

# Discovering P.L.A.C.E

## What is a flash drive?

A little smaller than a stick of gum, a flash drive is simply a small device that allows you to carry around files from your computer, so you can open them on another computer. It is also known as a thumb drive, jump drive, or USB (Universal Serial Bus) flash memory.

Although the Patriot Xporter brand was chosen for its durability, it is recommended you store it with its cap on, in a protected, dry location. Your flash drive holds 8GB of memory, including most of the files found in your binder. There is also space for your project photos and a few brief videos.

## How do I use a flash drive?

1. Take the cap off your flash drive.
2. Look for the USB slot on your computer, which fits the metal part of your flash drive. *On most newer PCs, this will be on the front of the computer tower. On a laptop, it should be on the side. On a Mac, it may be in the back or on the side of the keyboard.*
3. Plug the flash drive into the computer's USB slot. You may see an icon on your computer that says "Patriot Xporter," or a message may appear, prompting you to click on it to open the flash drive. Alternately you can click on the Windows icon on the bottom lower left of your PC monitor to open "Computer," which will allow you to click on the flash drive; this will probably appear at the bottom of the list.
4. Clicking on the flash drive shows you the files loaded on it, or folders that contain files. You can open a file by clicking on it, or drag it to your desktop to open it there (to drag: left-click the mouse to highlight an item and hold the button down while moving the mouse). Dragging files to your desktop makes a copy of the file, with the original remaining on your flash drive, unless you right-click on the item in the flash drive list to delete the file.
5. To transfer a file to your flash drive, simply drag it from the desktop to the flash drive icon (you may want to click on the flash drive and open the file to ensure it opened properly). On a PC you can also right-click on a file, then choose the "Send to" function. *Consider grouping files into a folder on your desktop before transferring them, to make it easier to transfer and later find the files you need.*
6. To properly remove your flash drive, click on "eject," either by right-clicking on the flash drive icon from your desktop, or locate the flash drive on a PC under "computer" and right-click to eject it before unplugging the flash drive.

To learn more about the Patriot Xporter flash drive, go to <http://patriotmemory.com>.