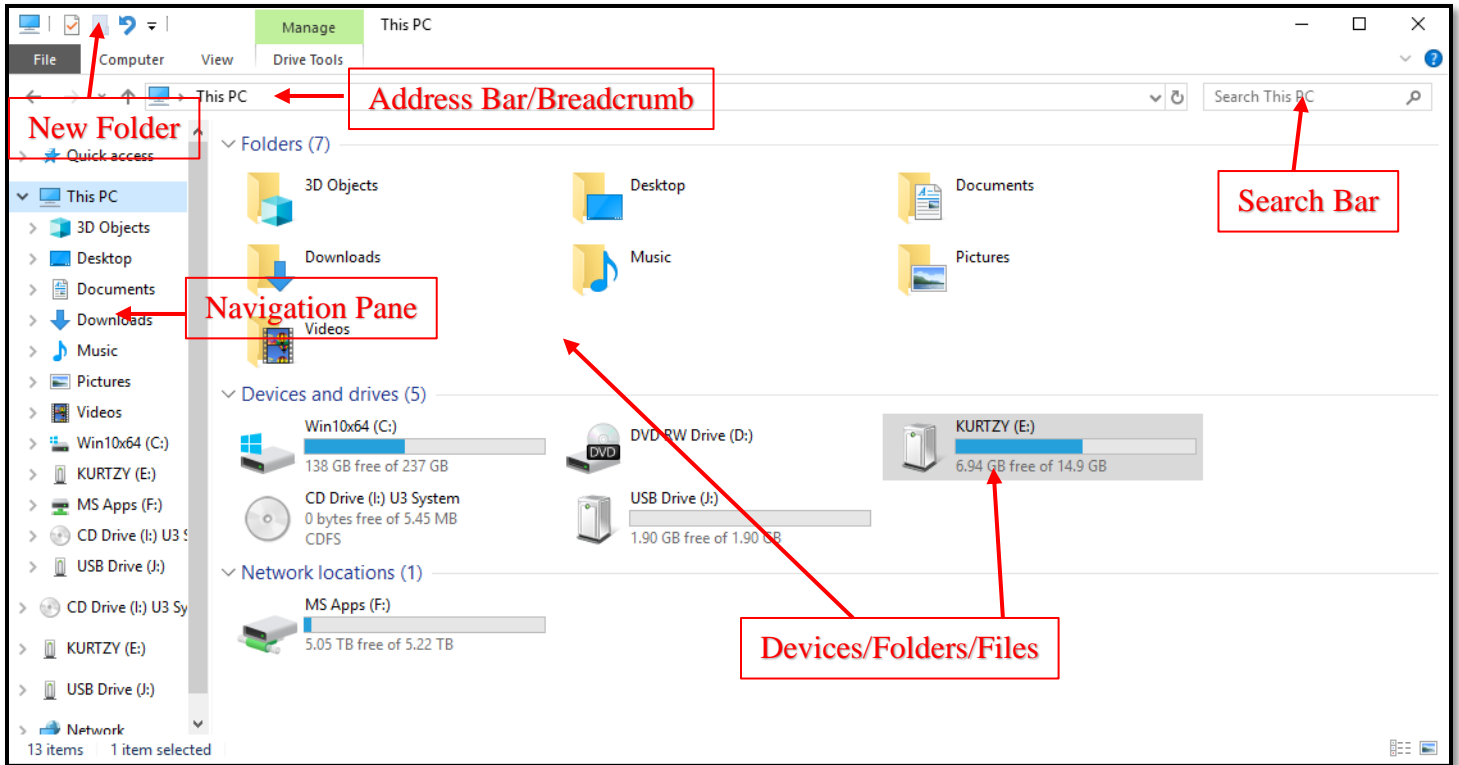
