

Welcome to your new Flash Drive!



To use your Flash Drive, take the protective cap off. Don't lose it!



Insert the Flash Drive into your USB port – if it won't go in, turn the Flash Drive over. It will fit snugly.



You're ready to save and use files on your Flash Drive!

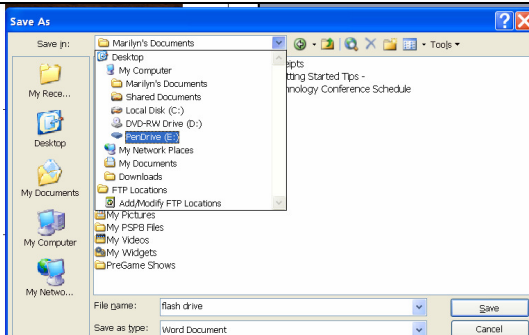


You can 'name' your flash drive:
Double click on **My Computer**.
RIGHT click on **Removable Disk**.
Click on **Rename**.

Type in your 1st name & last initial (you can only type in 11 characters).

Hit **Enter**.

Hopefully, your flash drive will always return to you if lost ☺



To save a document or picture to your Flash Drive, just **File**, and **Save As**. In the **Save In** box, use the **drop down arrow** and **select Removable Drive**.

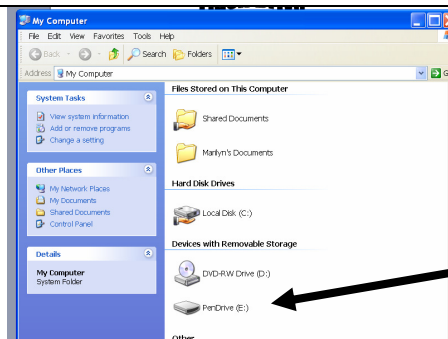
Name your file and click **Save**.

That's all there is to it!

To open a file on your Flash Drive, click on **Start, My Computer**, under **Devices with Removable Storage**, click on **Removable Drive**.

You'll now have a listing of all the files on your Flash Drive.

Just click once on a file to select it, or twice to select and open it.



Safely Remove Hardware



To remove your Flash Drive, click on the **Remove Hardware icon** in the lower right corner. It will tell you when it's safe to remove your Flash Drive. Just pull it out and put the cap back on!