How to use your USB memory stick

Your Wigan Libraries USB memory stick provides you with important information to help support you to find work, including CV and cover letter templates.

About your memory stick

Your memory stick contains **three folders** with the following guides and templates

1. Help
- CV quick start guide
- Covering letter quick start guide
- How to create an email account
- Email basics
- Register for Universal Jobmatch
- Searching and applying for jobs online
- Interview skills quick guide
- How to scan pictures and documents

2. My CVs
CV template.doc (Microsoft Word)

3. My Cover Letters
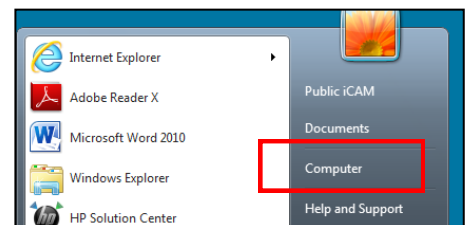Cover letter template.doc (Microsoft Word)

How to use your memory stick
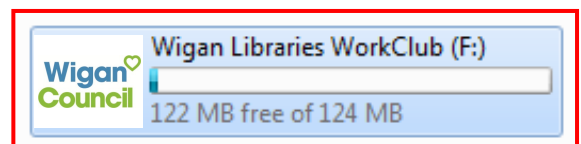
Plug your memory stick into an available USB slot
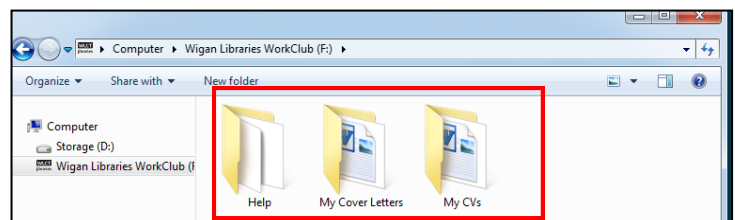

Opening files on your USB Stick

Click on the 'Start' menu
(Bottom left hand corner of screen)
Then Click **'Computer'.**

Double click on **'Wigan Libraries WorkClub**
to open

Double click on folders to open. See section on **About your memory stick**

TOP TIP: To avoid losing your work it is recommended that you make a backup copy of your files stored on the USB memory stick. This can be done by attaching documents, such as your CV, to an email and sending this to yourself.
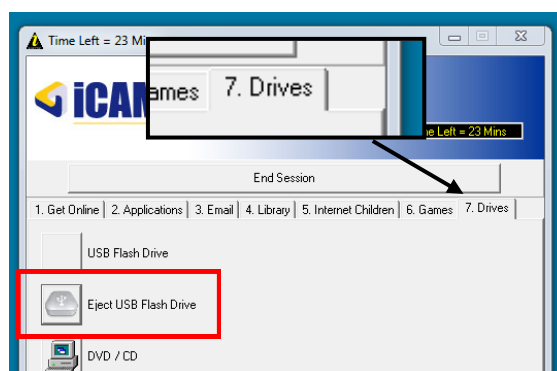
Before you unplug your memory stick

Simply unplugging your memory stick without <u>ejecting it</u> may result in you losing all your work. Be safe and not sorry by following the steps below
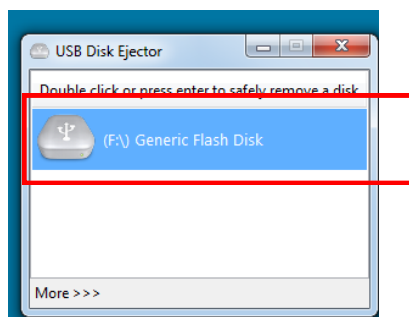
1) Remember to save your work to your memory stick.
2) Remember to eject your USB memory stick before unplugging by following the steps below.

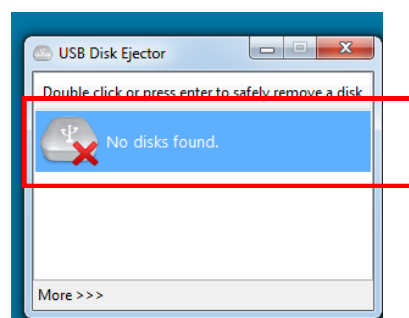## Ejecting your USB when using library computers

Clicking on the **7. Drive tab. Then** click the **'Eject USB Flash Drive'** link.

Double click here.

Your USB memory stick is now safe to unplug.

Before you unplug your memory stick on other computers

Click on the icon on the bottom right of the screen