

# Using External Hard Drives and USB Flash Drives



Connecting External Hard Drives and  
USB Flash Drives for Extra Storage Space

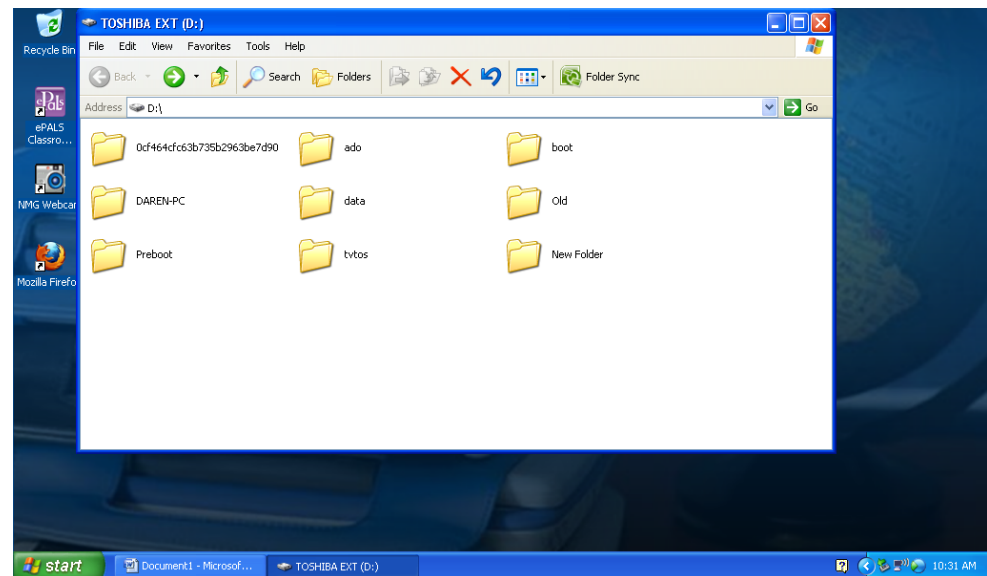
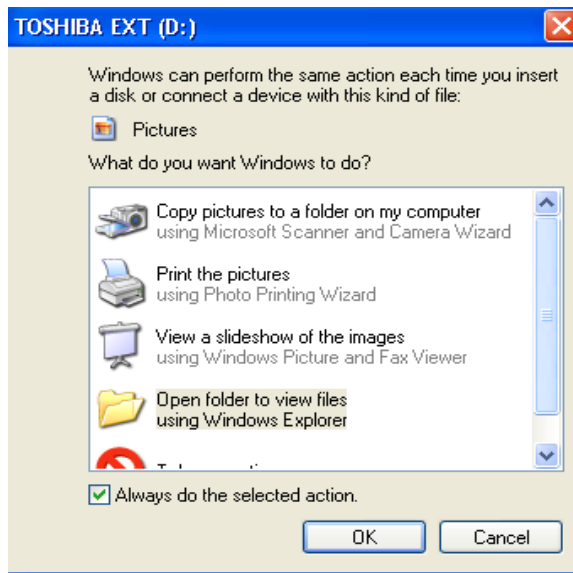
# Connecting to an External Hard Drive

- First Find the USB Port on the side of your Laptop
- Connect the USB Cable from your External Hard Drive to your Laptop



# Using the Connected External Hard Drive in Windows

- Once you connect the hard drive the option window below will appear.
- Choose the option “Open Folder to View Files Using Windows Explorer” as highlighted below.
- The External Drive Will Open as Shown below and files can be saved to or copied off of the hard drive freely.



