

## USING A FLASHDRIVE

1. **What are they** – Flashdrives, thumb drives, jump drives, pen drives...
  - a. Portable hard drive -work on something at school, transfer it onto the flash drive
    - i. get it off the flash drive to your home computer when you get home continue working on it
    - ii. or start something at home and bring it to school (can email but what if the Internet is down when you get home or get to school)
  - b. Back up device - so if your computer goes down, home or school, what you worked on will be safe
  - c. Computer maintenance – install a virus checker and if/when a computer becomes infected, use the flash drive to repair, remove virus, etc.

### 2. Size comparison

- a. Look at your flashdrive – front, back, sides, bottom - what size is it
- b. Note the 3.5” floppy disk nearly one gigabyte
- c. If a flashdrive is 4gb then it will information of 40+ floppy disks

### 3. Create Word document (icon on your desktop)

- a. Type your first and last name
- b. Go to file and choose ‘save’ not ‘save as’
- c. In the list on the side, click on **desktop**
- d. In the file name box type your **first name**
- e. Close Word, click on the ‘x’ to get back to your desktop – the clouds

### 4. USB Plug

- a. Look at the end of the flashdrive – note the solid portion and the open portion



- b. Look for the same type of plug on the front of your computer – note the solid and open portions

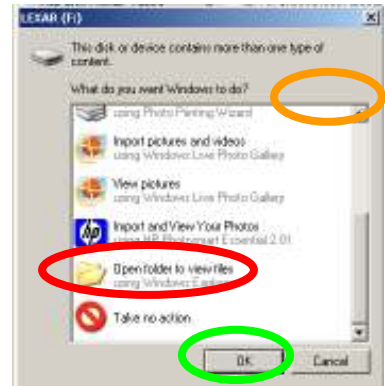


- c. (The back of the computer has USB plugs too.)

- d. Insert the flashdrive into either the front or back computer USB plug – line the flashdrive up so the solid portion of one will slide over the open section of the other - don't force it – if it won't go in then rotate it
- e. Wait for the computer to recognize it – this will only happen the first time you insert the flashdrive into your computer but will happen each

time a new and different flash drive is inserted, or if you insert your flashdrive into another computer

- f. What happens next depends on the computer you are on:
  - i. if a window pops up it is asking you what you want the computer to do with the flash drive – click ‘open folder to view files’ and then ‘OK’ at the bottom, or click the ‘x’ in the top right corner of the window



- ii. open ‘My Computer’ if the window does not pop up and look for your flashdrive name in the list of items - double click to open it – it should look something like this icon which is a Lexar flashdrive



- iii. when the flashdrive window appears it may be blank or it may contain some small applications and file folders that come with the flash drive (ignore those for now but see me later and I will be happy to explore those with you)
- iv. situate the flashdrive window towards the right of your computer screen

5. **It is a good idea to determine the letter and/or name of your flash drive regardless of the window appearing or not – to do that follow these directions:**

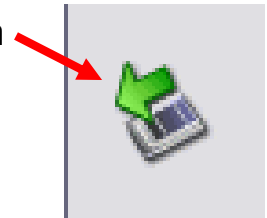
- a. Open 'My Computer' and look for your flashdrive – make note of the letter name assigned to the flashdrive (F is the assigned letter of the flash drive as shown in the window above)

6. **Transferring a file to the flashdrive**

- a. Locate the Word document you saved on your desktop and click with your left mouse button and hold the mouse button down and move the Word document onto the blank flashdrive window – it is now transferred to your flashdrive
- b. Close the flashdrive window by clicking on the 'x' at the top right

7. **Remove the Flashdrive**

- a. Go to the bottom of your screen and look for this icon called the **Safely Remove Hardware** icon – left click once on it and a small window appears with a list of devices you currently have plugged in
- b. Click on the name of your flashdrive – i.e. 'Safely Remove USB Mass Storage Device (E:)' The 'E' would be the name of your flashdrive
- c. 'Safe to remove...' window will appear usually but not all the time
- d. Remove the flashdrive from the USB plug



8. **To move files from the USB drive to the computer**

- a. Insert the flashdrive
- b. Open 'My Documents'
- c. Open 'flashdrive'
- d. Locate the file on the flashdrive - click on it once - hold the mouse button down and drag the file to your desktop
- e. A window will appear showing the copy progress
- f. Remove the flashdrive after the copy is complete so you won't get confused when saving or working on your file - maybe work on the older one instead of the most recent one

9. **If anyone is interested in learning how to do any of the following, please let me know, I'll be happy to help you one on one:**

- a. 'kick' a YouTube video and save as a Windows Media file (WMV)
- b. Convert your flashdrive to RAM (for older computers only running XP)  
<http://www.youtube.com/watch?v=RjFt7wbB72k>
- c. Format, completely erase a flashdrive

- d. Download and carry multiple applications, for a list of applications visit this site <http://portableapps.com/>
- e. Load up the flash drive with your bookmarks or favorites from your browser so all links can follow you and be accessed from any computer
- f. Store a complete Linux system in your tiny USB flash drive. This fully functional desktop can travel with you, so you'll have complete access at Internet cafes and other random areas of computer access and have privacy <http://www.youtube.com/watch?v=1P1Dx2o5pu0>
- g. Load up ebooks and videos
- h. A portable MP3 player (portable apps suite from <http://portableapps.com> )
- i. Use a USB flashdrive to lock your computer – Predator, application, is needed – to download and for an explanation visit this site <http://dottech.org/freewaresr/9621>
- j. Download and use the program called U94, then connect to the Internet, access the U94 program through the flashdrive and surf without any filters or restrictions called Ultrasurf94 or Ultrasurf96 for Internet Explorer only <http://www.ultrareach.com/>
- k. Spyware – detect and remove on any computer [http://portableapps.com/apps/utilities/spydlremover\\_portable](http://portableapps.com/apps/utilities/spydlremover_portable)
- l. Free program that is similar and compatible with Word, Excel, and PowerPoint – use directly from a flashdrive without accessing any files from a computer – called OpenOffice - [http://portableapps.com/apps/office/openoffice\\_portable](http://portableapps.com/apps/office/openoffice_portable)
- m. Onscreen keyboard - [http://portableapps.com/apps/accessibility/on-screen\\_keyboard\\_portable](http://portableapps.com/apps/accessibility/on-screen_keyboard_portable) useful to show students where certain keys on a keyboard are such as space bar, shift, etc. Install onto a flashdrive and access from the flashdrive without using any program on the computer

## **Additional Information**

1. What are flash drives  
<http://hubpages.com/hub/finding-flash-drive>
2. What can you do with a flash drive  
<http://homeworktips.about.com/od/computertips/qt/flashdrive.htm>
3. Buying Guide [http://www.consumerreports.org/cro/electronics-computers/computers-internet/computers/thumb-drives/flash-drives-10-07/overview/flash\\_drives\\_ov.htm?Extkey=SY95PI0&CMP=KNC-CROVMYSSP&HBX\\_OU=51&PK=yssp](http://www.consumerreports.org/cro/electronics-computers/computers-internet/computers/thumb-drives/flash-drives-10-07/overview/flash_drives_ov.htm?Extkey=SY95PI0&CMP=KNC-CROVMYSSP&HBX_OU=51&PK=yssp)
4. How to create a flashdrive bootable  
[http://www.ehow.com/how\\_4843931\\_flash-drive-bootable.html](http://www.ehow.com/how_4843931_flash-drive-bootable.html)