


## Working With Your USB Drive

1. Insert the device into a USB port which should then be recognized by your computer.
  - a. Double Click on “My Computer” and look for the USB drive.
  - b. Paste all of your documents into it (Ctrl + V).

2. **To scan for viruses**, double-click on the AVG icon 
  - a. Go to Tools – Scan file
  - b. Click on the “My Computer” icon and look for the USB drive.
  - c. Change the “Files of type:” at the bottom from “Applications and programs” to “All files”.

- d. Locate the document you want to scan and double click on it. The scan will start.
- e. Once you see the report that no viruses were found, you may open the document.

3. When **removing the USB Drive**, click the arrow on the bottom toolbar (next to your clock) and you will see an icon with a green arrow above it.

- a. Click on the Safely Remove Hardware icon.
- b. Click on “Safely remove USB Mass Storage Device”.