# Connecting to an USB Flash Drive

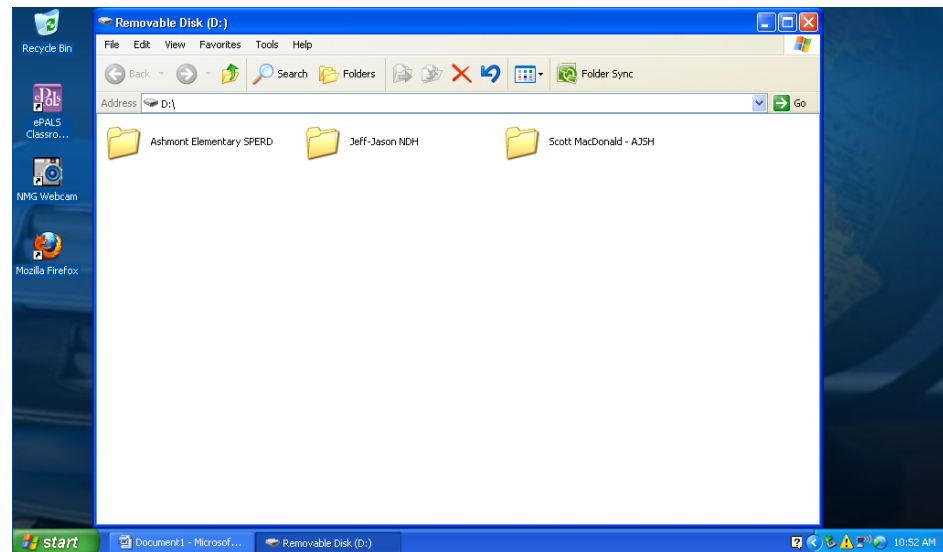
- USB Flash Drives usually hold less information than external hard drives, but are far more portable.
- First Find the USB Port on the side of your Laptop
- Connect the USB Flash Drive directly to your laptop.





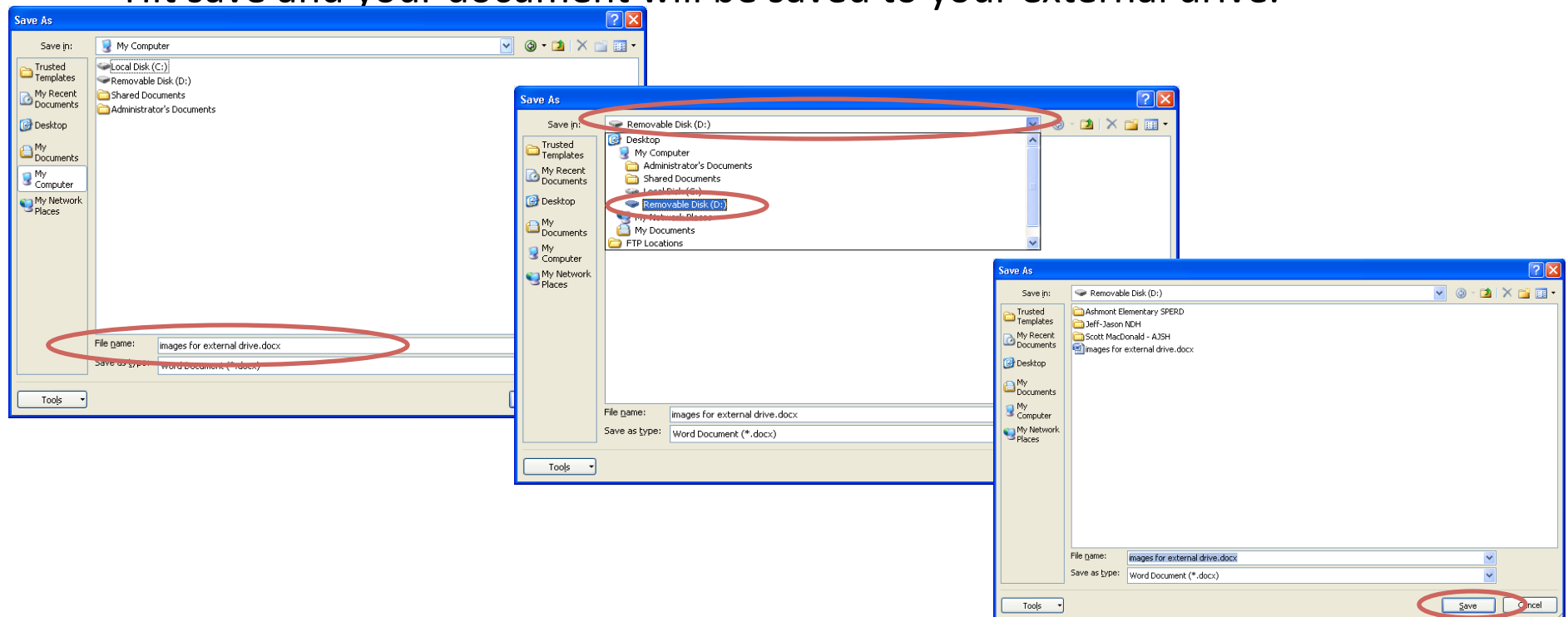
# Using the Connected Flash Drive in Windows

