



Basics of the use of computer and ICT

# USB memory



## Introduction

The booklet you are reading is part of a series of booklets.



The series of booklets teaches you how to use the computer and internet.



The booklets are written using the easy to read and to understand language.



Each booklet is about a different topic.

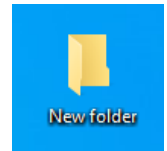
## All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard



2. Desktop: move files, create and delete folders



3. Accessibility features - Keyboard shortcuts



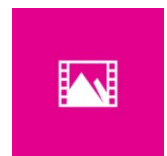
4. USB memory



5. Microsoft Word



6. Video Editor



7. Digital safety



8. Google Chrome



9. Google Maps



10. YouTube



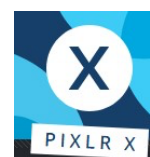
11. Gmail



12. Facebook and Messenger



13. Pixlr X



14. Curriculum Vitae Europass



**The series of booklets has been written by experts  
from 7 organizations.**

**The 7 organizations are:**

Associazione Uniamoci Onlus from Italy



Asociacija "Aktyvus Jaunimas"  
from Lithuania



Centro Social e Paroquial Santos Martires  
from Portugal



Tallinna Tugikeskus JUKS from Estonia



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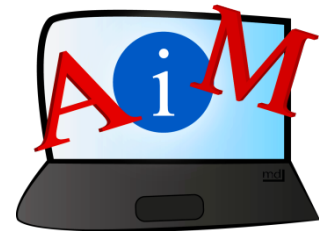
You can find more easy to read and to understand information about the project on its website:

<https://accessibleinformationmaterial.blogspot.com/>

The series of books has been created as a result of an **Erasmus+** project.



This Erasmus+ project is called Accessible Information Material.



## VOCABULARY

**Erasmus+** is a programme of the European Union that funds different kinds of projects.



# USB memory

## Introduction

A **USB memory** is a device where you can store files like a work document, videos and photos.

It may be called also flash drive or USB memory stick.

It is useful because you can take the files from a computer and then use them in another computer.

USB memories have different colors and shapes and all of them have a **USB connector**.

This is a **USB memory**:



The USB connector is a small square plug that allows to connect the USB memory to the computer.

## How to use a USB memory

- Look for the USB port in your computer.

The USB port has the same size and shape as the USB connector of your USB memory.



- Insert the connector of the USB memory into the USB port on your computer.



If it does not work, flip the USB connector upside-down and try again.

If the USB memory has a light (LED), it will light up when the product is ready for use.

When the computer detects a new drive, a window will open with the content of the USB memory.

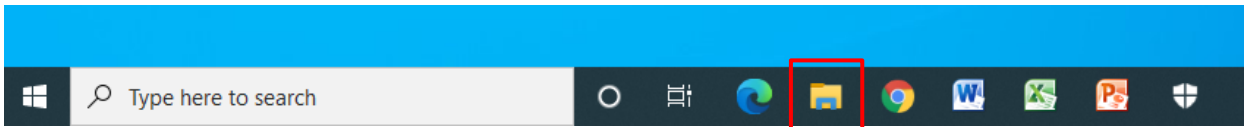


## To open a USB memory

You can open the USB memory by clicking on the file explorer icon in the taskbar on the computer screen.



