

Using Your Flash Drive

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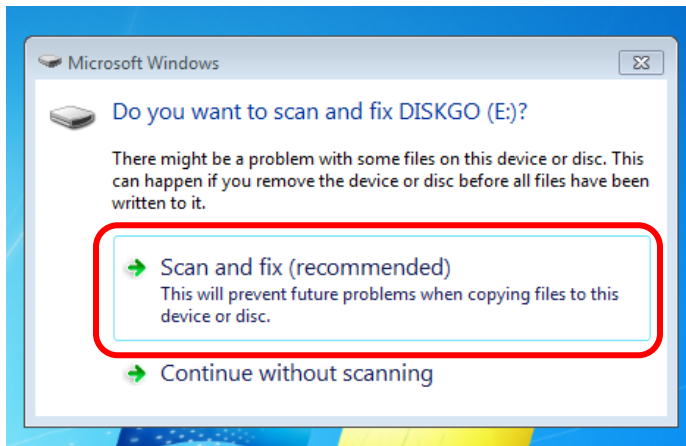
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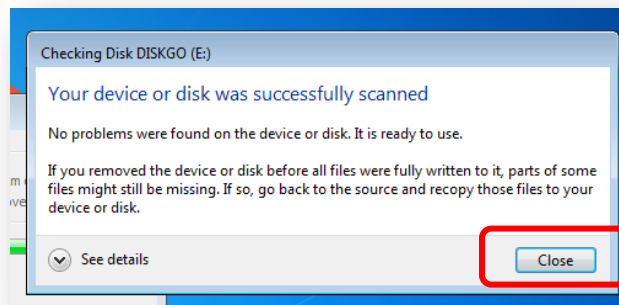
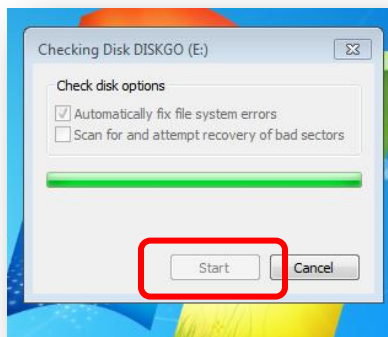
Page 1: Scan & Fix

1 - Insert your drive into a USB port.

2 - Click **SCAN** and **FIX** if asked. Be careful about doing this after you have saved files to your flash drive.



3 - Click **START** and allow time for it to finish. Click **CLOSE**.

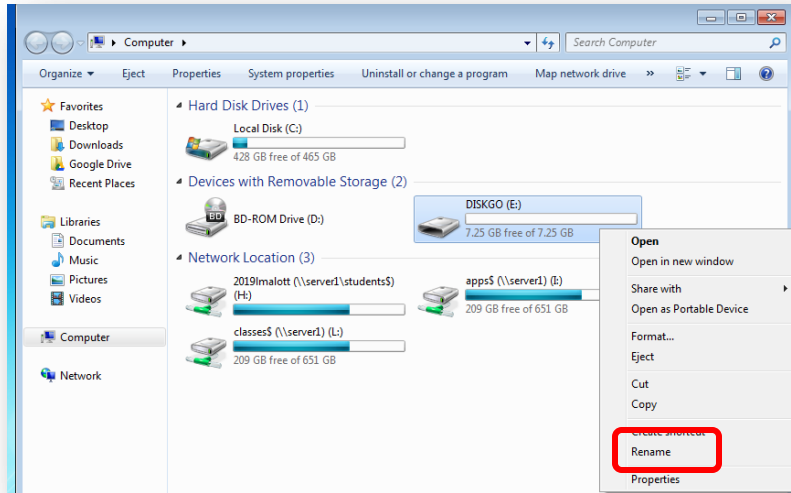


Using Your Flash Drive

RENAMING YOUR FLASH DRIVE



1 - Double-click COMPUTER and then right-click on the DISKGO device (or other flash drive).



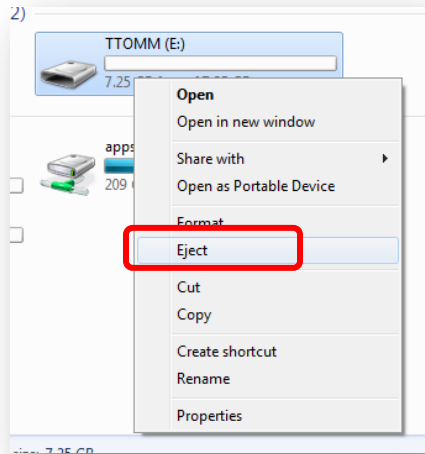
2 - Enter your first initial and last name and then click ENTER.

