

COPY DATA FROM YOUR HARD DRIVE TO A FLASH DRIVE

Need to backup your data files? Want to store a copy of those precious photos that are in your Pictures folder? Want to use a Flash Drive as a storage unit for saving important data files for safe keeping? Windows provides you with the tools to accomplish this task. Just follow these steps.

1. Place your Thumb Drive into one of the USB ports on your computer.
2. If the AutoPlay window appears, close it.
3. Open File Explorer (Windows key + E)
4. From the left pane, click on **This PC**.
5. In the right pane, click on the folder that contains the file(s) you want to move. Remember that the target files are most likely found in a nested folder inside either Documents, Music, Pictures, or Videos.
6. Also from the right pane, click on the **target file**. To choose multiple files, hold down on the CTRL key as you carefully click on your choices.
7. Right-click on any one of the selected files.
8. When the contents window opens, click on **Copy**. This simple action has copied the **target file(s)** and placed them in the invisible Windows clipboard.
9. In the left pane of File Explorer, find and right-click on your Thumb Drive. It will be near the bottom of the column.
10. When the contents menu opens, click on **Paste**. This action will place the target files(s) on your thumb drive.
11. Make sure that all the targeted files have been copied to the thumb drive before you remove it from the USB port.