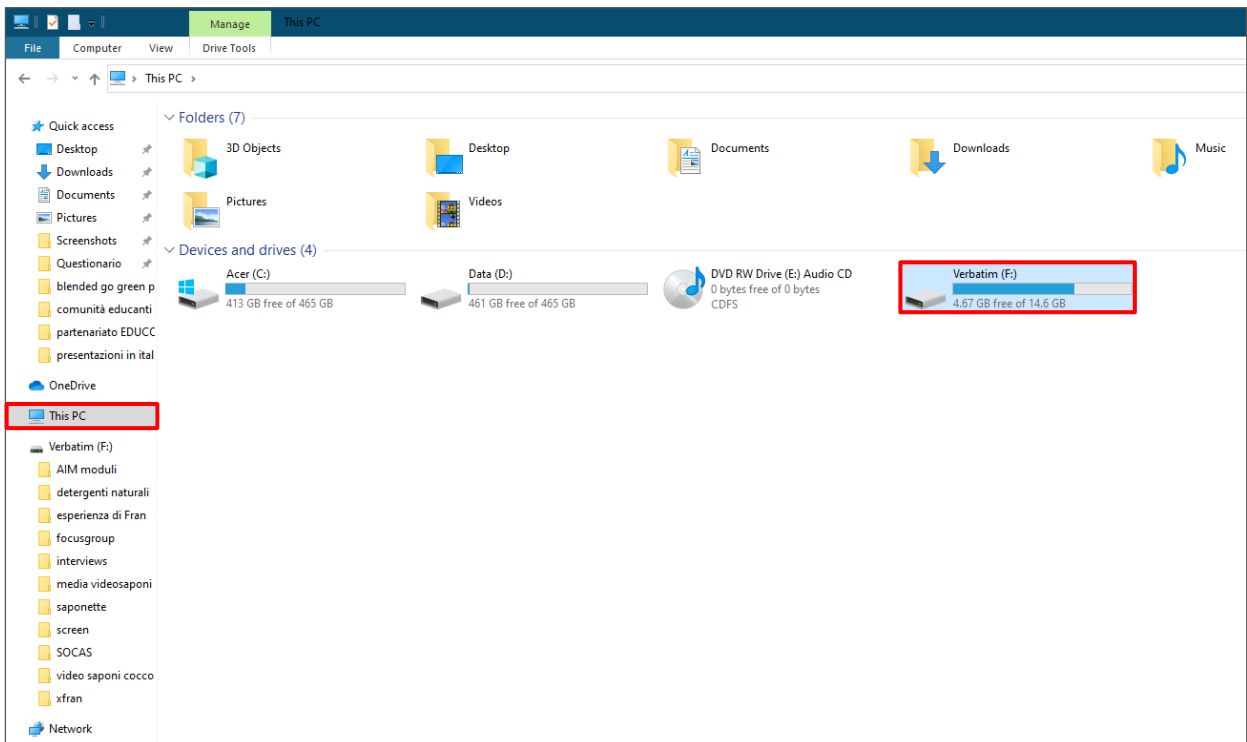
The task bar is the bar at the bottom of the screen.



A window will open.

On the left side of the window you can see a list recently used folders, devices and drives connected to your computer.

Look for **This PC** in that list. 

