## 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.