

## Flash Drive Basics

What is a flash drive?

A flash drive or thumb drive is a small portable storage device you can carry in your pocket or on a keychain.

Flash drives come in sizes ranging from 1GB all the way up to 128GB (Or more). They are available in many shapes and colors.



You also can get flash drives that have USB C connectors or that have both USB a and USB C.



This is one such hybrid drive. This type of flash drive can also be used in phones and tablets that have USB C connections.

You also can get portable external hard drives. These are larger than flash drives and have more storage.



Flash drives also have various types of tops. Some have removable caps. Others retract into the case. Still others have caps that slide out of the way for use.



You use a flash drive by inserting it in one of the USB ports on the computer.

This picture shows USB ports at the front of a computer. There are also several USB ports at the back. Flash drives can be connected directly to a computer or connected through a USB extender cord plugged into a USB port, or through a USB hub.



Here is how a direct connection looks.



This is one type of hub. It connects to a USB port on the computer and has slots for four devices to connect to it.

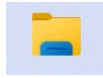


## Using a flash drive:

Plug your flash drive into one of the computer's USB ports.

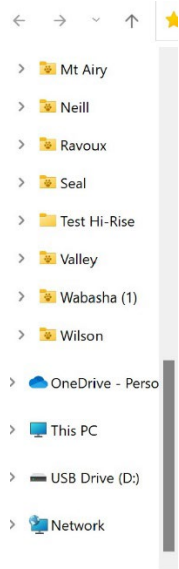
On Hi-Rise computers, Faronics antivirus will automatically scan any removable storage device that is plugged in. You can ignore this scan and carry on using your drive.

Click on the icon for "File Manager".



You also can look for "File Explorer" or "Documents" in the program menu.

Look for the drive name in the menu at the right side of the screen.



28 items

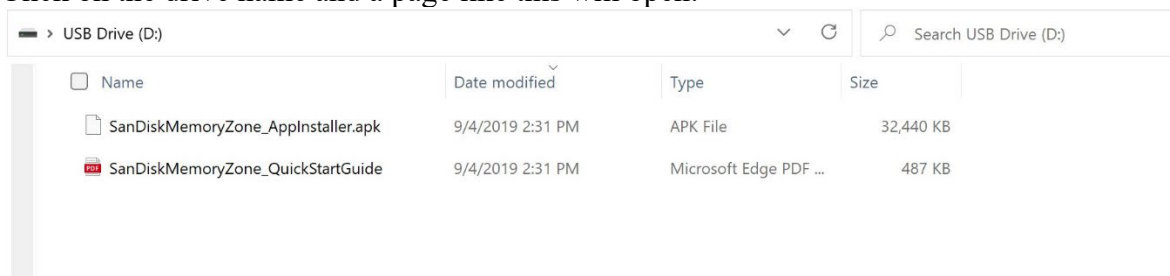
It will usually be titled something like USB Drive D. (Unless you changed the drive's

name to something else.)

USB Drive (D:)

Drive letters vary and depend on what other drives are

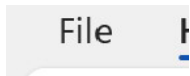
installed in the computer. Click on the drive name and a page like this will open:



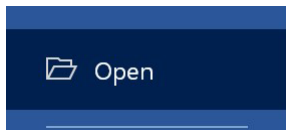
It will show all the files and folders on the drive. Click on the file you want, to open it.

You also can open files on a flash drive from within programs like Word.

Open the program you want to use. In this example I am opening a Word document. The process is the same no matter what program you are using.

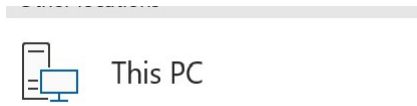
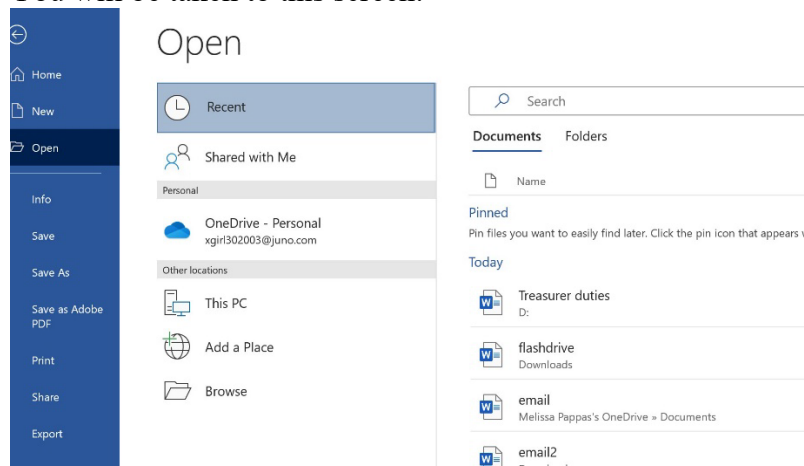