Your drive should now show up with the name you entered. If not, try the process again.

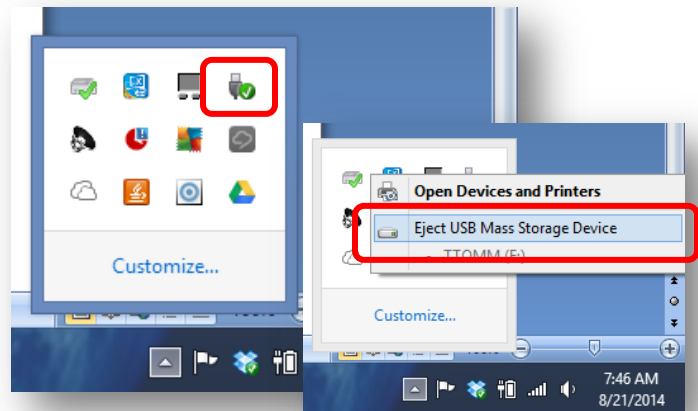
Using Your Flash Drive

EJECTING YOUR FLASH DRIVE

Right-click the device and choose EJECT before you remove the flash drive. You can also find the green checkmark in the toolbar and choose EJECT.



OR



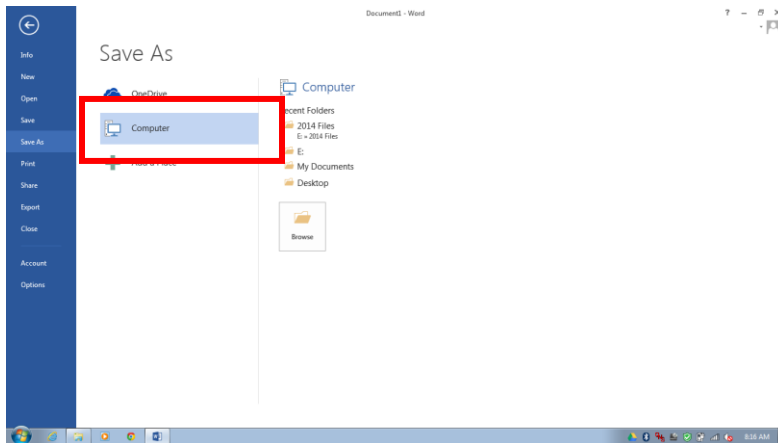
Using Your Flash Drive

SAVING TO YOUR FLASH DRIVE

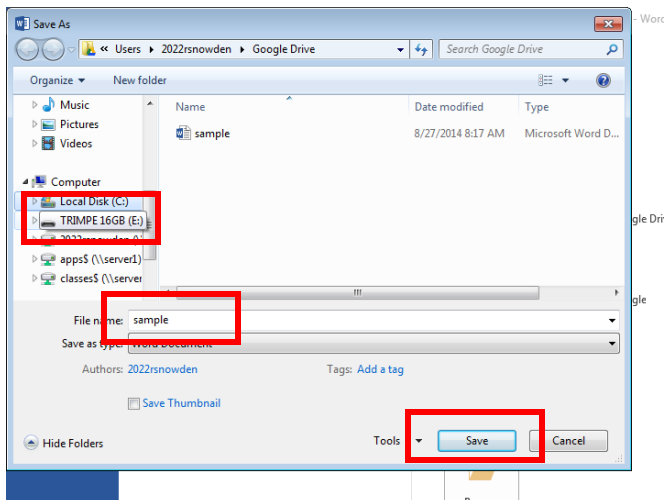
1 - Click the disk icon in the upper left-hand corner of the window.



2 - Choose COMPUTER from the SAVE AS window.



3 - Scroll down to find COMPUTER and click on the name of your FLASH DRIVE.



4 - Enter the name for the document.

5 - Click SAVE.



Remember to save your work often ... just click the disk icon in the upper left-hand corner of the window and it will save it under the same name.

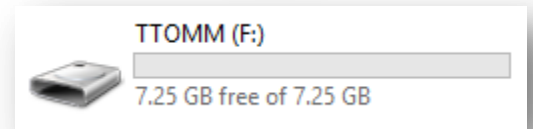
Using Your Flash Drive

OPENING A FILE ON YOUR FLASH DRIVE

Double-click the icon for **COMPUTER**



Double-click the icon for your flash drive



Find the file you want to open and double-click it's name.

