BRINGING YOUR FILES WITH YOU

INFORMATION AND DATA LITERACY > 1.3 MANAGING DATA, INFORMATION AND DIGITAL CONTENT

TARGET GROUP	AGE GROUP	PROFICIENCY LEVEL	FORMAT	COPYRIGHT	LANGUAGE
Facilitators	N/A	Level 3	Background information	Protected by United States and international copyright and trademark laws	English

This resource contains simple steps to take files with you – using a flash drive and saving files to the cloud.

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General Objective	Skillset building
Preparation time for facilitator	less than 1 hour
Competence area	1 - Information and data literacy
Name of author	GCFGlobal.org
Resource originally created in	English

WORKSHOP DIRECTIONS

1 Introduction

When you're working on a document or other computer file, you can always save it to your computer's **hard drive**. Sometimes, you may want to **bring your file with you** and open it on a different computer. In this lesson, we'll talk about two ways to save your files so you can access them from almost anywhere.

- **Flash drive**: Flash drives are **small**, **removable hard drives** that plug into the **USB ports** on your computer. They are relatively inexpensive (usually less than $20) and can be purchased at any store with an electronics section.
- **Cloud storage**: Cloud storage means you save your files on **servers** on the Internet using an account with a cloud service. With cloud storage, you can access your files from any computer with Internet access without having to keep track of a **physical device**.

Flash drives and the cloud can also be used to **back up** your files.
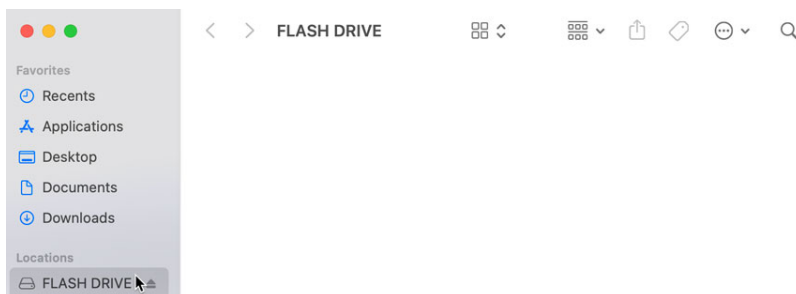
2 Using a flash drive

Flash drives make it easy to carry your important files and documents with you in a portable form. You should always back up the files on your flash drive elsewhere just in case it gets lost or breaks.

To connect a flash drive:

1. **Insert the flash drive** into a **USB port** on your computer. You should find a USB port on the front, back, or side of your computer (the location may vary depending on whether you have a desktop or laptop).
2. If you're using **Windows**, a dialog box may appear. If it does, select **Open folder to view files**. On a **Mac**, a **flash drive icon** will usually appear on the desktop.
3. If a dialog box does not appear, open **Windows Explorer**—or **Finder** if you're using a **Mac**—and select the flash drive on the left side of the window. Note that the **name** of the flash drive may vary.

③ **To work with a flash drive:**

Once you've connected a flash drive, you can work with it just like any other folder on your computer, including moving and deleting files.

1. If you want to copy a file **from your computer to the flash drive**, click and drag the file from your computer to this window.
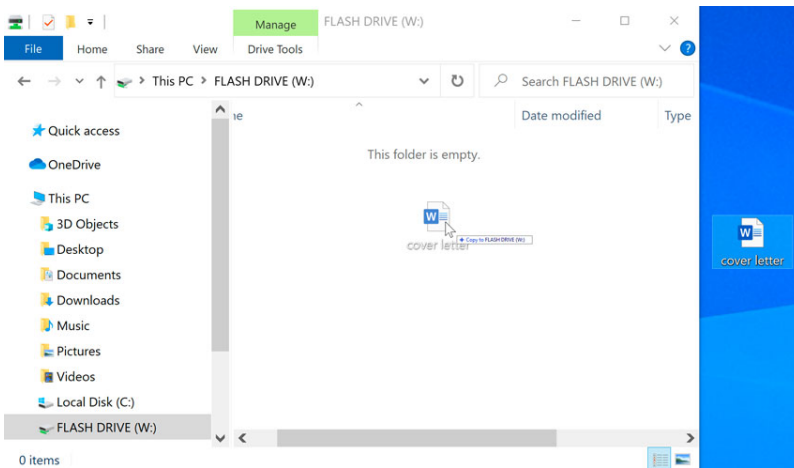

2. The file will be **duplicated**, and this new version will be saved to the flash drive. The original version of the file will still be saved to your computer.