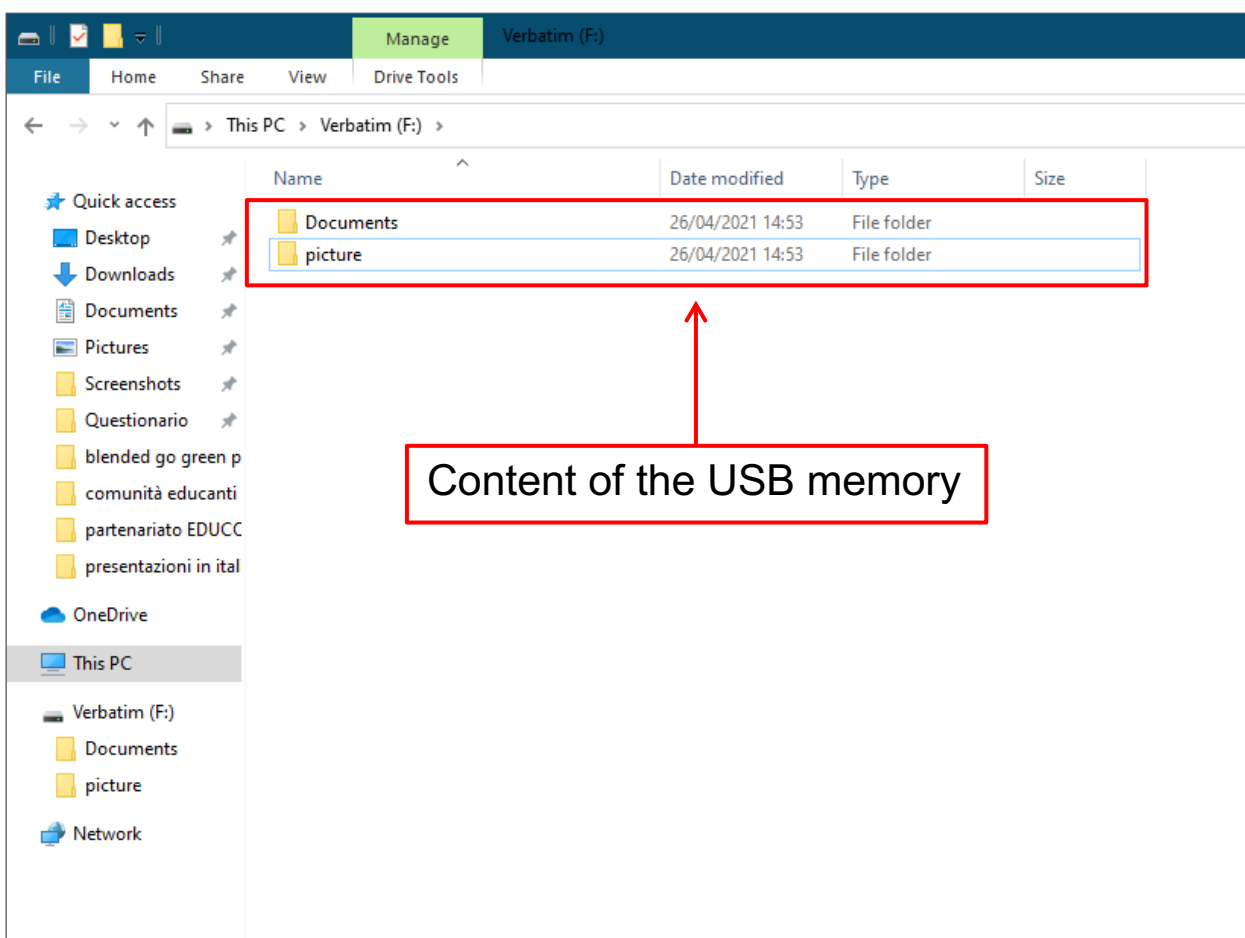


- Click on **This PC** and then click on the name of your USB memory in the main area of the window.

The name of your USB memory could be for example Verbatim, Kingston or SanDisk.

Otherwise, under This Pc the names of the drives are listed, so you can look for the name of your USB memory from the list and click on it.

The content of the USB memory will appear in the main area of the window.



## How to save files from the computer to the USB memory

First of all you need to connect the USB memory to the computer USB port.

There are several methods to save files in a USB memory.

### Method 1

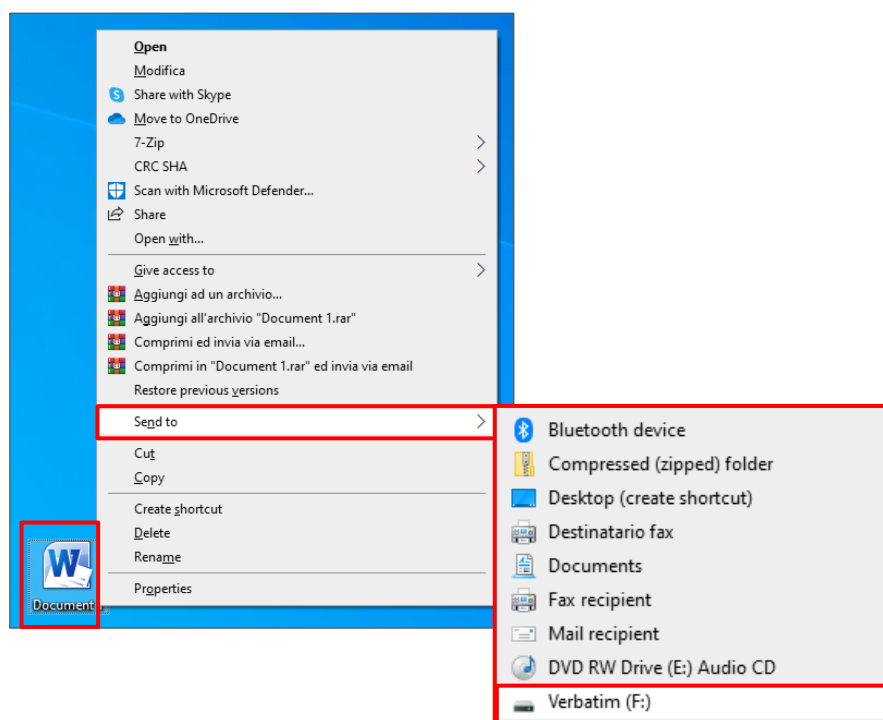
If the file that you want to copy is on the Desktop, move the mouse pointer on the file and click the mouse right button.

- Move the mouse pointer on **Send To**.

A list of possibilities will open.

- Click on the name of your USB memory.

The file will be automatically saved in the USB memory too.



If the file is in a folder, as Downloads or Documents or Pictures, click on the file **explorer** icon in the taskbar on the computer screen.



