



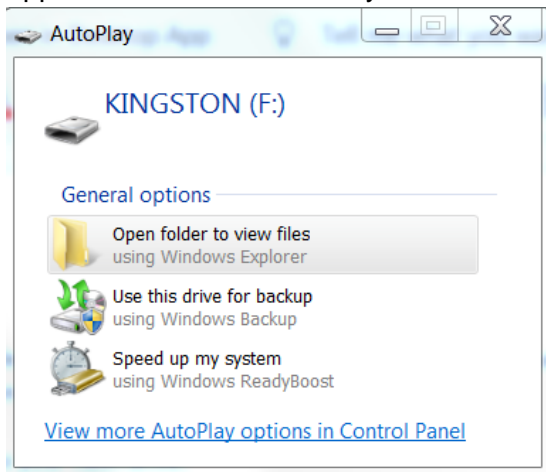
# Using a USB Flash Drive

*Saving and accessing files, and file explorer navigation.*



## How to retrieve a file from your flash drive

Plug your flash drive into the USB port on your device. Typically, a pop up window should appear on the screen. It may look like this:



If this window appears, simply click, "Open folder to view files" to see all of the documents you have stored on your flash drive.

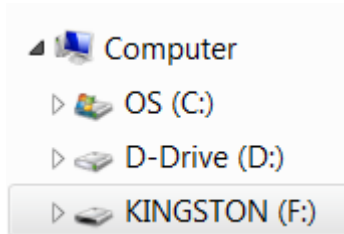
## How to save a file to your flash drive

The two most common files you may save are .docx (Microsoft Word) and .pdf (Adobe Acrobat). The option to save a file is typically located in the top left-hand side under "**File**." From there, you'll need to select **save as**.

This will pull up the file explorer. You are being asked where you want to place the file you're trying to save.

On the left-hand side of the window you should see a bar containing the internal storage of your device. You'll need to look under "Computer" and scroll until you see your flash drive. My flash drive was called "Kingston" but your flash drive may be called something different.

It will look a little bit like this:



Double click to select your flash drive. Now you should get a view of all of the files on your flash drive. From here, you can simply name your document by typing in the box next to "File Name",

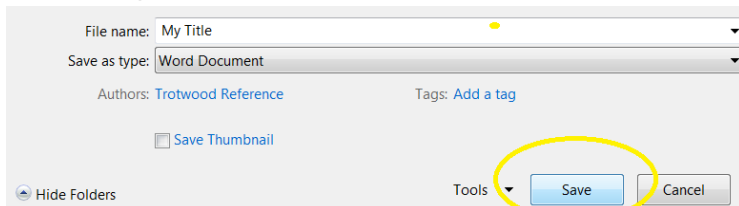


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and then press save.



## How to eject your flash drive

If you still have your original file explorer window opened to your flash drive, you can simply open that window (look for the blue bar under the folder icon on the bottom toolbar). At the top, click on the far-right tab. Then click the **eject** button located in the top toolbar. You should see a message appear saying that it's safe to remove your hardware.

If your file explorer window has been closed, you'll simply need to pull it up again. Click on the folder icon on the bottom toolbar, then scroll on the side until you see the name of your USB flash drive. Click to select it, then follow the same steps as above.

As an alternative, you can also right-click on your flash drive from any page in file explorer and click eject.