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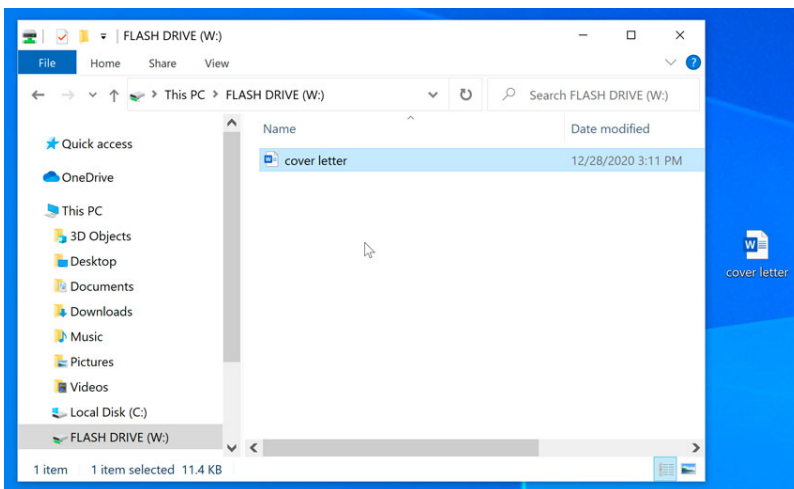
3. If you want to copy a file **from your flash drive to your computer**, click and drag the file from this window to your computer.
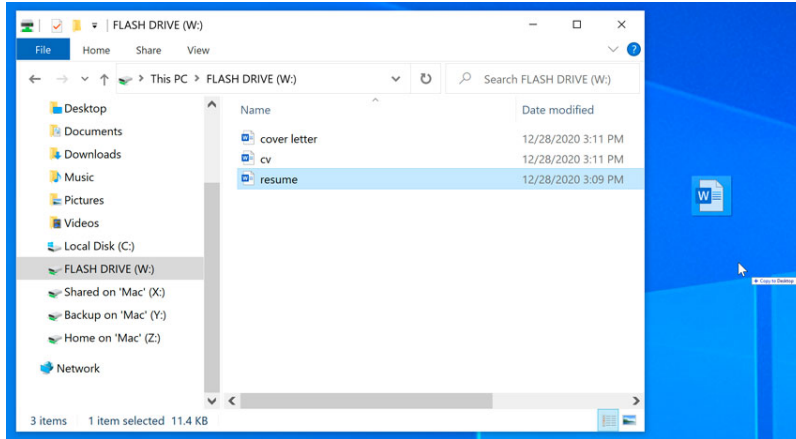
4. If you want to **remove a file from your flash drive**, click and drag the file to the **Recycle Bin** on a PC or the **Trash can** on a Mac. A dialog box may appear appear. If it does, click **Yes** to confirm that you want to permanently delete the file.
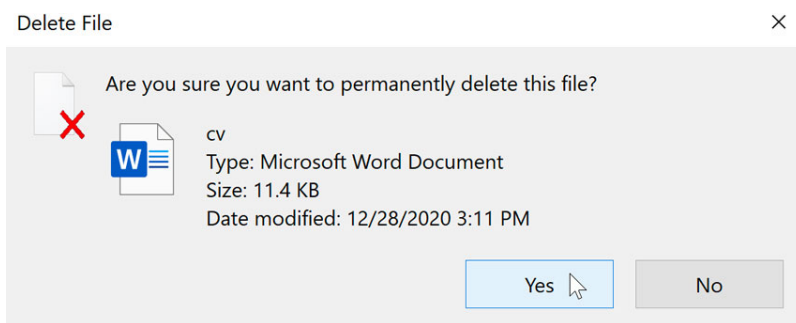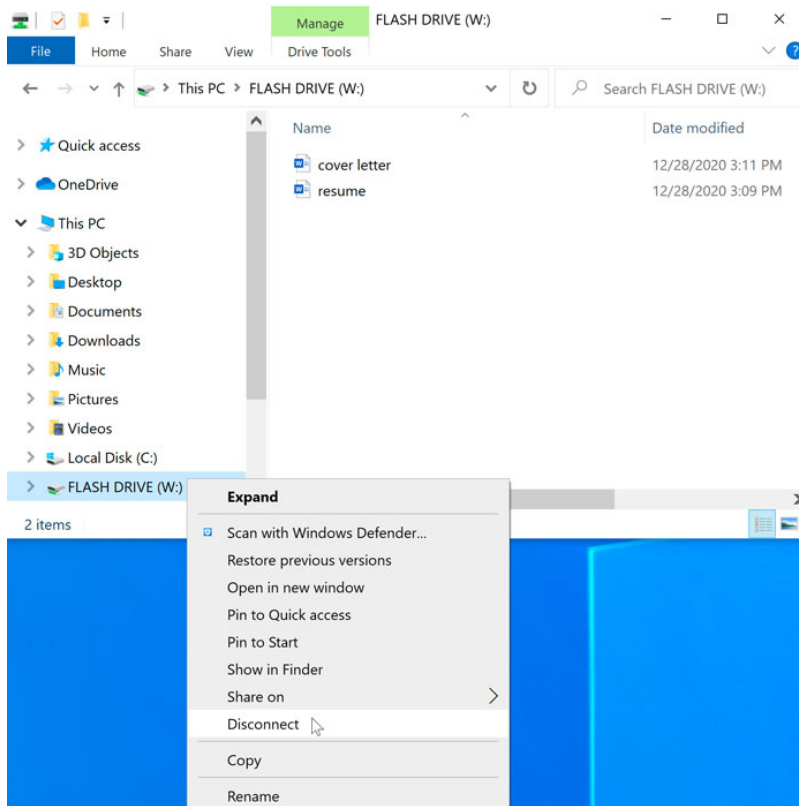

