

USB Drives

Blue Ridge Regional Library Video Tutorials



USB Drive Basics

- USB drives, also known as flash drives, jump drives, thumb drives, or pen drives, are easily transportable ways of carrying data around.
- With a USB drive, you can store all sorts of files, including photos, word documents, programs, and music.



Using USB Drives

- Using USB drives is pretty straightforward. The first step is to plug in the USB drive. USB drives have various ways of concealing the plug, such as folding, retracting, or with a lid.
- However your USB drive plug is concealed, make sure the plug is exposed.



The USB Plug

- If you look at the inside of the plug, you will notice that it is shaped like a rectangle, with it divided longways by a piece of plastic with small metal strips inside.
- This determines how to plug the USB drive in. The USB port on the computer has almost exactly the same shape on the inside.
- Therefore, when plugging in the USB drive, you need to make sure that the plastic halves are not on the same side.



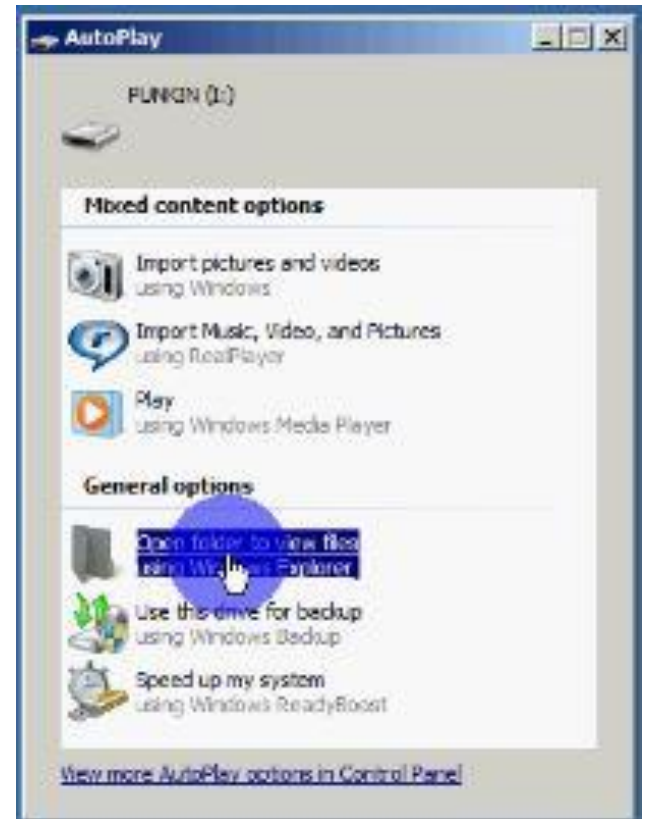
USB Safety

- **DO NOT** force the USB drive into the port.
- This is a good way to damage both your USB drive and the computer.
- If your USB drive plug snaps off, it is highly unlikely that your files can be saved.
- Therefore, always practice caution with USB drives.

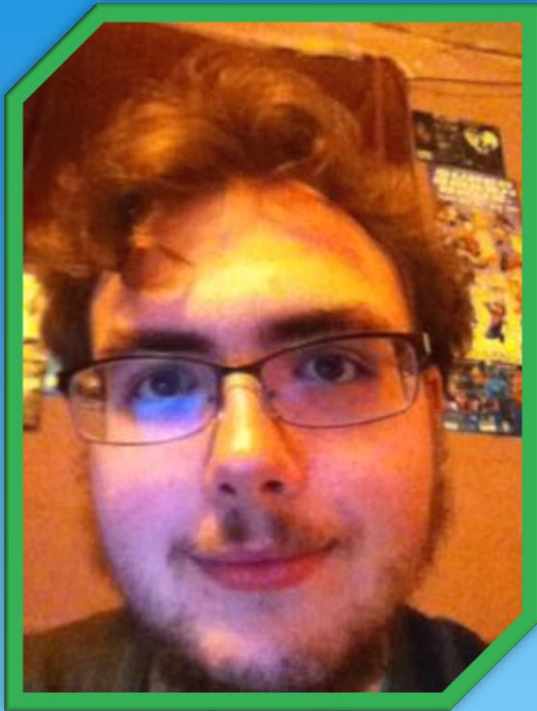


Using the USB Drive

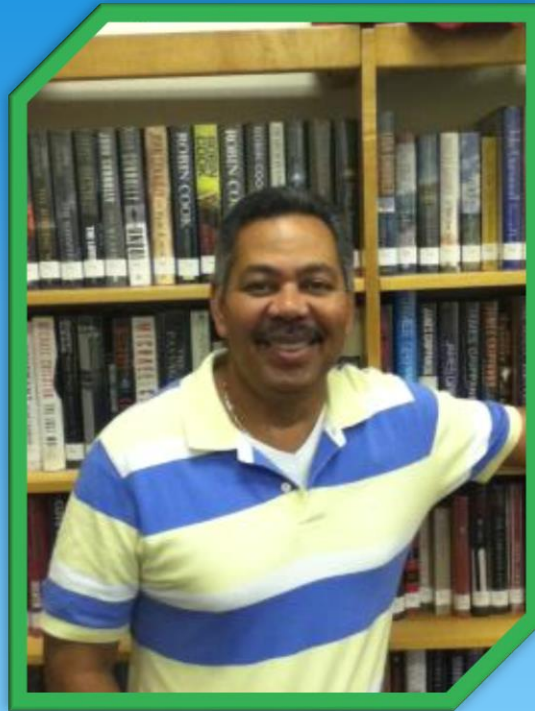
- When you plug the flash drive in at the library, a window will pop up asking you what you want to do with your USB drive.
- The most common thing to do is to “open folder to view files.” This allows you to see all the files that are located on your USB drive.
- Double click the file you wish to open and wait for it to load.



Credits



Scripts, Powerpoints,
and Sound Director:
Byron Gilley



Narration: James Martin



Scripts and Audio/Video
Editor: Andrea Dalton