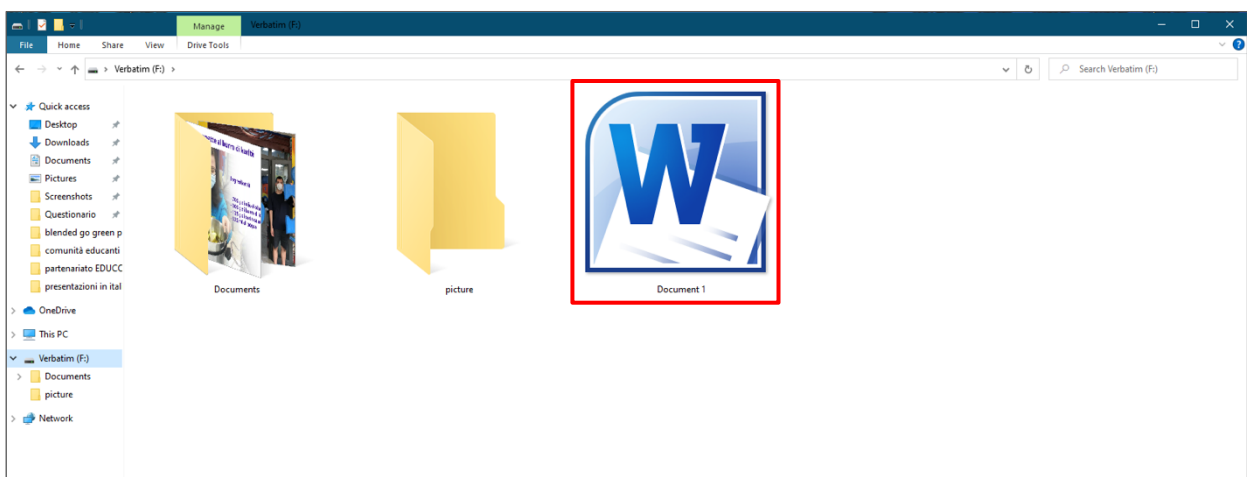
A window will open.

- Click on the folder where the file is stored, from the list on the left side of the window.
- Move the mouse pointer on the file and click the mouse right button.
- Move the mouse pointer on **Send To**.

A list of possibilities will open.

- Click on the name of your USB memory.

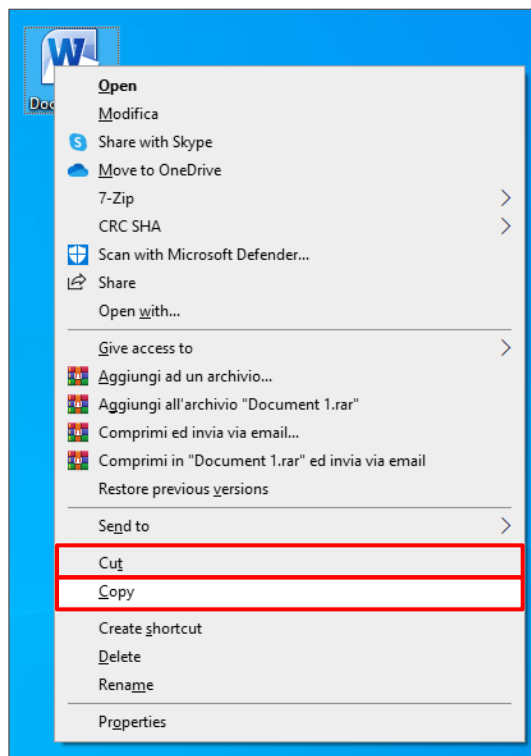
The file will be automatically saved in the USB memory too.



## Method 2

When you move the mouse pointer on the file that you want to save in the USB memory and you click the mouse right button, you can also decide to click on **Copy** or on **Cut**.

- If you click on **Copy**, the original file will remain saved on the computer and a copy of it will be copied in the USB memory.
- If you click on **Cut**, the file will be deleted from the computer and saved in your USB memory only.



- After clicking on Copy or Cut, you need to open your USB memory.

Click on the file **explorer** icon in the taskbar on the computer screen.



A window will open.

