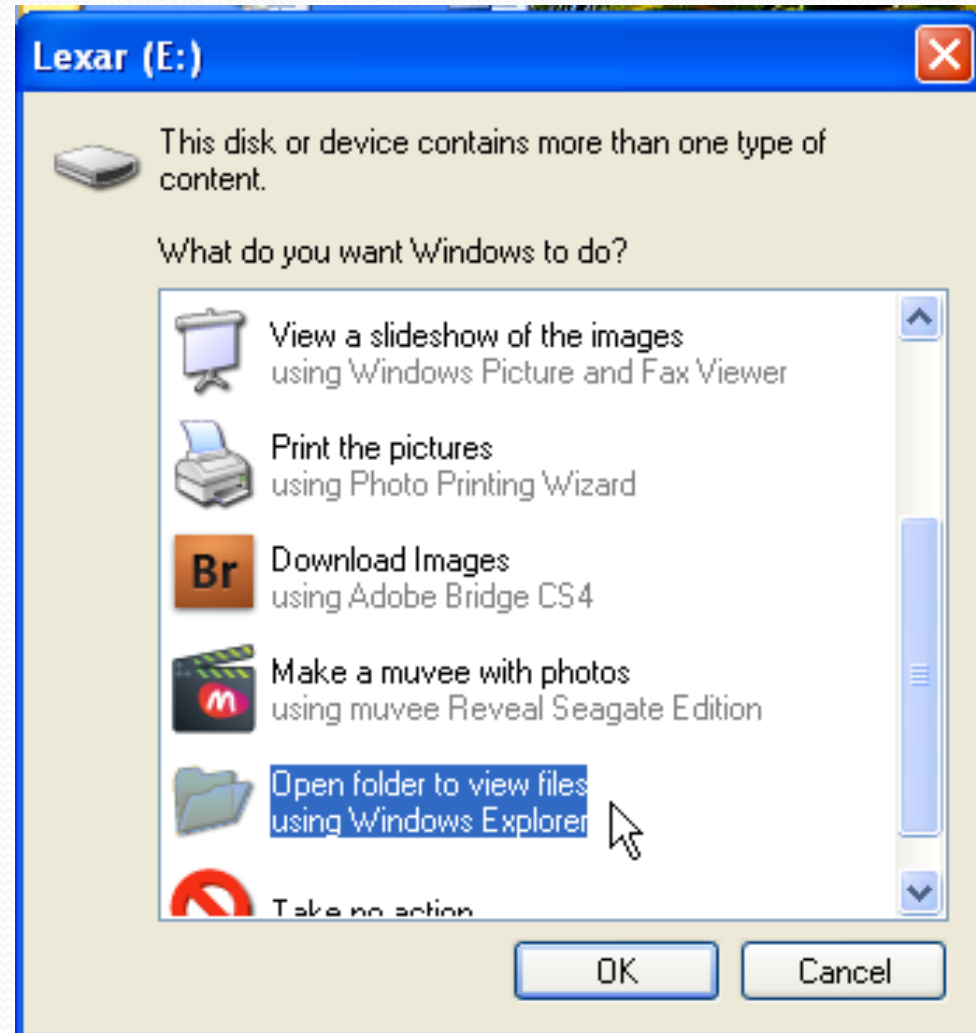
# Saving to a Flash Drive

1. First insert the drive into the USB port.
  - These are usually found in the front and the back of a desktop computer and on the side and back of a laptop.



