

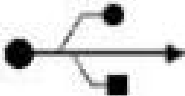
USING USB FLASH DRIVES:

What are they?



USB flash drives are alternate storage devices for saving work. Students may wish to use a USB Flash Drive which will probably look something similar to the above pictures. It allows for saving and retrieving data, similar to 3 ½ floppy disks or CDs, and provides a more stable and reliable method than floppy disks. It does not require any formatting or any additional software than what is already on our machines.

How is it accessed?



1. To access the USB port on our machines, lift the light gray bottom flap with the DELL logo to reveal the port.
2. The port, or slot, is located below the USB port symbol which looks like the above picture. Insert the USB Flash Drive with the logo of the Flash Drive facing outward, and at a diagonal-upward angle. It took me a few minutes to figure the angle out but I got it. You shouldn't need to force it, so it might take a few tries.

This particular device is allowed in the computer classrooms and labs. Our general policy is to make sure that students are not attaching laptops, printers or other devices to our machines that could potentially harm our equipment. Conversely, the USB Flash Drive is merely a storage device and nothing more and will not harm any of our computers.