If a dialog box does not appear, you may need to **empty the Trash can** to permanently delete the file.

4   To safely remove a flash drive:

When you're done using a flash drive, don't remove it from the USB port just yet. You'll need to make sure to disconnect it properly to avoid damaging files on the drive.

1. Right-click the flash drive and select **Disconnect** (or **Eject**).

2. You can now safely remove the flash drive from the USB port.

If you're using a **Mac**, you can also click the **Eject** button next to the flash drive in **Finder** to eject it.
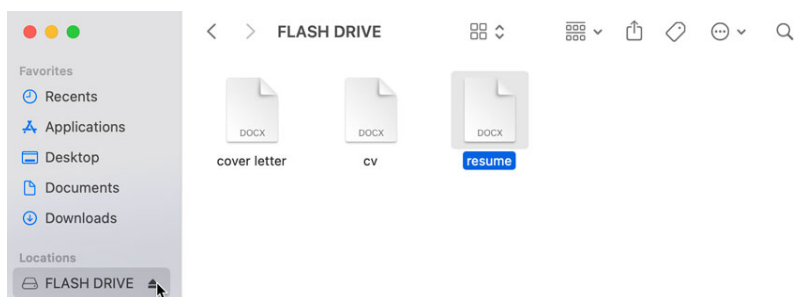
5   Saving files to the cloud

There are many services that allow you to create **a free account** and save documents, images, and

other files **to the cloud**. Some of the most popular are Google Drive, OneDrive, and Dropbox. The **free storage space** that comes with these accounts (usually around **15GB**) should be plenty if you're using your account for regular personal, work, or school purposes. If you own a business and want to keep all of your documents in the cloud, you may want to pay your cloud service for more storage.

Unlike **physical media**, the cloud can't break or get lost, so you don't necessarily need to back up the files you keep on it. Files in the cloud are also easier to **share** so you can **collaborate** with friends and coworkers. However, when you save something online, there's always a risk that **unauthorized** users will try to gain access to your **personal information**. To protect your files, create a **strong password** and pay attention to the **privacy settings and policies** of the cloud service you're using.