



# CHAPTER 17: USB FLASH DRIVER

**Removable** Drive is a storage device that enables a user to transfer data between computers.



Flash/USB



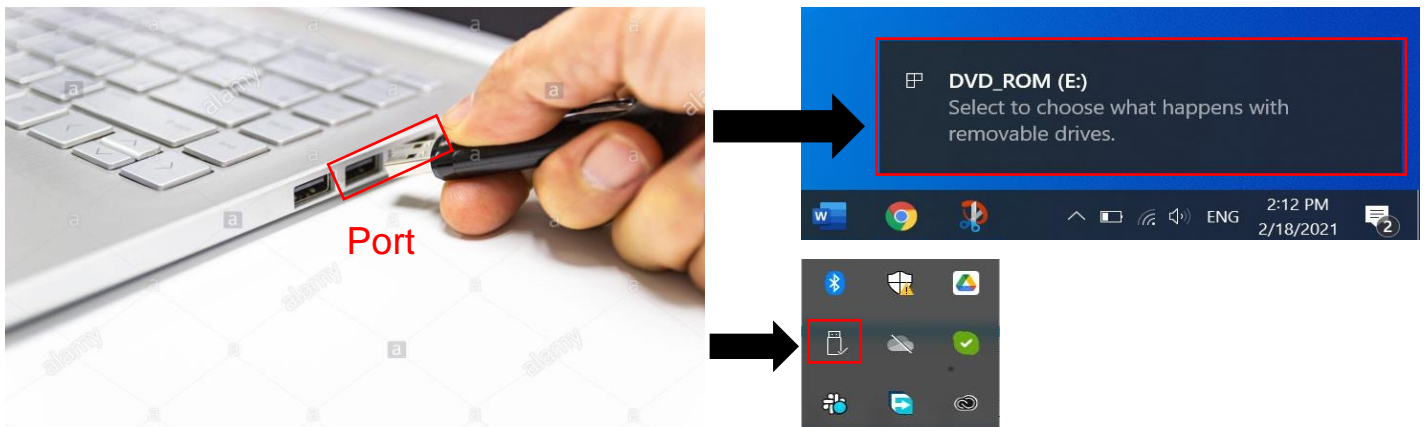
External



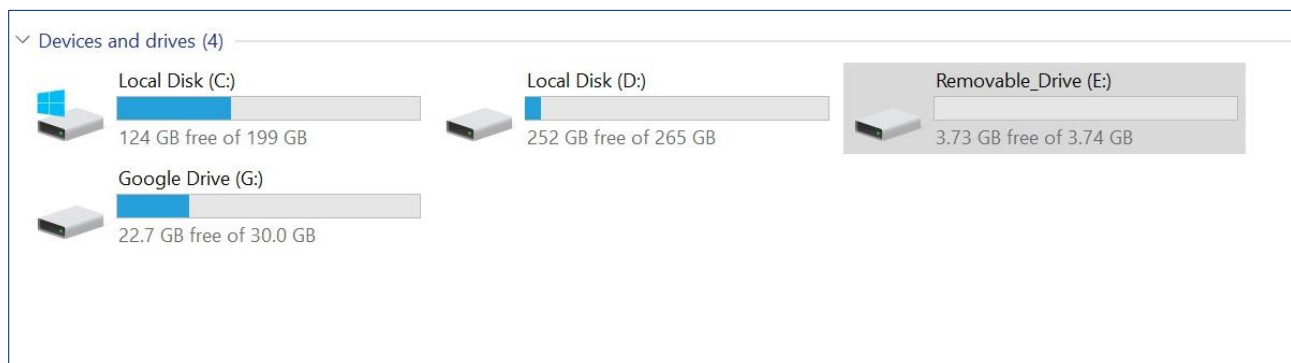
Card

## How to use Removable Drive in the computer

### 1. Connect Removable Drive to your computer



### 2. Go to File Explorer, you will see

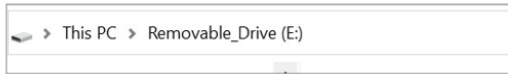


Note: Drive E is default drive to represent Removable drive).