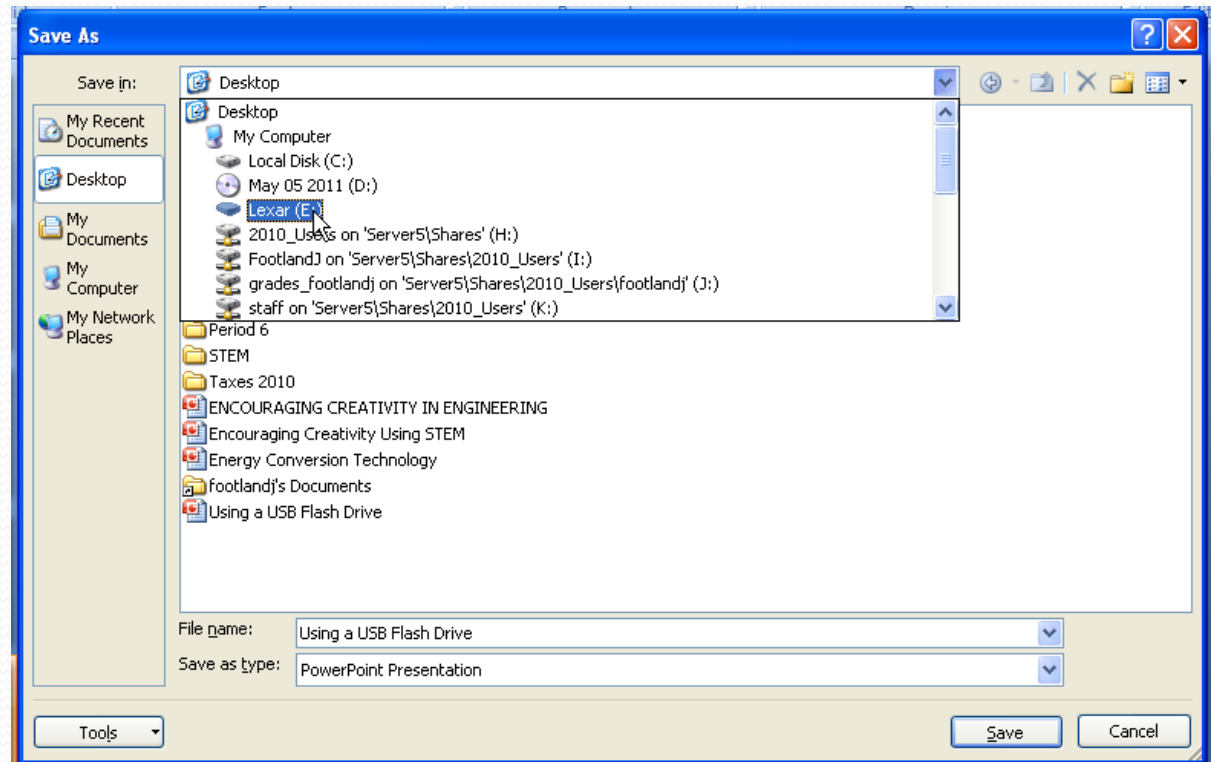
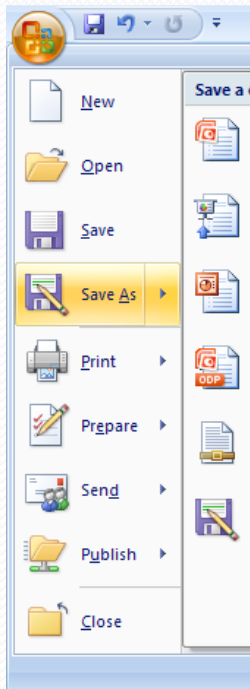
# Saving to a Flash Drive

- 2. Generally it will take a moment or two for the computer to recognize the drive.
- You want to select “open folder to view files”
- This will open up a window showing you all the files.



# Saving to a Flash Drive

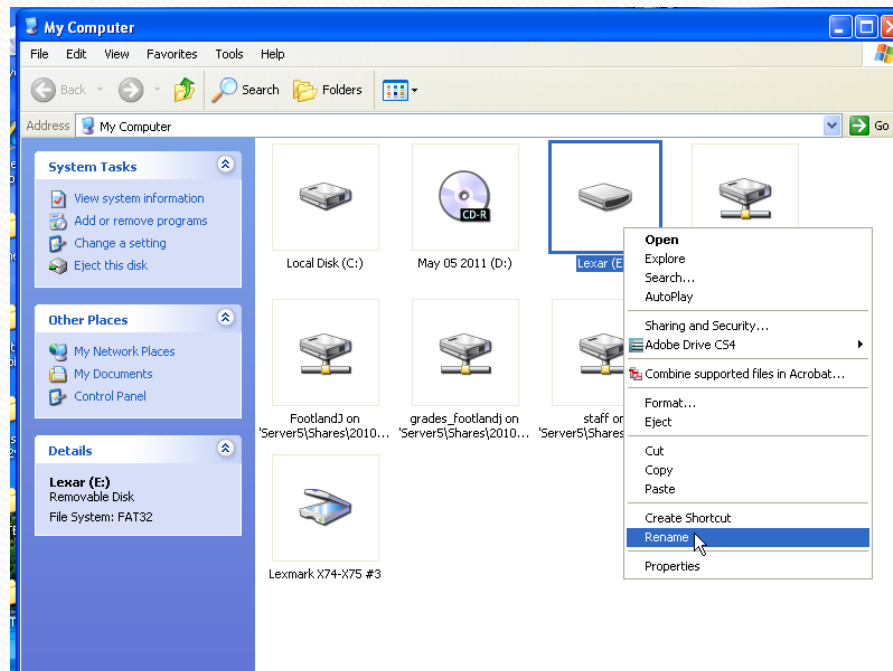
3. As long as the drive is plugged in the folder will function just like any other folder would.
- You can drag and drop files into it as long as the files are not currently open.
  - If you have the file open you can choose “save as” and then direct yourself directly to that drive.





# Naming your Flash Drive

- If you would like to name your flash drive do the following:
  - Plug it in
  - Go to “Start” and choose “My Computer”
  - Go to where your Flash Drive appears and right click on it.
  - A menu will appear and you can simply choose “rename” and then type in your new name, and hit enter



# Removal of Device

- You never want to just yank out a flash drive.
- First close any programs, files, or folders that are located on the drive
- Right click the icon that looks like a green arrow over a flashdrive and click “safely remove hardware”.
- Now choose “Stop” and then “OK”

