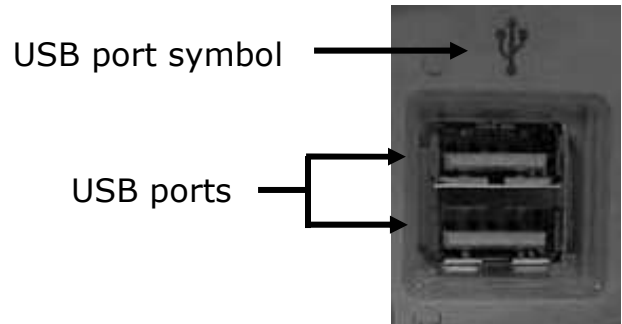
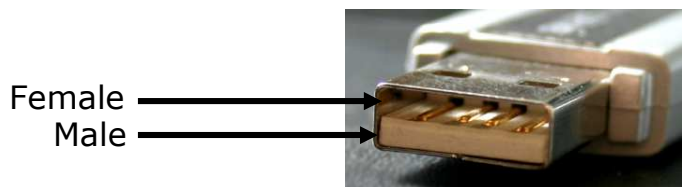


How to Use a USB Flash Drive

1. Locate the USB port (see image below) on your computer. If you have a laptop, the USB port is generally found on the side of your computer but in some cases is located on the front or back. If you have a tower PC or workstation, the USB port is most often located on the front but in some cases may be placed in the back.



2. If your USB flash drive has a cap or protective cover, remove the cap. Insert the stem of the flash drive into the USB port making sure the male of the flash drive stem matches up with the female portion of the computer's USB port.

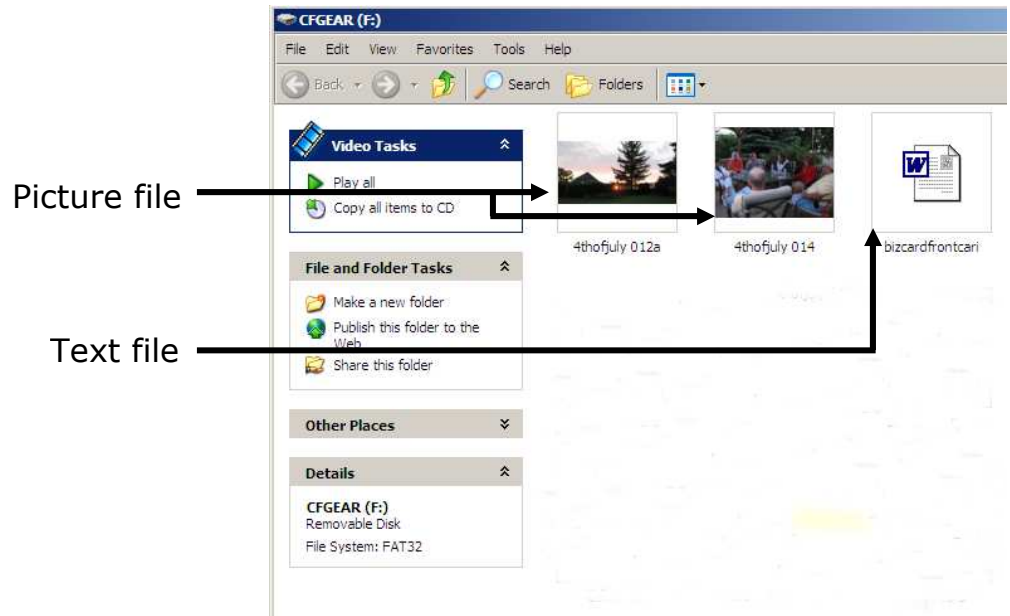


3. If the sound on your computer is on, a chime may be heard upon inserting the USB flash drive into the USB port to indicate that the computer recognizes the flash drive. Please note, if you do not hear a chime, that does not necessarily indicate a problem. Simply proceed to Step 4.

