

BACKING UP MY DOCUMENTS TO MEMORY STICK

A Flash Drive connects to a computer directly through a USB port on the front or back of the PC. It's both Mac and PC compatible, so you can transfer files between both Macs and PCs.

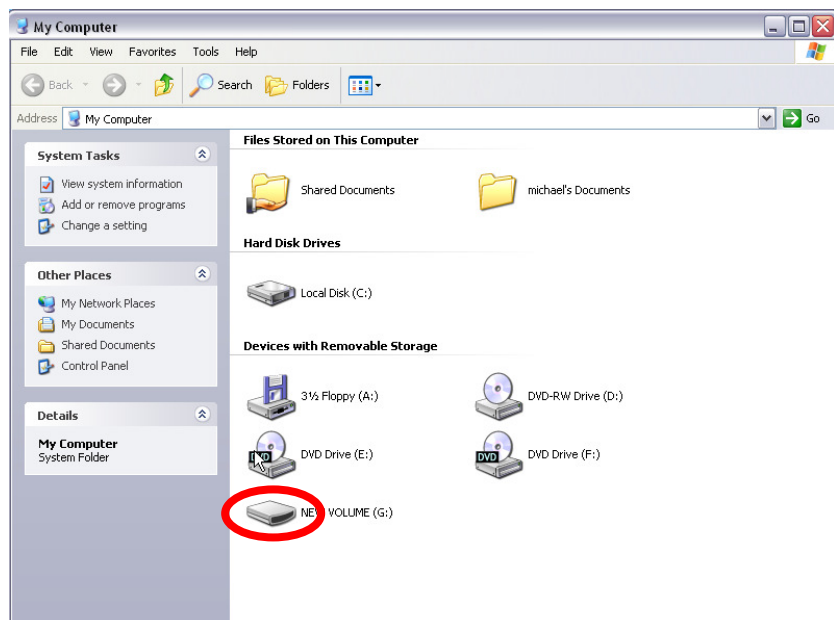


Some flash drives require a user to install drivers before use. Flash drives can hold any type of data, including excel, jpeg, video, and text files. Flash drives are also commonly referred to as memory sticks and USB drives. Flash drives come with varying amounts of memory (128,256,512MB, etc.)

Backing up my documents to memory stick:

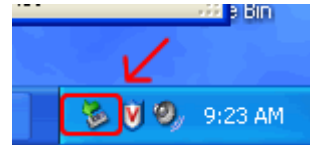
1. Open **My Computer** and see which drives are shown. Most computers, for example, have a hard disk such as a C: drive and a few removable storage devices such as a floppy drive, a CD-ROM drive.
2. Insert the flash drive into the USB port and watch to see where the USB flash drive appears. Most will appear as removable storage, but some will instead appear as hard drives or new volume.

3. Open **My Documents** or the location from which you want to transfer files to the flash drive. Select the **files or folders** you want to save to the flash drive by left-clicking on them. To select more than one, hold down the CTRL key while you click and select all of the files you wish to save.



4. **Right-click** on the file(s) or folder(s) you selected, then select **Send to**, then select the name you saw appearing in My Computer ("New Volume" (G:)," for example).

5. When the copying is finished, **do not immediately remove the flash drive from the USB port.** Instead, left-click on the **Remove Hardware** icon located in the System Tray. A window containing a list of the USB devices will appear. Left-click on the **Safely Remove Mass Storage Device** line that matches your flash drive (for example, **Safely Remove Mass Storage Device - Drive(G:)**).

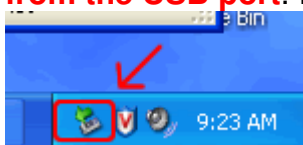


6. When you see the following message appear in the bottom left toolbar, it is, as it says, safe to remove the flash drive from the USB port; you may close the message or ignore it, as it will close itself automatically:



Copying files from a flash drive on a PC:

1. Open **My Computer**.
2. Insert the flash drive into the USB port and watch to see where the USB flash drive appears.
3. **Double-click** on the flash drive to locate the file(s) or folder(s) you want to copy to this computer. Select the **files** or **folders** you want to copy.
4. **Right-click** on the files or folders you have selected and choose **Copy**.
5. Open **My Documents** or the location to which you want to transfer files from the flash drive.
6. Click on the **Edit** menu, then select **Paste**.
7. When the copying is finished, **do not immediately remove the flash drive from the USB port.** Instead, left-click on the **Remove Hardware** icon



8. Located in the System Tray. A window containing a list of the USB devices will appear. Left-click on the **Safely Remove Mass Storage Device** line that matches your flash drive (for example, **Safely Remove Mass Storage Device - Drive(G:)**).
9. When you see the message appear in the bottom left toolbar, it is safe to remove the flash drive from the USB port; you may close the message or ignore it, as it will close automatically: