

## **Transferring Files using a Thumb Drive**

### **Using the copy and paste method**

- 1) Plug the thumb drive in to the USB port of your computer and wait for it to initialize.
- 2) Click on start, then right click on My Computer and choose Explore.
- 3) You will then have open My Computer. In the left side of the column click the plus sign (+) by the drive where the data is located. (This is usually C but it might not be.)
- 4) Keep browsing until you find your data. When you do find it right click on it and choose copy.
- 5) Then find your thumb drive. Right click on it and choose paste.
- 6) You are now ready to take the thumb drive to another computer and access your saved data on your thumb drive.

### **There is another way to copy the data and that is by using the drag and drop method.**

Do steps 1-3 as above. Then follow these steps.

- 4) Keep browsing until you find your data. When you find it click on it and this will bring it up in the right column of the page.
- 5) Highlight your file by right clicking on it, then hold down the left side mouse click and drag the file over to the thumb drive on the left side and then release the left mouse click.
- 6) Choose to copy here.
- 7) You are now ready to take the thumb drive to another computer and access your saved data on your thumb drive.

### **Either procedure can be reversed to copy the files to another computer.**

- 1) Plug the thumb drive in to the USB port of your computer and wait for it to initialize.
- 2) Click on start, then right click on My Computer and choose Explore.
- 3) You will then have open My Computer. In the left side of the column click the plus sign (+) by the drive where the data is located. ( This usually says removable drive, but it might not)
- 4) Keep browsing until you find your data. When you do find it right click on it and choose copy.
- 5) Find where you want to save the data under your local drive (usually drive C) in the left column and then right click and choose paste.