



How to Use a diskGO USB Flash Drive to Store and Access Files (Windows/PC)

1. Insert the flash drive into the USB port of a Windows computer (PC).
2. Browse to '**Computer**' (or '**My Computer**') and locate the flash drive (typically labeled '**DISKGO**'). You can access 'Computer' by clicking the 'Start' icon (the Windows icon in the lower-left portion of your screen) and then selecting 'Computer.' It may take up 60-90 seconds for the flash drive to appear.
3. Locate the files and/or folders you wish to store on the flash drive.
4. **Copy and paste** or **drag and drop** the desired files on to the flash drive. If there are a large number of files or the files are large in capacity, it could take a few minutes (or longer) to complete the transfer. **To avoid corruption, it is important to wait until the transfer is complete before proceeding to the next step.**
5. Once the transfer is complete, remove the flash drive from the USB port.