

Using The Flash Key



The Flash key (also known as Thumb drive, pen drive, pocket drive, etc.) works like an extra drive on your computer. You can save and retrieve files to this drive just as you would on your hard drive or floppy drive.

How to use the Flash key

Insert the Flash Key into the USB port on the back of your computer. If you have a Dell workstation, you may have a USB port on the front of your computer. You can also use a USB extension cable to allow you to attach your flash key to the computer without having to move your computer.




USB port

Remove the protective cover



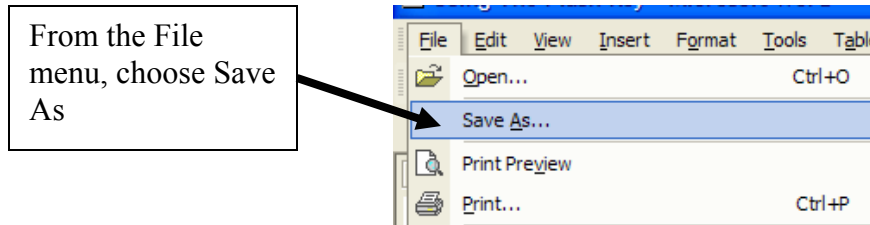
Once the Flash Key is inserted into the USB port, the computer should recognize the new drive. Your computer will assign a drive letter to the flash key.

If you open My Computer, you will see the new drive. It will be named "Removable Disk" and then show the drive letter.

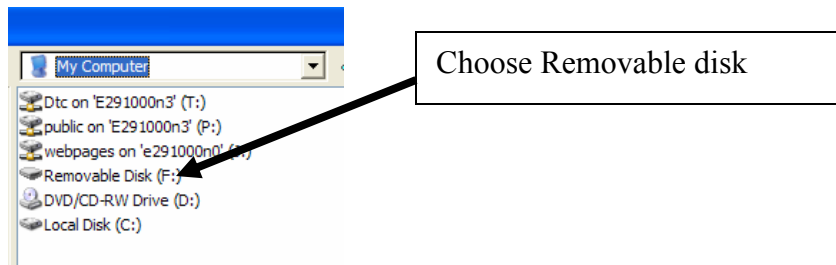
Removable Disk (F:)

Saving Documents

You can save documents or files to your Flash key just as you would to your hard drive or floppy drive.



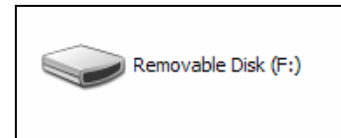
Choose the Removable disk from the drop down list. If the removable disk does not appear in the list, choose My Computer and then click on Removable Disk.



You may also drag and drop files in Explorer to your Flash Key just as you would to your hard drive or floppy.

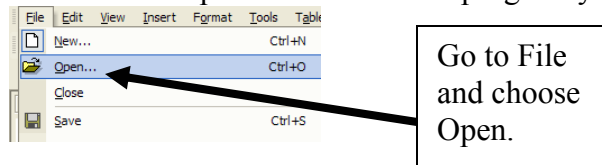
Opening Files

To open files, you can go to My Computer and open the Removable Disk by clicking on its icon.



Choose your file from the list given and double-click to open.

You can also open from within the program you are working in.



Choose the Removable disk from the list given and then double-click to select your file.