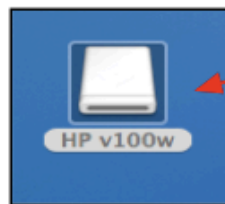# USB Drives
Recordable Memory Sticks

These handy little items go by many names - flash drive, thumb drive, key chain drive, memory drives. It all depends on which brand you buy.

Getting Started -

1. Insert the USB drive into any of your computer's USB plugs.

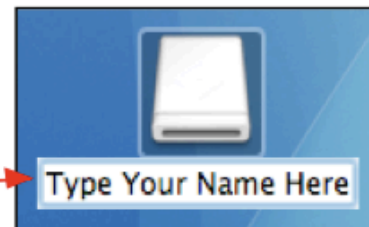2. When you plug in the USB drive, an icon appears on the desktop.

HP v100w

Rename Your Drive - It's easy to do!

Unfortunately, these drives are easily lost or left behind. It's a good idea to rename yours so if found, it can be returned to you. Also, if you have more than one drive, you many want to name them in a manner to help your storage.

1. Click ONCE on the default name, "HP v100w"
2. Pause a minute
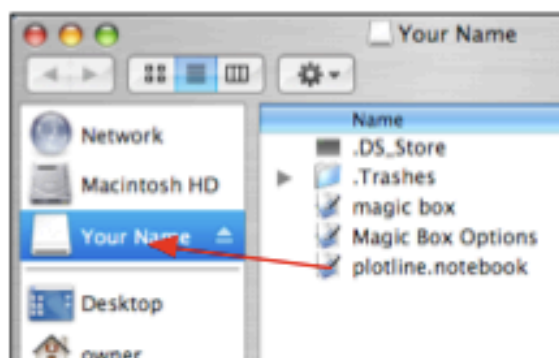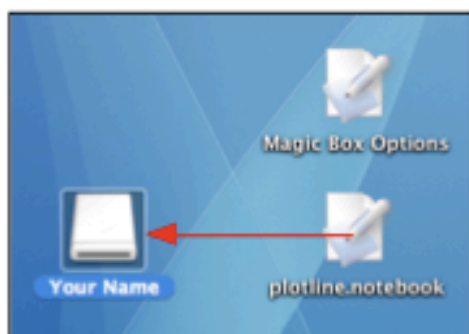3. Click on the name a second time
4. Type your grade level and your teachers first initial of their name or their first initial letter of their last name then type your first name or as many letters in your last name that it will allow.
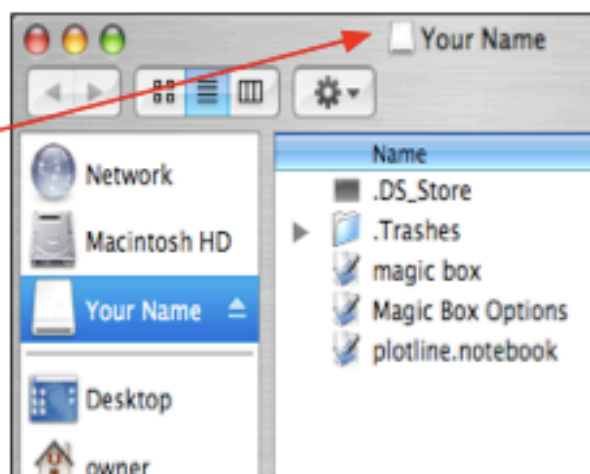
Type Your Name Here

Ex: 4Mi-Becker

To Transfer Files

To transfer files to from your computer, just drag and drop.

To Open Files

To Open the USB Drive, double click on the icon and you will be able to access your files. You can open a file, transfer it to your computer, or delete a file by dragging it to the trash.
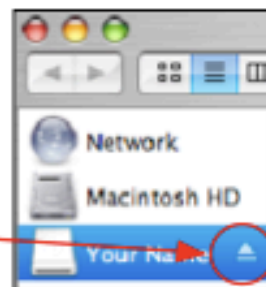
To Eject Your Drive – Important!

When done, you must Eject the USB drive or you may damage your files!.
There are three different ways to eject.
Pick one of the following -

1. Drag the icon to the trash
2. Click the eject symbol
3. Highlight icon and click Command (Apple key) + E

Memory sticks are a great way to save, transfer, and back up files. Best of all they are cross platform , they work on both PC and MAC computers.