Using Storage Devices Safely

Files are Stored on the Hard Drive

To see what **files** (documents) are stored open **'Computer'** from the *Start Menu*

You can search for files and folders here. Just type the name you're looking for. This contains the files saved onto, the computer's hard drive.

Use Removable Storage Devices to Share Files

1. You can save files to **removable** storage devices and then **move them** betw just **connect** the devices to **other** computers to access them.
2. Examples of the devices include **memory cards** (from cameras mobile phones), **USB memory sticks** (also called flash drives), Portable **Hard Drives** and **External Hard Drive**.
3. These devices all connect to a computer **differently.** For example, **memory sticks** plug into **USB ports** on the computer unit that have this symbol next to them:
4. When connected, these devices show up in **'Computer'** under **'Devices with Removable Storage'. Double-click** to see the files on these devices
5. You can **move files** to and from **memory sticks** and **cards** by using **drag and drop or copy and paste**.
6. Memory sticks or cards should always be **ejected safely** to make sure that **no data is lost or damaged.**
7. To eject safely, click the **'Safely Remove Hardware and Eject Media '** icon on the task bar, then click **'Eject'** for the device you want to remove

Practice

1. Describe how to safely remove a memory stick from your compute.
2. Identify the pros and cons of using a **Portable Hard Drive** Vs **External Hard Drive**.

Portable Hard Drive		External Hard Drive	
Pro	**Con**	**Pro**	**Con**