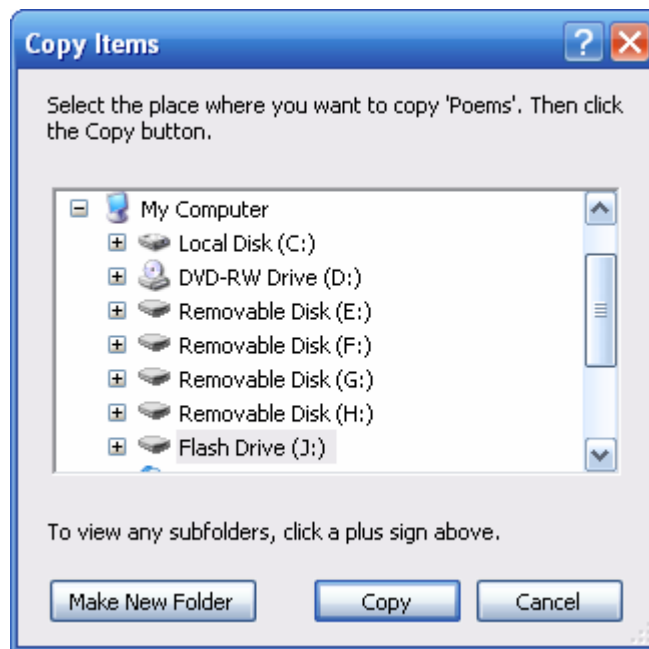




## How to Copy Files to a Flash Drive - XP

- 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:))
- Open My Documents
- Click on file you want to copy to flash drive
- In task pane on left side, click on Copy this folder. A Copy Items window opens and asks you to select the place where you want to copy the file.  
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.



- Click on name of your flash drive. Ex. Flash Drive (J:) or Removable Disk (H:)
- Click on Copy
- File you wanted to copy will appear in open window of flash drive.

The same directions apply to copying items to an external drive or any other device including digital picture frames. You just have to know the name of the device when you get to the Copy Items window.