

COPY DATA FROM YOUR THUMB DRIVE TO YOUR HARD DRIVE

There are many occasions when you will want to transfer information from a thumb drive to your computer's hard drive.

Follow these steps:

Insert your Thumb Drive in an available USB port on your computer.

1. If AutoPlay appears on your screen, close it.
2. Open File Explorer (Windows + E)
3. Maximize the window if necessary.
4. From the File Explorer's left pane, click on your Thumb Drive to open it.
5. From the right pane, right-click on the FOLDER or FILE that you want to copy.
6. 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.
7. Return to the left pane and click on the target receiving folder (e.g., Documents, Pictures, Music, or Videos). Right-click in any blank space in the right pane, then select PASTE.

Copy Multiple Files from a Thumb Drive to a Folder on the Hard Drive:

1. From the contents of the thumb drive, click on a single file, then hold down on the Ctrl (control) key and click on any additional files from the same folder. (Be careful not to move your mouse as you click; otherwise you will be making copies of the target file!) Note that the number of items that you have selected is listed in the lower left corner of the window.
2. When all your files have been selected (highlighted with a powder blue box around the item), right-click on one of your selections and click Copy. This action has placed all the selected target files into the Windows CLIPBOARD.
3. Now right-click on the target folder on the hard drive and click PASTE. The selected files have now been copied from your thumb drive to a location of your choosing on the hard drive.