

## Copy Pictures to a Flash Drive

1. Plug your flash drive into a USB port on your computer. A message will appear in the STARTUP tray that new hardware has been found. Wait a couple of minutes and you'll see another message stating the new hardware has now been installed and is ready for use.
2. Rightclick Start...click Explore.
3. Scroll down to the folder where your pictures are located. Rightclick the folder and click properties. Look to see how much space the folder contains....such as 590MB or it may be something like 2.3gig. Your flash drive must be big enough to contain this amount of data or you'll have to copy some to one and the rest to another flash drive. If your flash drive is big enough to contain the whole content of the folder, then do this:
4. Rightclick the folder and select COPY.
5. Now, scroll down near the bottom of the left column until you see the letter that is this new Flash Drive. Rightclick it and select PASTE. The whole folder will be copied to the flash drive. Wait until it finishes copying.
6. Now doubleclick the flash drive itself and you should see on the right side of the screen the yellow folder that you just copied.
7. Doubleclick the yellow folder and make sure that all your pictures are there. IF they are, you may go back to the folder from which you copied them, doubleclick it and delete all the pictures on the right side of the page, or you may choose to leave the original copy on your hard drive. The Flash Drive will be a backup copy.

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