

HOW TO USE A USB OR EXTERNAL HARD DRIVE



An initiative of The Flagstaff Group

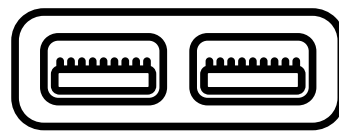
Here is how to use a USB stick or external hard drive to store your important documents

1.



Purchase a USB Stick or external hard drive. You can get one from a store or ask a friend

2.



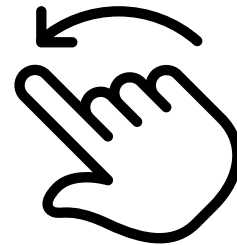
Plug into the side of your computer.

3.



Find the documents and photos you wish to save

4.



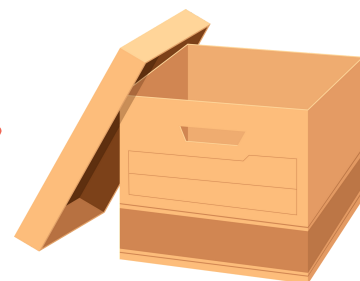
Drag them over to the USB/external hard drive

5.



When done, Right-click on USB stick/ external hard drive and choose 'Eject'

6.



Store in a safe place. Remember to take it with you in your emergency kit or Go bag