



Using a Flash Drive

Flash Drives

Drives are also called pen drives, USB drives, thumb drives, etc. All use “flash memory” to store information.

Where to plug it in?

- The USB ports on your computer are either powered and unpowered. Flash drives will work on either kind of port.
- The ports on keyboards are unpowered. They work fine but run slower. These are good for computer mice and low volume activities.
- The ports on the side or back of a computer are powered and run faster. These are good for video cameras, digital cameras, iPhones, etc.

Keeping your files organized

- When naming a file, use only letters, numbers, dashes -, underscores _, or spaces. (Important! If your file be used on a webpage, do not use spaces in the filename.) Don't add periods to a file name. Most computers will add a period and letters (called a file extension) to the end of a file name.
- Good file names include:
 - New York State Report
 - President Wilson
 - Chem Lab 104a
- Bad file names include:
 - New York State...Report
 - Who is President Wilson?
 - Ch#m L@b/104a
- Files and folders are sorted in order by characters (underscore, spaces, hyphen), numbers (1 2 3), and letters (a b c). To keep your most used files at the top of the list, start them with a number.
- Keep your files organized by folder. To make it easy to find things, don't go more than three layers deep: drive, folder,

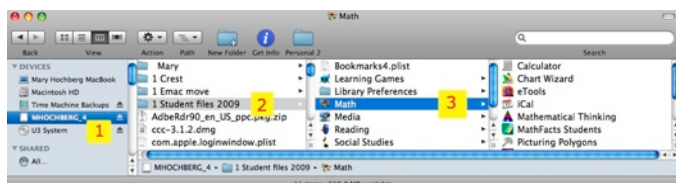
When you are finished

- Always eject the drive using the computer. Click on the eject icon or drag it towards the trash to disconnect it.
- After it disappears from your screen, count to 5 before removing it from the computer. This allows the USB port to fully disconnect before you remove it.
- If your drive has a light on it, wait until the light stops blinking or blinks slowly before removing it.
- Removing a connected drive can cause you to lose all you files or even burn out the drive itself.

Keep your drive safe

- Drives are small and easy to lose or get left behind. Put a name and phone number on the outside of the drive. Some people put an ID tag on it.
- Give your drive an name. All USB drives have the same white icon on your computer screen. Since you can have more than one drive plugged in at a time, you don't want to erase the wrong one. You can name the drive the same way you would name a file. Popular drive names include using your phone number or name as the drive name. If you have several drives, you might name them “Hochberg_4gig” and “Hochberg_8gig.”
- Put a plain text file with your complete contact information in it. Name it “If found” or something similar. Some people include a reward if returned.

Your Notes:



- subfolder.
- After you delete a file from your drive, be sure to empty the trash. Otherwise it can continue to use up space on the drive.
- Teacher Tip:
 - Have students use their student number or full initials as part of their file name.
 - If students all have a file named “state report” and put them into your folder, they can overwrite each other's files.