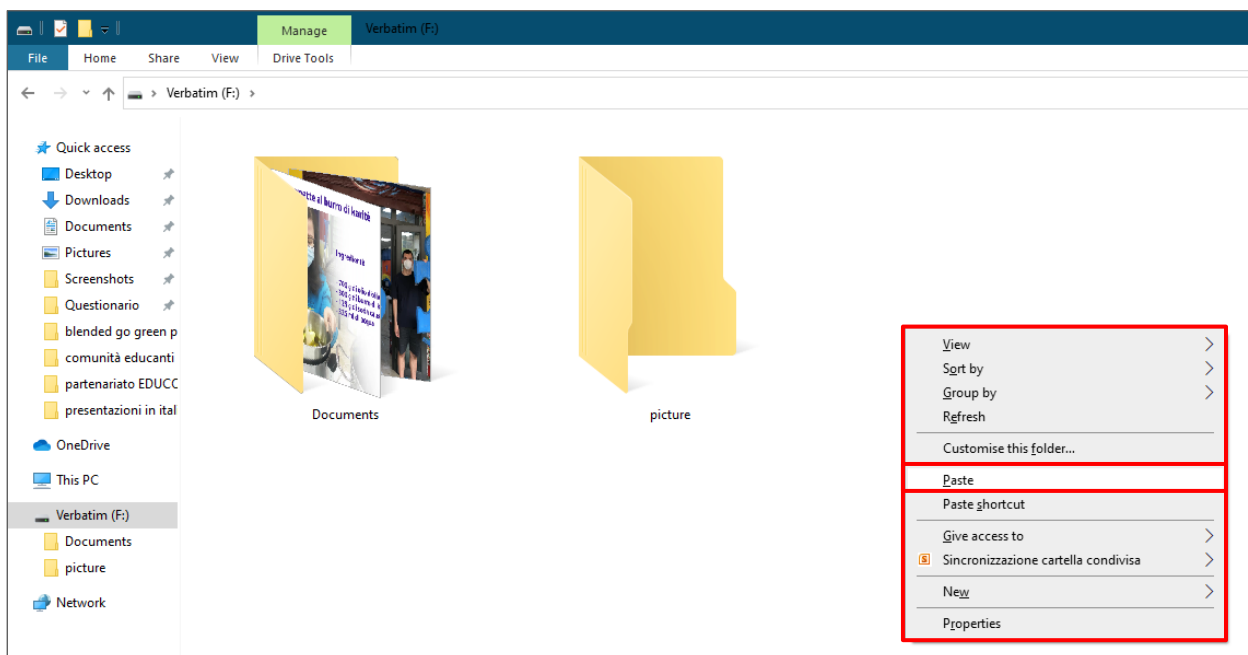
- Look for **This Pc** in the list on the left side of the window.
- Click on the name of your USB memory under This Pc.

The content of the USB memory will appear in the main area of the window.

- Move the mouse pointer on the white space on the window.
- Click with the right button of the mouse.

A list of possibilities will open.

- Click on **Paste**.



### Method 3

- Click on the file that you want to save in the USB memory.
- If you want to **copy** the file press the keys **Ctrl** and **C** together, on your keyboard.



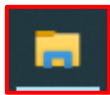
When you copy the file, you will have it both in your computer and in the USB memory.

- If you want to **Cut** the file, press the keys **Ctrl** and **X** together, on your keyboard.



When you cut a file, you will have the file only in your USB memory.

- To **paste** the file in your USB memory, you have to open it.
- Click on the file **explorer** icon in the taskbar on the computer screen.



A window will open.

- Look for **This Pc** in the list on the left side of the window.

Click on the name of your USB memory under This Pc.

The content of the USB memory will appear in the main area of the window.

- Click on the white space of the window.

- Press the keys **Ctrl** and **V** together, on your keyboard

to paste the copied file.



The file icon will appear in the window.

## Method 4

- Open the USB memory and **minimise** its window.

- To minimise the window click on the symbol **minimise** on the

top right side of the window.



