

Travel Drive

USB Flash Drive



Thumb Drive

Jump Drive

Stick

Cruiser

Key Drive

Lil' Thing-y

Key Stick

USB mass storage device

Removable disc (F:)

Your computer uses these names for it onscreen.

Never before in the history of computers has one device had so many names. . .

....OR??

whatChamaCallit!

Hot Tips!

Your USB Flash Drive

What it's for:

☺ ***Taking copies of your files and folders from one computer to another***

Doing a presentation at a conference elsewhere?

Take your files on your USB Flash Drive.

Got a laptop and a desktop? Get files from one to the other.

File too large to email to a colleague across the room?

Take it to them on the flash drive.

Taking digital photos to Costco for printing & enlargement?

Take them on your flash drive instead of a CD

What It's NOT for:

☹ ***Not for*** Backing up your documents

Flash drives are not recommended to serve as the one reliable backup of your files. The **recommended device for backup is an external hard drive**. USB hard drives are compact and don't require electrical plugs

☹ ***Not for*** Working on your files

Do not open a file on the flash drive and work on it, save it and print it. Instead, drag it to My Documents or the desktop **FIRST**, **then** open it and work on it and save it. Even if you're just going to print the file, drag it to the desktop first. If you make changes, send it back to the flash drive **only** after closing it.

☹ ***Not for*** Leaving connected to your computer

That's not a good idea. Copy files to and from it, then eject it.

Don't leave it plugged in all the time.

NOTE: Files to and from the flash drive are perfect digital “copies” of the ones on your computer.

BEST WAYS TO. . .

Copy TO the flash drive:

Close all files, then open My Documents:

1. **Highlight** the file(s) you want to copy to the flash drive.
2. **Right click** and choose **Send to**,
choose **Removable Disc**.
3. **CLOSE** the My Documents window.
4. **Eject** correctly (see below).

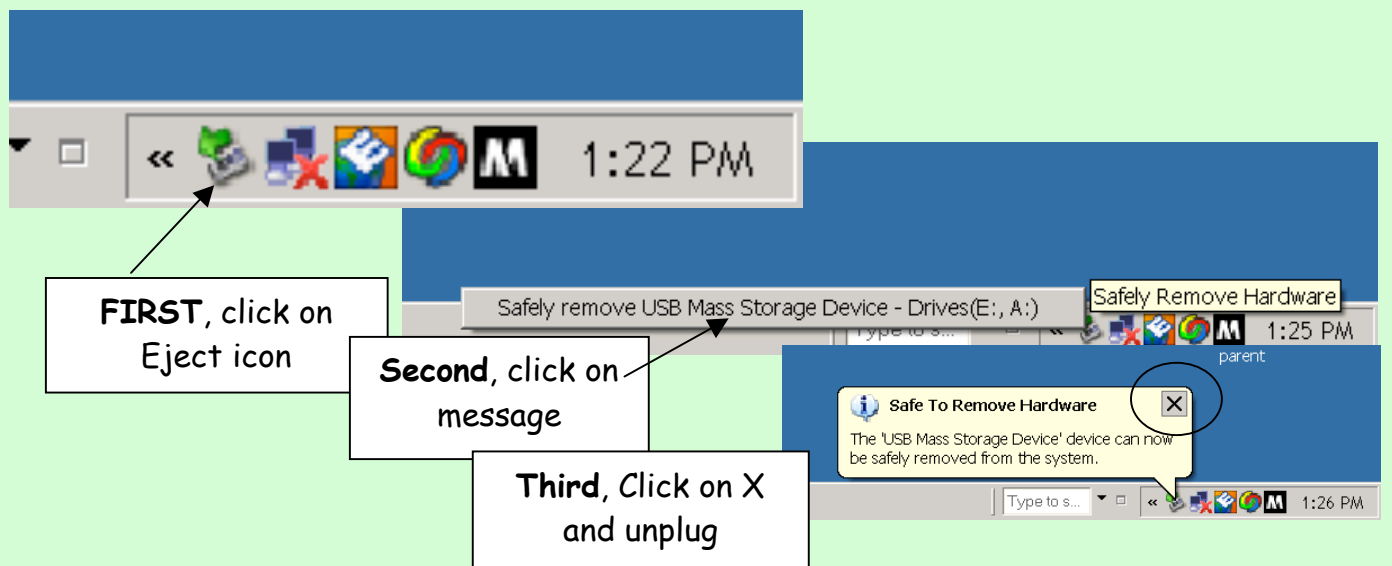
Copy FROM the flash drive:

Insert flash drive.

Open My Computer:

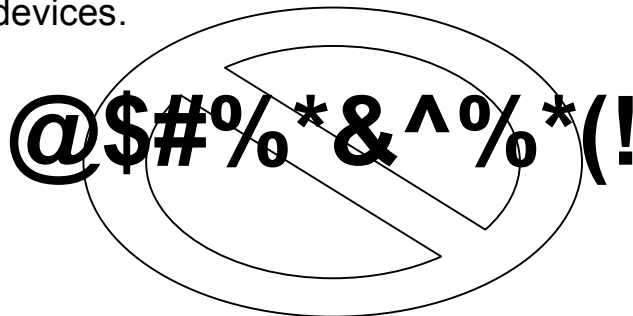
1. Double click on **Removable Disc: icon**
2. **Right click** on icon of the file you want to copy,
choose **Send to**, then choose **My Documents**.
3. **Close** the My Computer window.

4. Eject correctly.



What to do to help... ***your USB flash drive*** **LAST LONGER** **&** **AVOID DAMAGING it:**

- ✓ **Copy** files from the flash drive to My Documents BEFORE opening them. *Don't get in a rush. This just takes a second or so.* Open files and work on them ONLY from your hard (My Documents or desktop).
- ✓ **Eject** your flash drive as soon as you're done with it. You can easily plug it in again later. Best if it doesn't remain connected throughout the day. Click on the Eject icon, then "safely remove."
- ✓ Always **close files & program windows first** before copying files to the travel drive. The Save or Save As command should only direct saves to your hard drive, not your thumb.
- ✓ **NEVER use any kind of punctuation** in the naming of files and folders. No asterisks, commas, slashes, apostrophes, exclamation points, etc., *EVER!* These frequently cause file corruption, especially when in the name of a file copied to removable devices.



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Email Bonnie at bquan@salinas.k12.ca.us with suggestions or questions.*