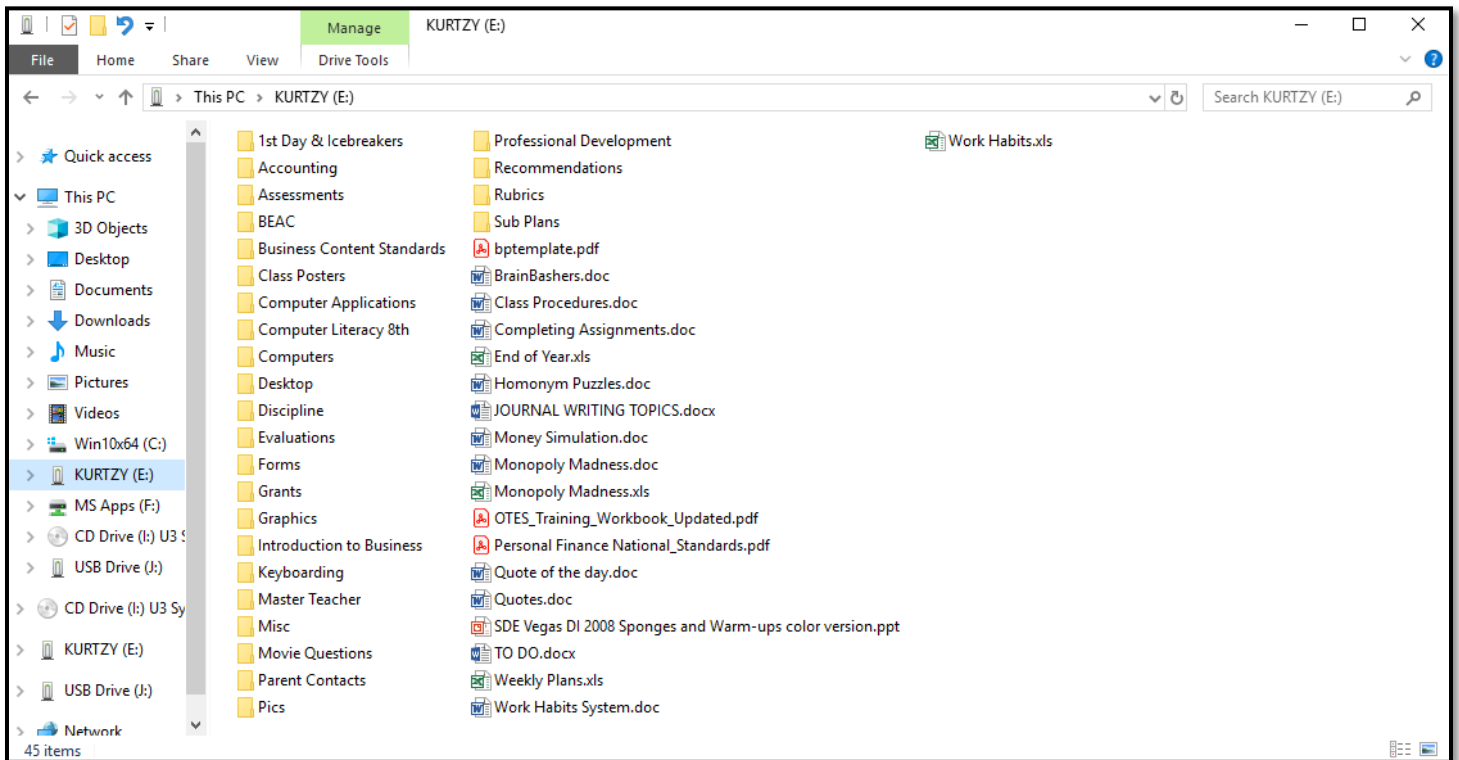


