

Copy Files from one Computer to another Computer Quickly

If these computers are not a part of a home network and already share files, then the easiest and fastest way is to

- 1. Plug a flash drive into the USB port of the computer.**
- 2. Drag & Drop or Copy and Paste files from this computer onto the Removeable USB flash drive.**
- 2. When all the files you wish to move or copy have been copied to the Flash drive, unplug the flash drive from that computer and plug it into a USB port on the other computer.**
- 3. Rightclick Start and select Explore (Win 7 is a little different, click Start (globe) and select Windows Explorer).**
- 4. Scroll down the left column where all Drives and folders are listed until you find the letter that is the USB removeable Flash Drive. Doubleclick it to show it's folders and files on the right side of page.**
- 5. Now, Scroll up to the folder in which you wish to place the files that you copied to the flash drive.**
- 6. Drag and drop, or copy and paste the files to the folder you selected. These files are now on both computers and also on the flash drive. You may format the flash drive to remove the files so the flash drive will have more space for use again.**

Revised 2/8/2011 JMM