- Click on the file that you want to save in your USB memory,

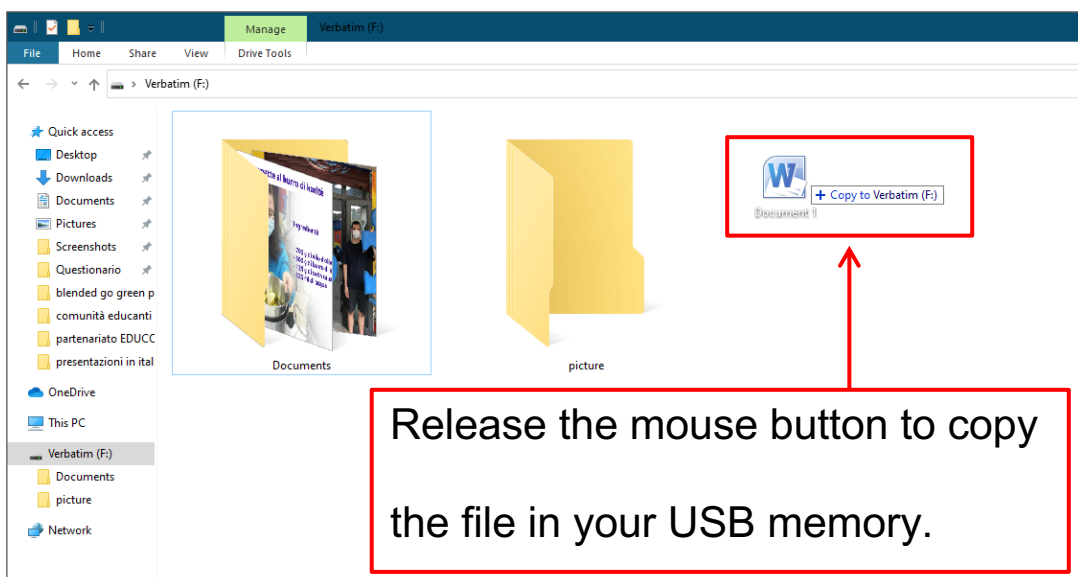
And hold while moving the mouse on the file **explorer** icon.



The window of your USB memory content will open.

- Move the file in the white space of the window and release the mouse button.

The file will be copied in your USB memory.

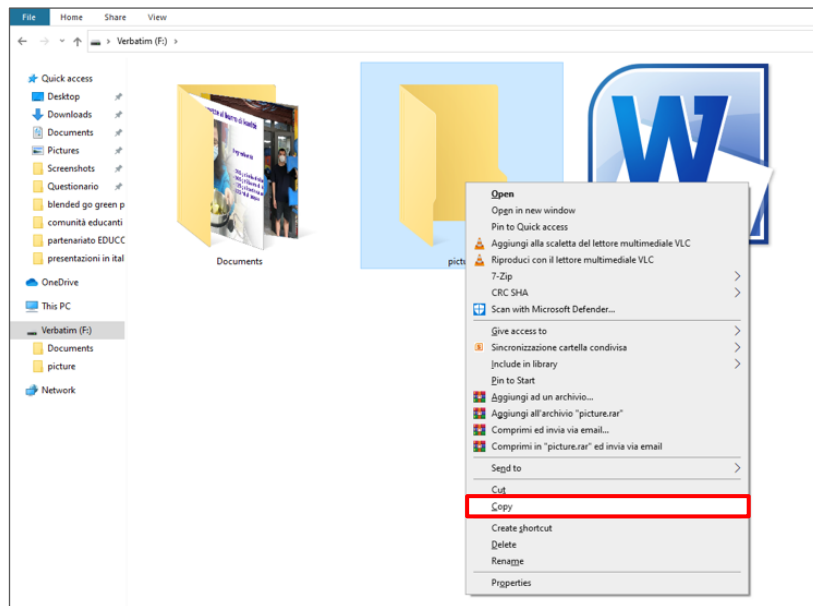




## How to transfer files from the USB memory to the computer

The process is the same as for saving files in the USB memory.

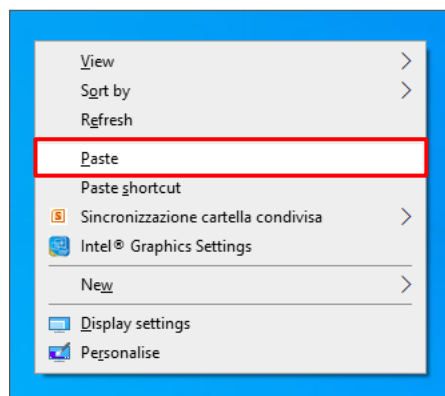
- Open the USB memory as previously described.
- Copy or cut the file you want to transfer.




- Go to the desktop or open the folder where you want to transfer the file in the computer.

- Click with the right button mouse button in the place where you want to paste the file.


- Paste the file.

