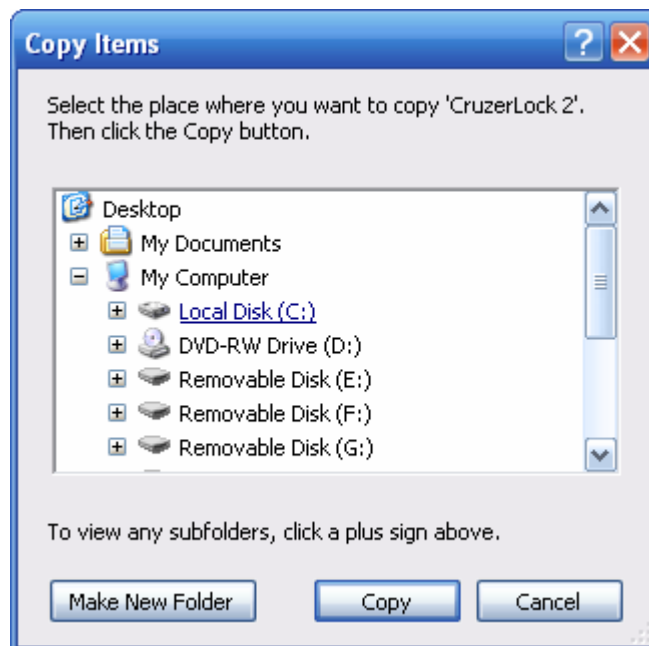




How to Copy Files from a Flash Drive to a Computer - XP

Before you begin make sure you know where you want to store the files you are copying. If you don't have a folder made for them and they are pictures make a new folder at this time:

- Double click on "My Documents".
- Double click on "My Pictures".
- On left pane click on "Make a new folder".
- Type in name of folder (Example: Christmas 04; a name of event of something to identify group of pictures.)
- Click anywhere on white area.
- Insert flash drive into USB port (A window will open titled whatever your flash drive is named. Ex. Flash Drive (J:) or Removable Disk (H:)) (If not click on My Computer, then Flash drive.)
- Click on whatever file you want to copy
- In task pane on left side click on Copy this folder
or
- If you want to copy individual pictures or documents hold down the CTRL key and click on each picture or document you want to copy and in task pane on left side, click on Copy the selected items and then the Copy Items window will open.
- A Copy Items window appears



- Click on My Documents
- Click on My Pictures folder and then on name of folder where you want file stored
- Click on Copy
- File will appear on your computer in the My Documents, My Pictures folder or wherever you chose to copy it.