4. Within a few seconds of inserting your drive, a window should appear on your computer prompting you to choose what action you want to take with the F: drive (USB Flash drive is termed the F: drive on most computers. It may also be called other letters such as E:, G:, H:...). Click on "Open Folder to View Files"

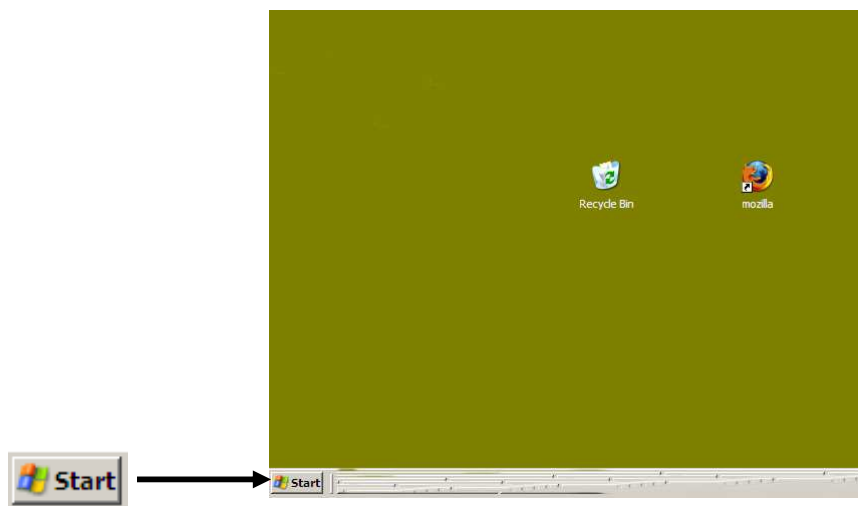


5. A window will appear showing any files that exist on your USB flash drive. In the event no files are loaded on the flash drive, no files will appear.



How to Back Up Data to a USB Flash Drive

1. Insert the Flash drive into a USB port on your computer (per the instructions listed above).
2. Click Start in the lower-left corner of the computer's desktop.

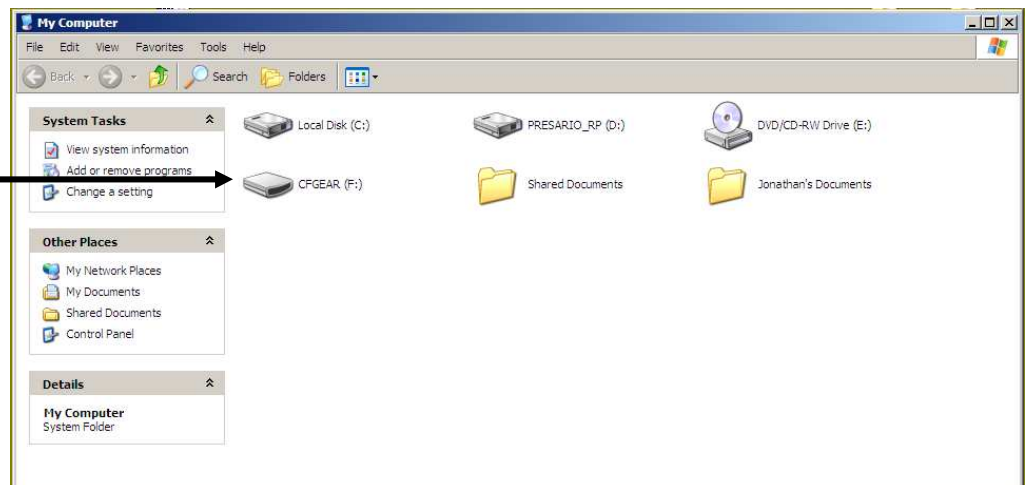


3. Click My Computer.



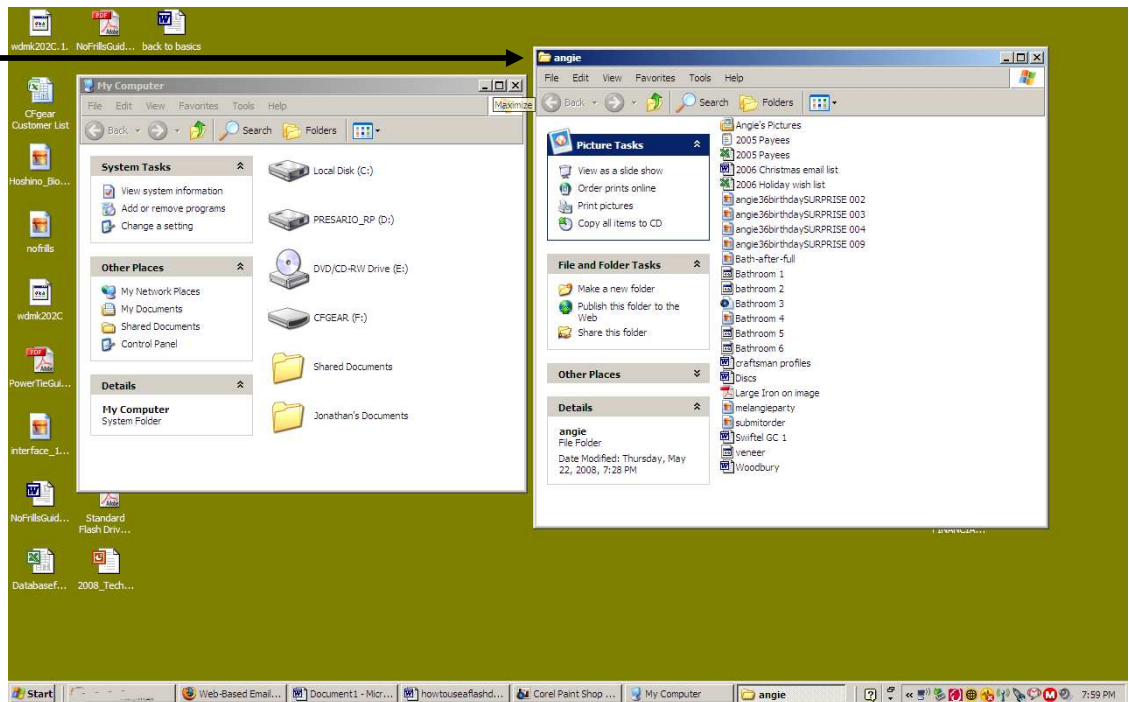
4. You should see an icon for the Flash drive in the My Computer window.

Flash drive icon



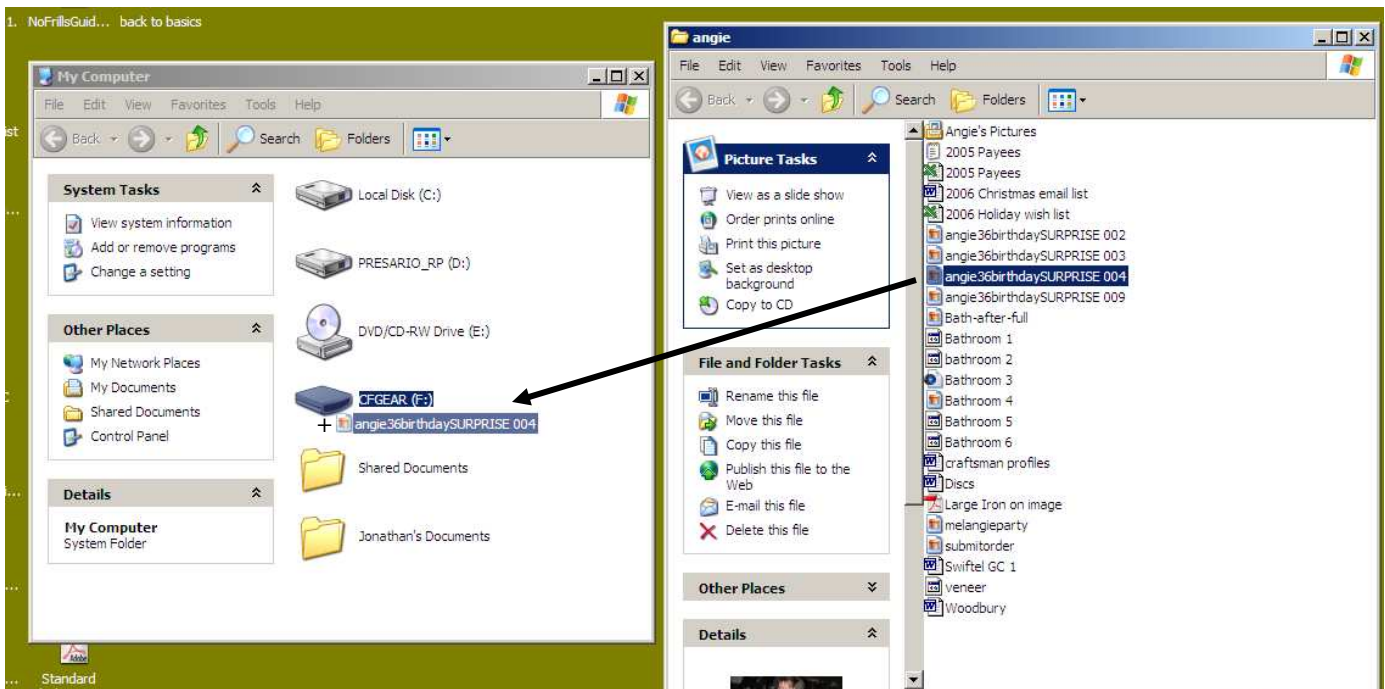
5. Resize the My Computer window so that when you open the location (window) where the files/folders you want to back up are located, the windows do not overlap each other on the desktop.

