

COPY DATA FROM YOUR HARD DRIVE TO YOUR THUMB DRIVE

There are occasions when you will want to transfer information from your hard drive to an external thumb drive.

Follow these steps:

1. Insert your Thumb Drive in an available USB port on your computer.
2. If AutoPlay appears on your screen, close it.
3. Open File Explorer (Windows + E)
4. Maximize the window if necessary.
5. From the File Explorer's left pane, click on your Hard Drive (C) to open it.
6. From the right pane, right-click on the FOLDER or FILE that you want to copy.
7. Click on COPY. This action will copy the contents of the Folder or file to the invisible clipboard, a temporary storage cache on your computer.
8. Return to the left pane and click on the USB external thumb drive. Right-click in any blank space in the right pane, then select PASTE.