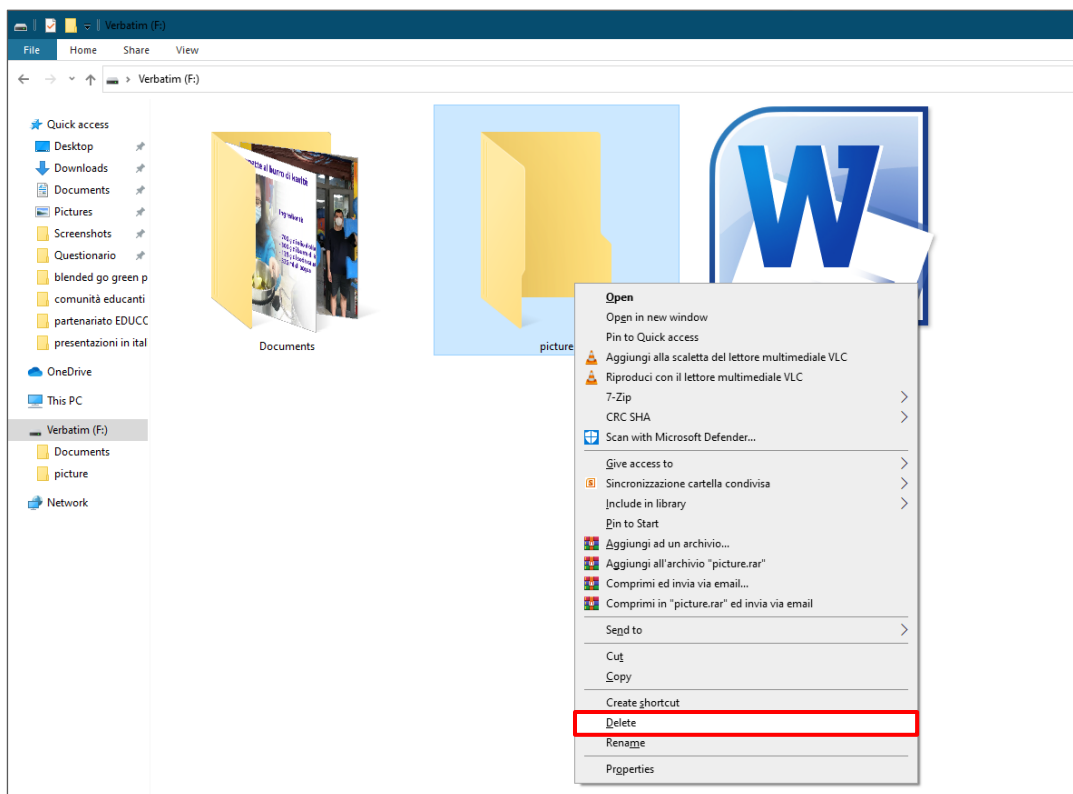


## How to open a file from your USB memory

- Open your USB memory through the file **explorer** icon. 
- Look for the icon of the file that you want to open.
- Move the mouse pointer on the file icon and make double click with the left button of the mouse.

## How to delete files from your USB memory

- Open your USB memory through the file **explorer** icon. 
- Move the mouse pointer on the file icon and click with the right button of the mouse.
- Click on **Delete** from the list that will appear.



To delete more than one file at once, press and hold the key

**Ctrl** and **click on the files** to be deleted.

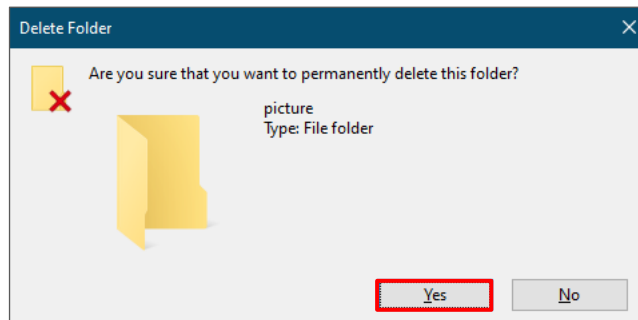


- Click with the right mouse button.

- Click on **Delete** from the list that will appear.

A window asking if you are sure to permanently delete the files will appear.

- Click yes if you are sure you want to delete the files.



## How to format your USB memory

**Format** means to delete all the content of the USB memory and start to use it as it was new.

You may need to format the USB memory if Error messages starts to appear when you copy files or if the process of copying files takes too long.

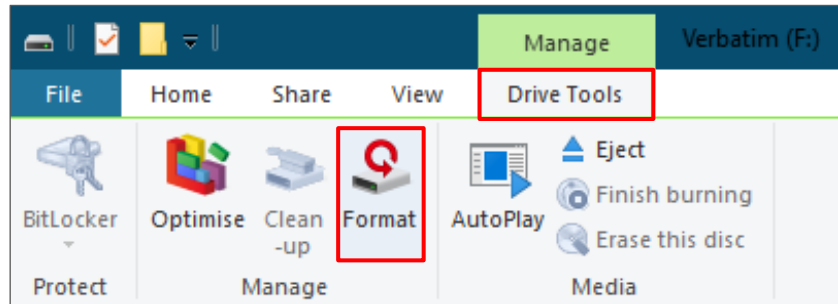
## To format your USB memory:

- Open your USB memory through the file **explorer** icon.

