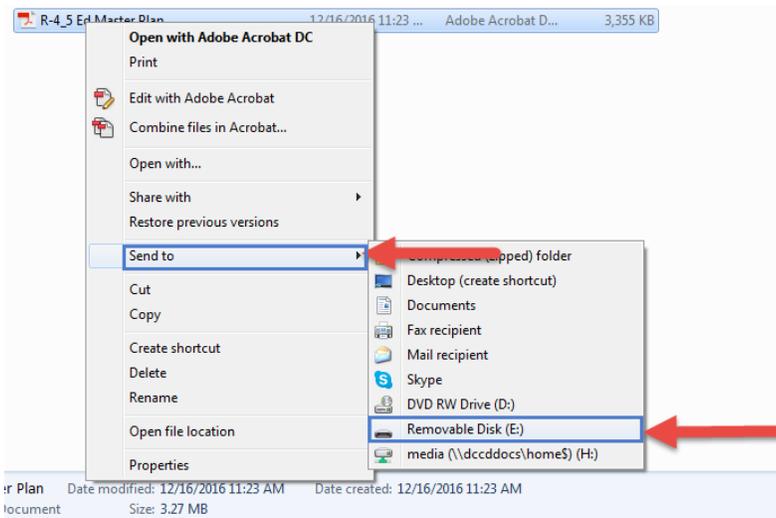


How to save your existing files to a USB flash drive.

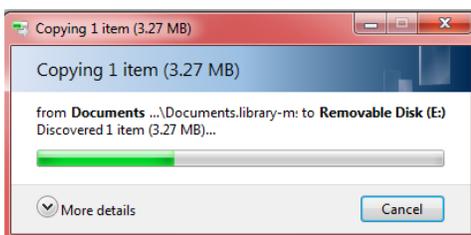
1. Locate the files you want to save to the USB drive.
2. Insert your flash drive into a USB port on your computer. An AutoPlay message will appear on your screen. Disregard this message but make note of your USB drive name.



3. Return to your files, right click on the files and navigate to “Send to” → “Your USB drive name”. Select multiple files by holding ‘Ctrl’ on your keyboard and selecting the files with your mouse.



4. You will be notified when your file begins to transfer.



- Before removing your USB drive, it should be removed properly. In your System Tray click the “Safely Remove Hardware” icon. Click “Eject USB Mass Storage Device.”



- Once ejected properly the USB drive can be removed without the risk of corrupting your data.

