

COPY DATA FROM YOUR FLASH DRIVE TO YOUR HARD DRIVE

There are many occasions when you will want to transfer information from a flash drive to your computer's hard drive.

Follow these steps:

1. Insert your Flash drive in an available USB port on your computer.
2. Press Windows + E. Maximize the window if necessary.
3. From the File Explorer window's left pane (Navigation Pane), find and click on your Flash drive to open it.
4. From the right pane (Contents Pane), double-click on The folder that contains the data files to open it. This action will show the folder's contents. (You may want to adjust the View to Extra Large Icons.)
5. From the right pane, right-click on the target file.
6. Click on **Copy** (this action will copy the target file to a temporary storage cache called the *clipboard*.)
7. Return to the left pane and click on the **DESKTOP** folder (Yes, the Desktop is a folder!). The contents of the Desktop folder will appear in the right pane. Right-click in any blank space in the right pane, then select **PASTE**. When you close down all your windows and get back to your Desktop, you will find the target file ready for you to open.