- Once you connect the Flash Drive the option window below will appear.
- Choose the option “Open Folder to View Files Using Windows Explorer” as highlighted below.
- The flash drive will open as shown below and files can be saved to or copied off of the flash drive freely.



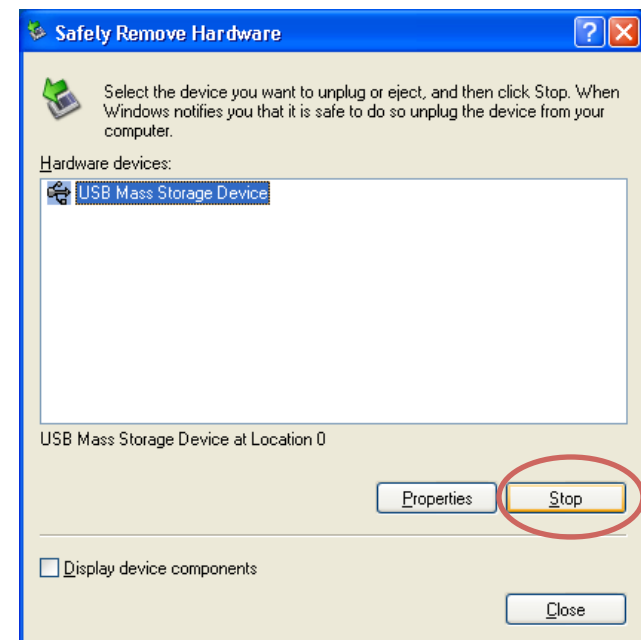
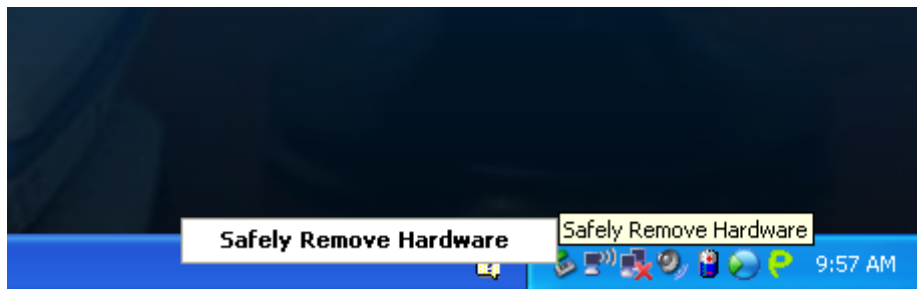
# Selecting an External Drive in Applications

- After using the “Save As” option in any application you will see the window below.
- Type in a name for the file as you normally would
- Click on the top bar to see more save locations, place your curser over the “D” drive which will be your external drive and left click
- Hit save and your document will be saved to your external drive.



# Safely Ejecting USB Drives

- First click on the safely remove hardware icon found on the toolbar at the lower right side of the screen.
- Once the Safely Remove hardware window opens select the device you wish to remove and hit the “Stop” button.



# Completing the Eject Process

- When the Stop a Hardware Device menu comes up confirm the drives are correct and hit OK.
- The window will close and you will see the “Safe to Remove Hardware” information bubble seen below which will indicate you can unplug your storage device.