### 3. Double click to open Drive E

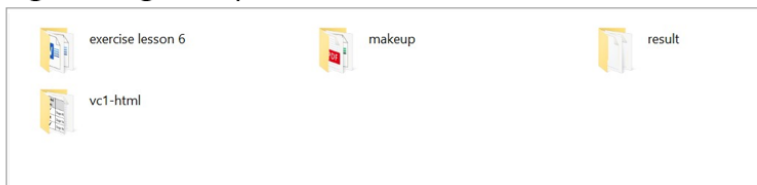
- Quick access bar



- Left navigation pane



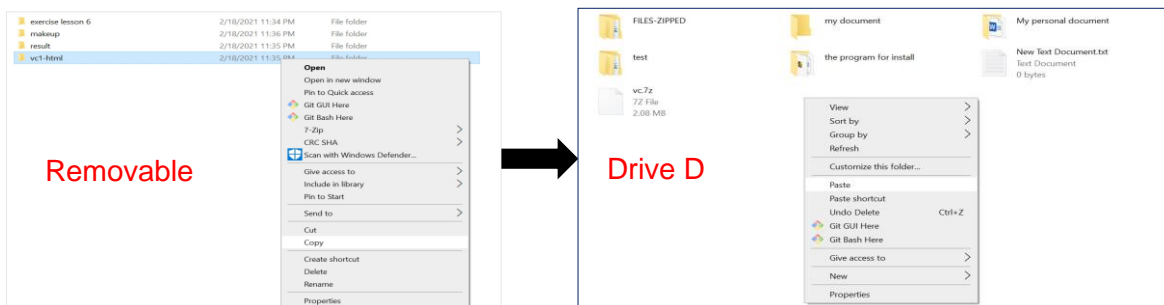
- Right navigation pane



### 4. Access Files or Folders from Removable Drive to computer

#### Copy

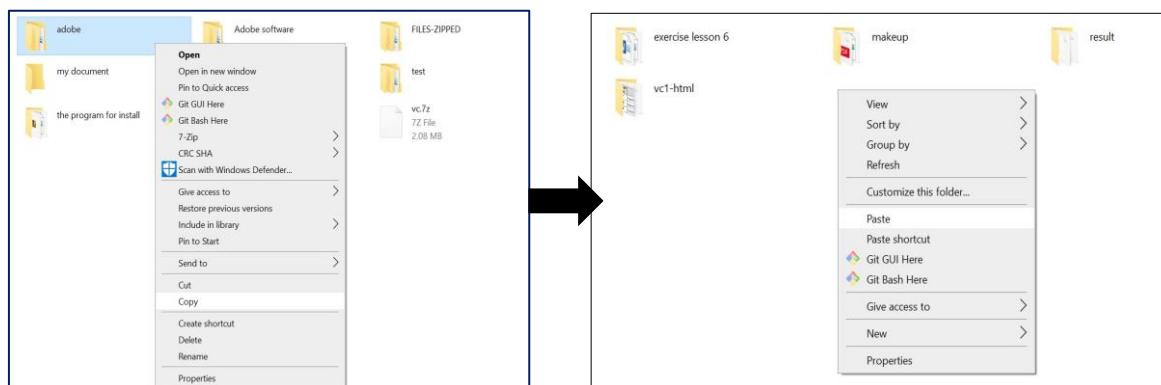
- In removable drive, Click Copy on files or folders you have selected
- In computer, select destination you want to paste



### 5. Access Files or Folders from Computer to Removable Drive

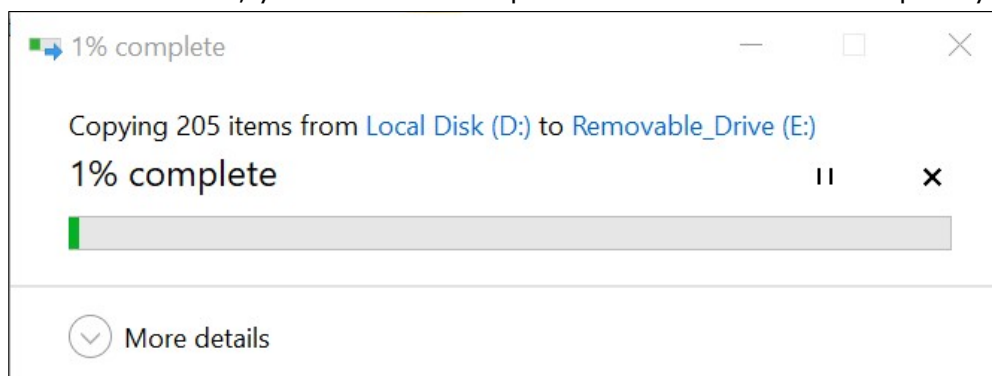
#### Copy

- In computer, Click Copy on files or folders you have selected
- In removable drive, Click Paste on destination





**Note:** During transfer from computer to removable disk or from removable disk to computer. The files or folders can be big size which require you to wait until the progress bar complete 100%. Otherwise, your data transfer process will not succeed completely.

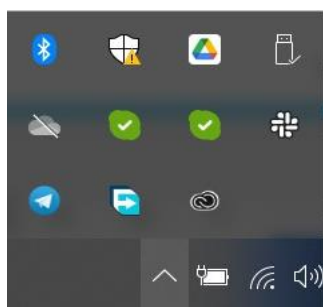


## To remove drive safely

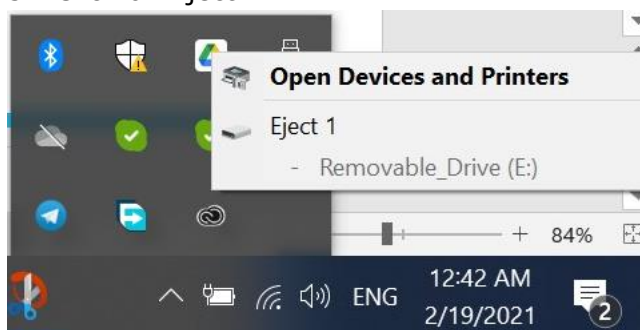
### 1. At task bar click to show icon hidden



### 2. Click on icon removable drive icon



### 3. Click on Eject1



### 4. Now you can unplug safely



### Safe To Remove Hardware

The 'USB Mass Storage Device'  
device can now be safely removed  
from the computer.

Windows Explorer

5. You can unplug now

