Transfer Files

If you would like to transfer A FEW files from one computer to another (say from office to home) the easiest way is to e-mail the files to yourself.

Bring up an email form. Type your own screen name in the To: box. Next, type in an appropriate subject and a brief description of the file.

Click Attach or Attach Files. This enables you send any file on your computer along with your e-mail message. Locate the file you want to send. Click once to Select (highlight) the file and click OK. This attaches it to your e-mail. Close the file. Now click Send.

When you're at your second computer, open the e-mail and download the attached file or files.

The next easiest way is to copy the files from the computer to a flash drive. Take the flash drive and plug it into the 'other' computer and copy the files to the folder of your choice.

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