Copying Files & Folders to a Flash Drive

1. Plug the Flash drive into a USB port on the computer.

2. Rightclick Start....click Explore.

3. Scroll down the left column until you find the Removable Drive and note the letter that the computer has assigned to that Flash drive. The letter is assigned when you plug in the Flash drive and the letter assigned may change when you later plug in the same flash drive.

4. Locate the files and/or folders that you wish to copy to this Flash drive. While holding down the CTRL key, click each of the folders and files to select them.

5. Rightclick in the highlighted area and select Copy from the dropdown menu.

6. Now, scroll down the left column and rightclick the Flash drive. Select Paste. The files and folders highlighted will be copied to the Flash drive. If you wish to add more, again locate, highlight, rightclick and select Copy and Paste them to the same Flash drive. You may continue adding data to the Flash drive until it's full. At a later time, you may wish to format this Flash Drive and reuse it.

7. When copying is complete, click the icon in the startup tray that looks like a tray with a green arrow over it. Click the Flash drive to close it. Then you may unplug it.

Note: If you're copying many files and folders, you may want to rightclick these and make a list of the size so that you can select only a quantity that will fit onto the size of flash drive you are using. For instance, if you have a 2MB flash drive and the folders total 5MB then you will need a larger capacity flash drive to copy 5MB of data.

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