

Using a Flash Drive



Assistive Technology

If you are using assistive technology to access this material and are having difficulties please contact Kent Cowan, GTCC's Assistive Technology Specialist.



Using a Flash Drive

In the AT Lab, the USB ports are located on the left side of the monitors.

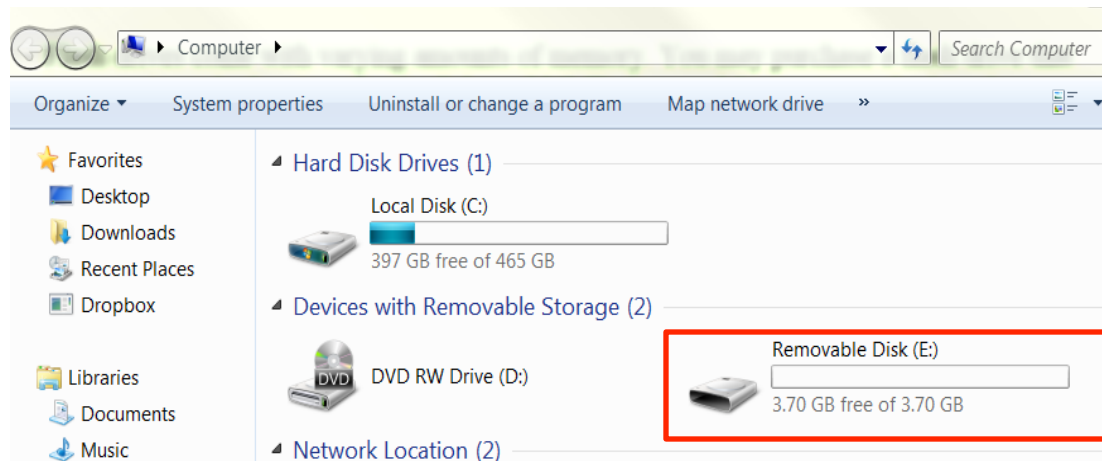


This is where you can insert a flash drive.



Using a Flash Drive

After inserting a Flash drive into the USB port, it will communicate with the computer and ultimately it appear under My Computer as a removable drive.



Using a Flash Drive

- Once the flash drive has been recognized by the computer, it is available for use.
- Ways that you can use flash drive include;
 - Copying information to/from the flash drive
 - Saving info to flash drive
 - Retrieving info from flash drive



Flash Drive Tips

1. Name the flash drive so that it is more readily recognizable, in case you leave it somewhere.
 - To do this, go to start menu
 - Click on computer
 - Right click on the removable disk
 - Menu displays
 - Left click on rename (the current name (Removable Disk (E) is highlighted)).
 - Type in your last name
 - Flash drive now displays your name.



Flash Drive Tips

2. Make separate folders on the flash drive for each of your classes. Your information and assignments will be easier to find.

- To do this, go to start menu
- Click on computer
- Double click on the flash drive that you just renamed.
- Click on New Folder and one will appear
- Right click on the New Folder and click rename



Please use one of the following resources if you should need additional assistance.

- ❖ *Jamestown – AT Computer Lab or Library*
- ❖ *High Point – Library*
- ❖ *Greensboro – Library*
- ❖ *Aviation – see Student Services Representative*
- ❖ *Cameron – Library or see Student Services Representative*

- If seeking help in person, at any of these locations, you must present a photo id and/or your student number
- If seeking help via phone your student ID number is used to verify identity.

Contact the AT Computer Lab @

Telephone: (336) 334-4822 ext
50226, 50387 or 50346

Email: computer_lab@gtcc.edu



Thanks for viewing this tutorial.
We have other videos that may help
your adjustment to GTCC.

Visit us @
supportservices.gtcc.edu/at-lab

