USB Backup Guide



Backing Up Your Files to a USB Drive/Pen

Windows 7

1. Plug the USB flash drive directly into an available USB port.

NOTE: A message indicating that a new device has been detected at the lower right hand of your monitor. It MAY take a few seconds to be detected.

- 2. If the USB flash drive or external drive folder does NOT open automatically, follow these steps:
- a. Click **Start > Computer**.



b. Double-click on the **Removable Disk** associated with the USB flash drive.



- 3. Navigate to the folders in your computer containing files you want to transfer.
- 4. Right-click on the file you want to copy, then select Copy.

Organize 👻 🔚	Preview 👻 Sh	are with 🔻 Print E-	-mail »		•
🚖 Favorites	Documents library Arrange by: F			e by: Folder 🔻	
Documents	Name	Date modified	Туре	Size	
A Music	IMG_1766	8/20/2011 2:10 PM	JPEG image	1,102 KB	
Pictures	MG_1769	8/20/2011 2:14 PM	JPEG image	558 KB	
Videos	MG_1771	8/20/2011 2:15 PM	JPEG image	1,163 KB	
	E IMG_1774	8/31/2011 11:31 PM	JPEG image	1,116 KB	
🖳 Computer	KIMG_1778	8/31/2011 11:32 PM	JPEG image	1,254 KB	
	MG_1779	8/20/2011 2:23 PM	JPEG image	1,210 KB	
	E IMG_1 IMG_1 IMG_1 IMG_1 IMG_1	Set as desktop background Edit Print	4	.343 KB .349 KB .177 KB .170 KB	
IMG_1782 Date take JPEG image Tag		Rotate clockwise Rotate counterclockwise		2	
	_	Send to			
	100	Cut			
		Сору			
		Create shortcut			
		Delete			
		Rename			
		Open file location			

5. Return to the **Removable Disk** window, right-click within the window, then select Paste.



Please watch the following video for more help!

https://www.youtube.com/watch?time_continue=63&v=R2KhGwLsdoQ

