# USING A FLASH DRIVE *(Windows XP and 98)*
## *(Separate instructions are available for Windows Vista)*

*A USB (universal serial bus) flash drive* is a small, portable device that plugs into a computer's USB port. Like a hard disk, a USB flash drive stores information, but with a flash drive you can easily transfer that information from one computer to another. USB flash drives are also called pen drives, thumb drives, key chain drives, key drives, and memory keys.

*If your computer has Windows 98*, you will need to download and install a "driver" for your flash drive (from http://usbflashdrivers.com, where there is a range of drivers for different types of flash drives). Flash drives on new computers will be USB 2.0.
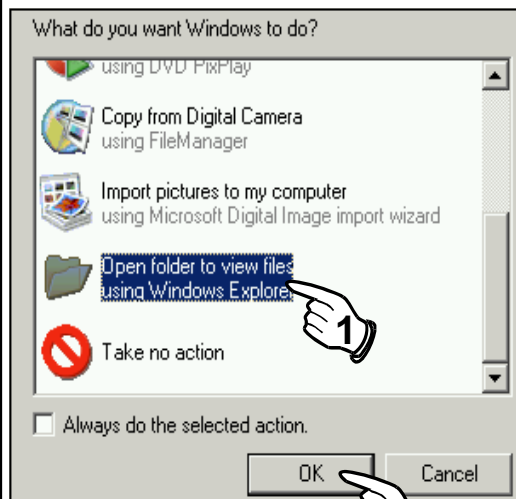
## Put a Flash Drive in a USB Port (socket)

*There are usually two of these in the front of the computer case, at the bottom (often with a cover which needs to be opened).*

*If not, there will probably be two at the back, in which case you will find that a USB cable (shown at right) will let you plug the flask drive in more easily*

*If all the ports are being used for other things (e.g. printer, mouse, keyboard, etc.), you will need to get a hub (shown at right). And you can plug a second hub into the first if you need more USP ports.*

### A window may open, asking what you want Windows to do *(see at left)***:**

1. Scroll down and click on "Open Folder to view files using Windows Explorer"

2. Click on **OK**

*OR: **Windows Explorer** may open*, with the Flash Drive option selected *(if you ticked the "Always do the selected action" box previously with this option selected)*

## If Windows Explorer doesn't open; *either*:

3. Right-click on the "Start" button  Start

4. Click on "Explore"

*OR:* 5. Click on the *Windows Explorer* icon  on the Quick Start menu *(beside the "Start" button; see at right) — if it has been placed there*

*OR:* 6. Double-click on "My Computer" on the Desktop

## With Windows Explorer open:

7. Click on the "Folders" button in the toolbar at the top — *this open the "Folders" panel at the left of the window (illustration on next page)*

   *"My Computer" will be listed under "My Documents".*

   *If there is a ⊡ box beside "My Documents", there will be a number of folders listed before "My Computer" — you may need to scroll down to find "My Computer".*

8. If there is a ⊞ beside "My Computer", click on this box — <u>the list of drives should then appear in both panels</u>

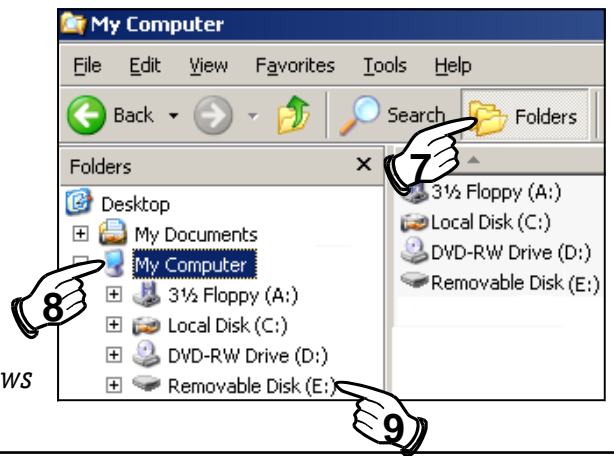<span align="right">*(continued on next page)*</span>

9. Click on **Removable Disk (E:)** *in the left panel; this displays the contents of the flash drive in the right panel.*

*NOTE: The name of the flash drive may be different from "Removable Disk".*

*The drive letter of the flash drive may not be "(E:)" — it could be "(F:)", "(G:)", etc*

**To Open a File on a Flash Drive from Windows Explorer**

10. Double-click on the filename in the right panel of *Windows Explorer (or click on the filename and click on* **Open***)*

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**To open a file on a Flash Drive (Microsoft Word, 97 - 2003)**

With Micro*soft Word* (or *WordPad*) open,:

11. Click on the "Open" icon on the toolbar at the top

*OR:* Click on **File > Open**

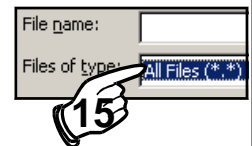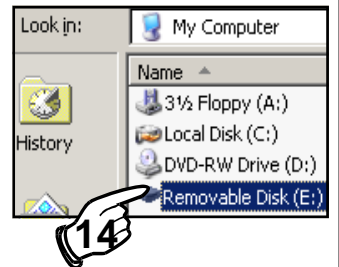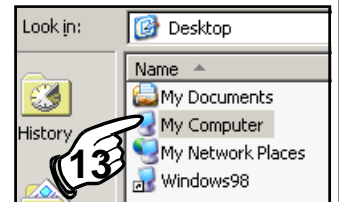*OR:* Hold down **Ctrl** and press **O** (i.e **Ctrl + O**)

12. If "Desktop" is not in the "Look in" bar at the top, click on the "Up One Level" icon in the toolbar at the top — *it may be necessary to click on this several times*

13. With "Desktop" in the "Look in" bar, double-click on **My Computer**

14. Double-click on **Removable Disk (E:)** *(this may have a different name and/or drive letter)*

15. In the "Files of type" bar at the bottom, select an option with the type of file you wish to open — *if you select* **All Files (*.*)***, you will get a list of all files*

16. Double-click on the name of the file you wish to open — *or click on the filename, click on* **Open**

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**To Save a document on a Flash Drive (Microsoft Word, 97 - 2003)**

*Note: If the document has been saved previously, it will be saved to the location it was opened from. If you want to save it to a different location you must use* **File > Save As**

17. Click on **File > Save**

*OR:* Click on the "Save" icon in the toolbar at the top

*OR:* Hold down **Ctrl** and press **S** (i.e. **Ctrl + S**)

18. If "Desktop" is not in the "Look in" bar at the top, click on the "Up One Level" icon in the tool-bar at the top — *it may be necessary to click on this several times*

19. With "Desktop" in the "Look in" bar, double-click on **My Computer**

20. Double-click on **Removable Disk (E:)** *(this may have a different name and/or drive letter)*

21. Type a filename *(e.g. "Myfile")* in the "File name" bar at the bottom *(note: other formats for saving can be selected using the "reveal button")*; click on **Save**

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**To safely remove a Flash Drive**

1. Click on the "Safely Remove" icon in the "notification area" beside the clock at bottom right of the screen *(it may be necessary to click on the arrow at the left of the bar to find this)*

2. Click on the flash drive listed *("Removable disk" or similar)*

3. When advised that is safe to do so, remove the flash drive

*Prepared by Neal Utting*