Go into the "File" menu.



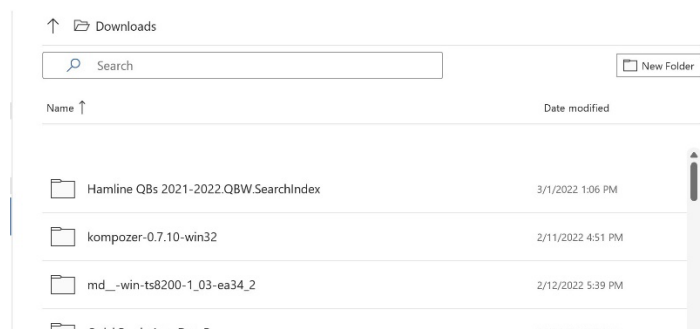
Click on "Open".

You will be taken to this screen:



Click on the link that says "This PC".

This will take you to the screen where you choose the location you want.

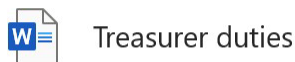


Click on the arrow at the top to go up one level.

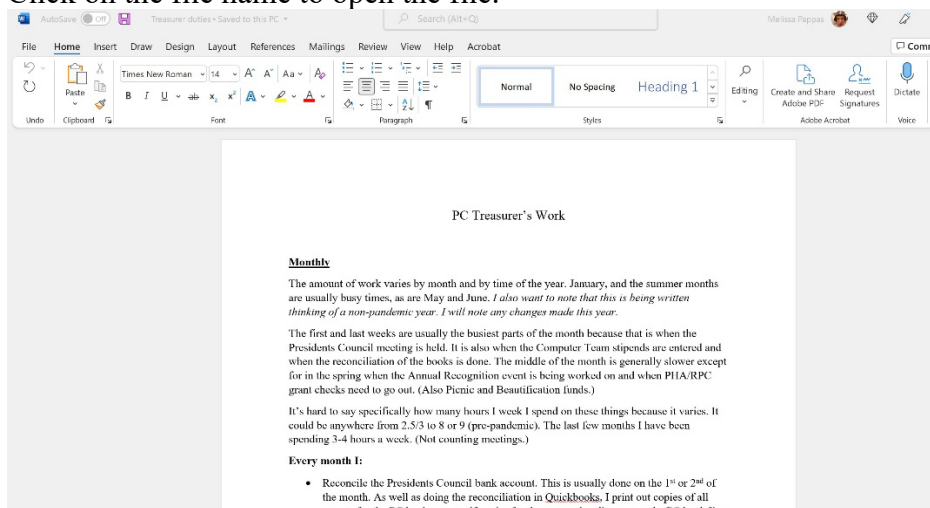


Choose your drive from the list that comes up.

Click on the drive name to see a list of files on the drive. Choose the file you want.



Click on the file name to open the file.



Files are saved to flash drives the same way except that you would choose “Save” or “Save as” instead of “Open” after clicking the file menu button.

Ejecting a flash drive:

When you are finished using your flash drive you should not just pull it out of the USB port.

That can be done in a pinch but it is not recommended because you could lose data if the computer is still writing to the drive when you remove it.

If you do need to pull your drive you should always look and see if there is a light blinking on it. If there is a light visible it means the computer is reading from or writing to the drive. You should not remove it.

If there is no light it is likely safe to remove the drive.

To eject a drive properly, first click on the arrow icon at the lower right side of the screen.



This will open the hidden taskbar icons. Click on the icon that looks like a flash drive.

This will give you the option to eject the drive. Click on your drive’s name on the list and the computer should eject it.

You also can right click on the drive name in file manager and choose the eject option there.











