

Using a USB stick

A **USB Stick** (or pen drive, as they are also known) is a data storage device. It allows you to save and store files, and transfer them between computers.

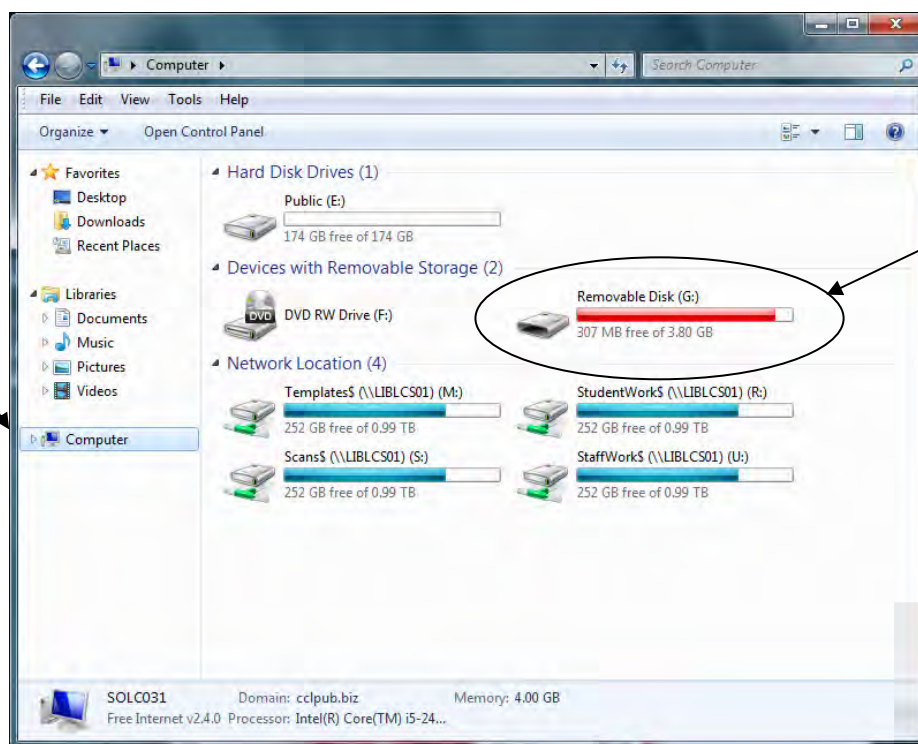
To view the files on your USB stick

Plug in your USB stick to a USB port on your computer. This may be found at the front or back, or on the side of the computer.



Go to the START menu.

Select Computer.



Look under Devices with Removable Storage.

The USB stick will either be named Removable Disc or it will be named after its brand.

Double click on this to view the files that are on the USB stick.

You can copy and paste from here to save onto the computer or drag into here to save them onto your USB stick.