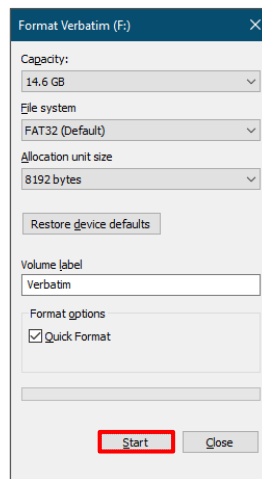


- Click on **Drive Tools** on the bar at the top of the window.

- Click on **Format**.

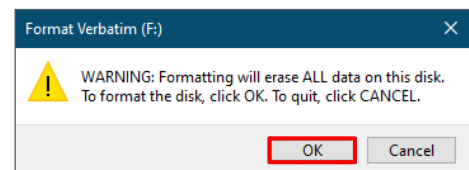


- Click on **Start**.



A window will warn you that formatting will permanently delete all the files on your USB memory.

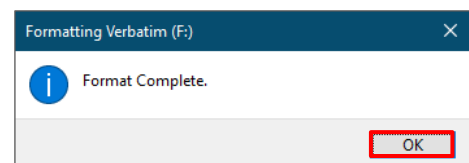
- Click **Ok**.



When the process will end a small window will open.

- Click **OK**.

- Click **Close** on the Format window.



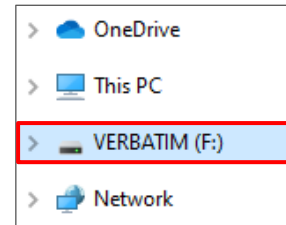
Now your USB memory is empty, you can start to use it again.

## How to rename your USB memory

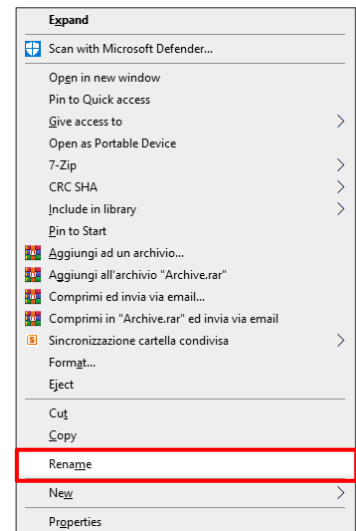
- Open your USB memory through the file **explorer** icon.



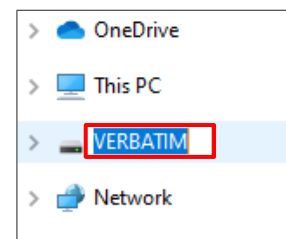
- Click with the right mouse button on the name of your USB memory under **This PC**.



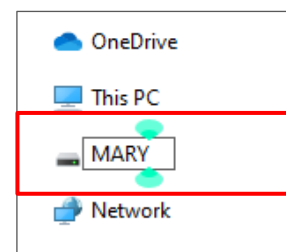
- Click on **Rename** from the list that will appear.



The name of your USB memory will be highlighted in blue.




- **Type the new name** using the keyboard.



- Press the **Enter** key.



## How to exit and Safely remove your USB memory

To exit from the folder of your USB memory click on the  on the top right corner of the window.

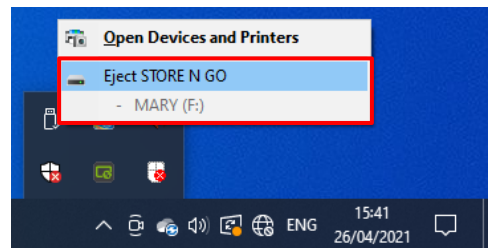
**Safely remove the USB memory**, means to remove it from the computer without damaging to the files in it.

- Click on the symbol  in the right side of the taskbar.

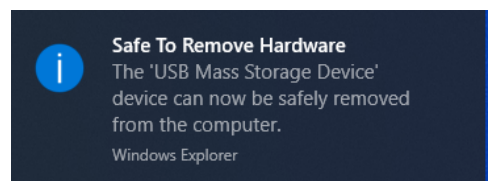
- Click on the symbol 



- Click on the name of the USB memory you want to remove.



The message **Safe To Remove Hardware** will appear on the screen.



- Now you can remove the USB memory from the USB port of your computer.

Make sure the LED light is off before to remove it, if your USB memory is equipped with it.

# Basics of the use of computer and ICT

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