Folder containing files to be preloaded



6. Open the location of the files/folders you want to back up. (There are many ways to locate your files—use the procedure you normally use.)

7. Move the mouse cursor over the file/folder you want to copy and hold down the left-side button on your mouse to select the file or folder icon.

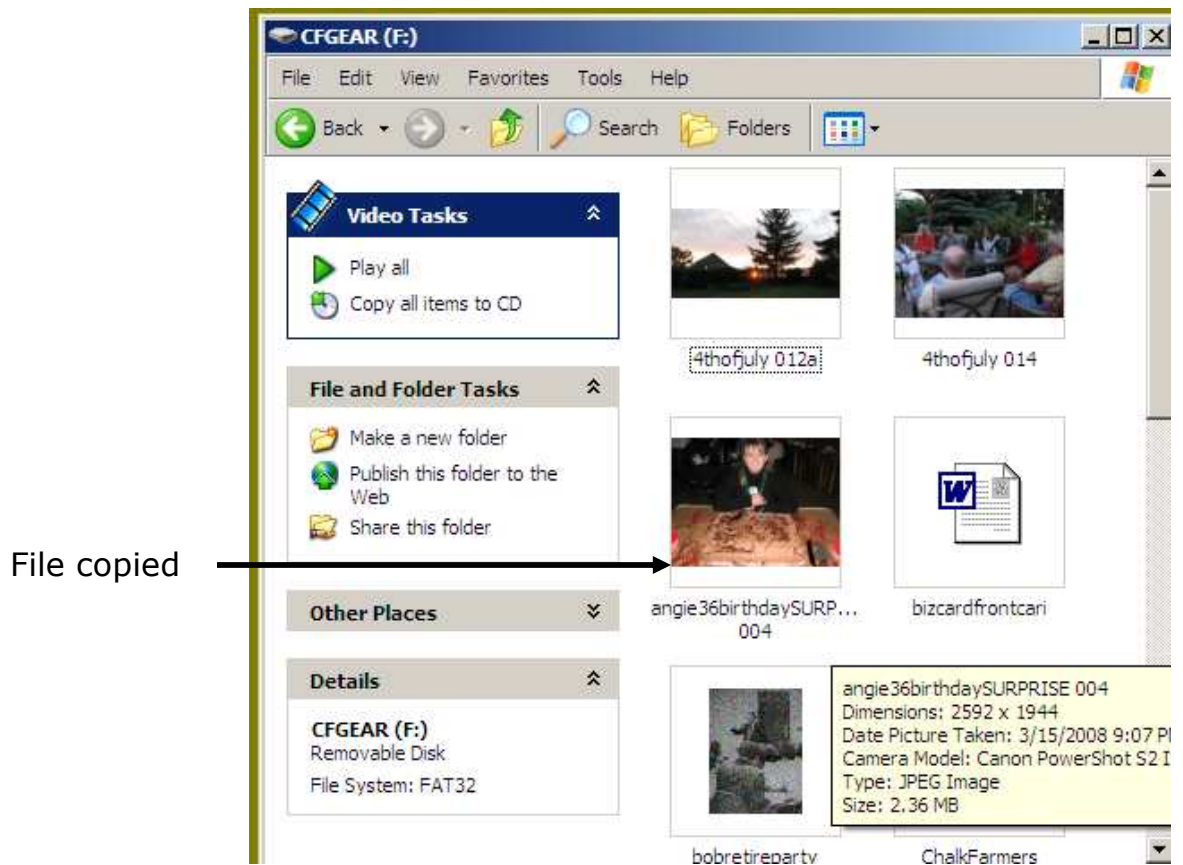


8. Drag the icon over to the Flash drive icon.(See arrow line above)

9. When a small plus sign (+) appears over the Flash drive icon, release the mouse button. A copy of the file or folder will now be located on the Flash drive. (an excerpt from the image above)



10. To verify that the file or folder has been copied to the drive, double-click the Flash drive icon to open it. The file or folder that you copied should be listed.



11. Repeat steps 6-9 until you have copied all the files or folders you want to back up.