

## Pictures Stored on Flash Drive

1. Rightclick your My Pictures folder, if that's where your pictures are stored. Click Properties...write down the amount of space it will take to store your pictures. Purchase a flash drive bigger than the amount required, or buy more than one flash drive.
2. Plug the Flash drive into a USB port on your computer. You'll have a message come up in the SYS tray stating New Hardware Found...wait and in a few seconds you'll get a second message stating the new hardware has been installed and is ready for use.
3. Rightclick Start and select Explore. Scroll up and doubleclick the My Pictures folder so all it's files are shown on the right side of the screen.
4. Next, Scroll down near the bottom of the left column and see what the Letter of the new Removable Drive has been assigned. **Don't click it to select yet.**  
  
(It may be a different letter the next time you plug it in, if you have another drive also plugged in). But for this trip...you'll need to know where you're going to take the pictures.
- 4.The picture files should still be showing on the right side of the screen. Hold down the CTRL key and press the A key to select all the picture files. (contents of the My Pictures folder)
5. Rightclick in the blue area of highlight and select COPY.
6. Now, Rightclick that new Removable Drive on the left column and select PASTE. All the pictures will be copied over to the flash drive.

When copying is complete, doubleclick the Flash drive and be sure that it appears that ALL the pictures have been copied over. IF it runs out of room because the flash drive can't hold them all, you'll have to redo but highlight and copy only a portion to the flash drive. Then put in another flash drive and copy the rest to the 2nd flash drive.

7. Now that the pictures are all on the flash drive (or drives), you can go back and doubleclick the My pictures folder to list all it's pictures on the right side of the screen again, then hold down the CTRL and press A to select all those pictures. Right click in the blue and select Delete. This will remove all the pictures to the recycle bin. Leave them there for a week to be sure you're pleased with what you've done. After that you can click the recycle bin and select Empty Recycle Bin to completely remove the picture files from your computer.

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