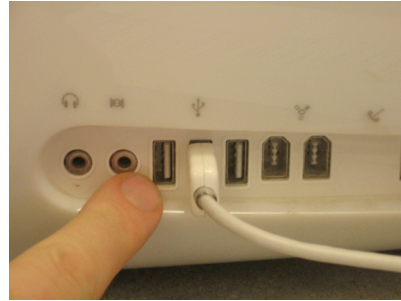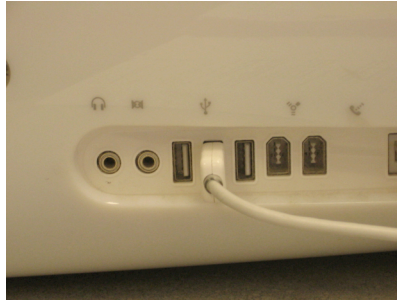# How to use a USB thumb drive

1) Locate the USB port   on your computer

2) Plug the USB drive into the USB port

3) Note the USB icon which appears on your desktop

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4) Simply drag whatever you want onto (or into) the usb drive icon.

5) to eject the USB disk, simply click **once** on the disk, and then click on the **file** menu. Choose the "Eject" disk.