FILE EXPLORER (THIS PC)

File Explorer is software that allows you to access every drive, file or folder on your computer. You can manage all devices installed on your computer as well.



Example of a flash drive with folders and files



FORMATTING FLASH DRIVES

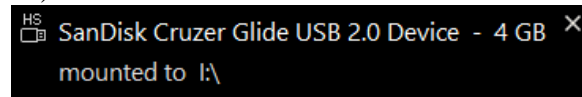
*New flash drives need to be formatted first so they are ready to be used as storage devices. We are going to do a quick format. This will delete everything on the drive so you start with a fresh, empty flash drive.

Accessing Your Flash Drive

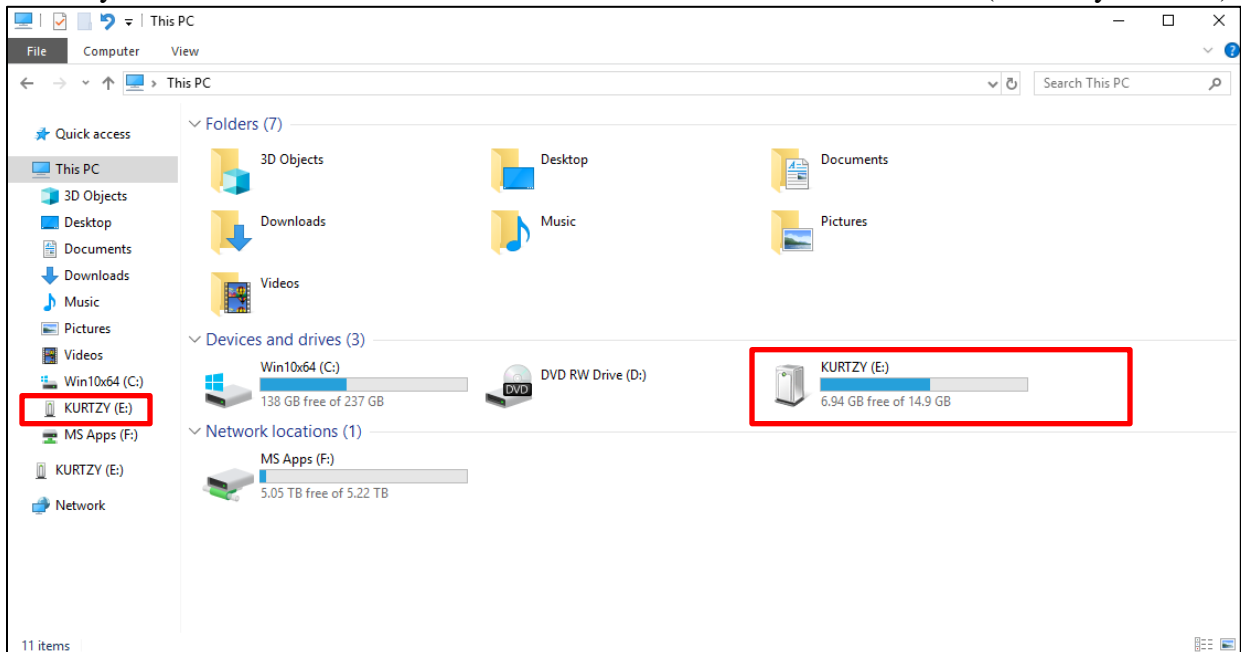
1. Plug in your flash drive. Do not force it. You may need to flip it over.
2. Open your File Explorer (Click on This PC icon on desktop or use your search feature). You may also have File Explorer in your task bar.



3. A message will appear in the bottom right of your screen confirming the drive is connected. (will display the name of your flash drive)

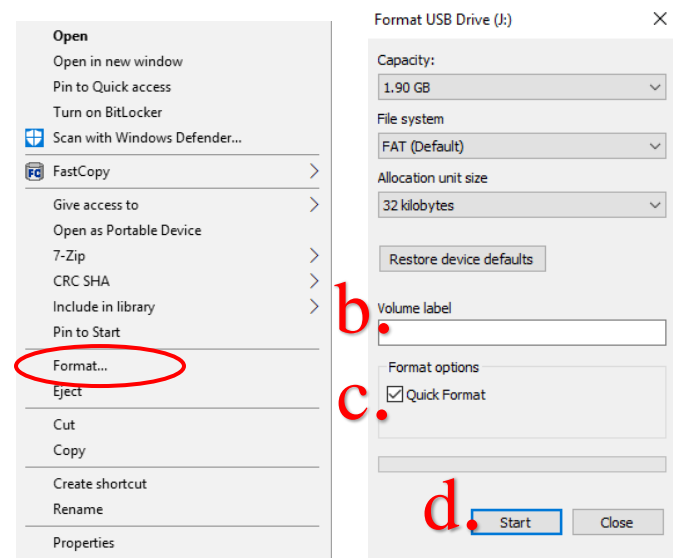


4. Locate your flash drive in the left menu or in the Devices and drives section (Probably drive E:)



5. Right-click on your flash drive to access the formatting menu

- a. Select Format...
- b. In Volume Label, give your flash drive a name
- c. In the Format Options section, make sure Quick Format is checked
- d. Click Start and accept the Warning message
- e. Click OK when formatting is complete



Organizing Your Documents with Folders

Your flash drives acts like a binder where we can store and organize files. Instead of using tab dividers, we will create folders to organize the many different files that we create. You may access anything you have saved onto your flash drive, you just need to know where it is saved.

Creating Folders

1. Access your flash drive through File Explorer (This PC)
2. Open your flash drive by double-clicking on it

3. In the top left of the window, click the New folder icon
4. Type the new name for the folder, Technology Handbook.
5. Create 4 new folders: Word, Excel, PowerPoint, Publisher.



You may create and organize your folders as you wish. You may create folders inside of folders.

Renaming a Folder/File

1. Right-click on the folder and choose Rename
2. Type the new name of the folder/file