

USB Backup Guide



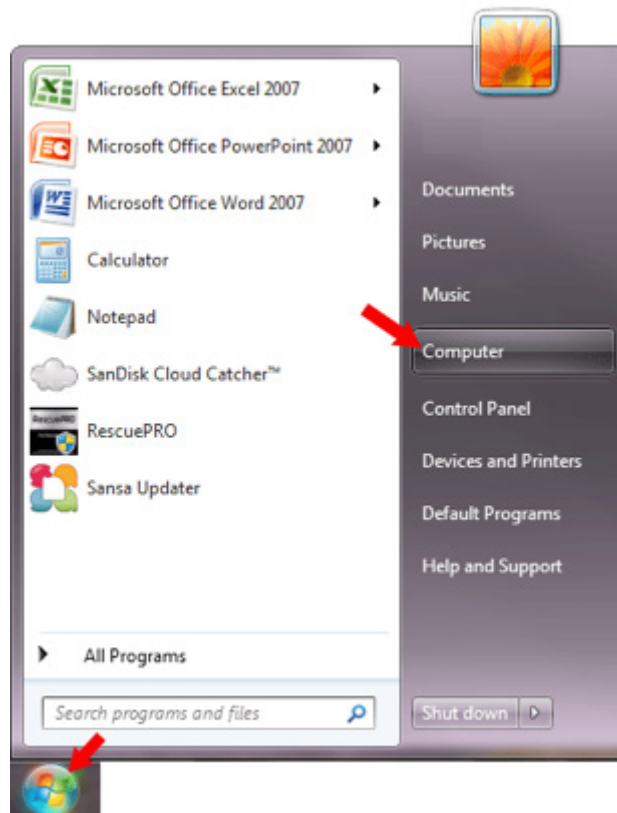
Backing Up Your Files to a USB Drive/Pen

Windows 7

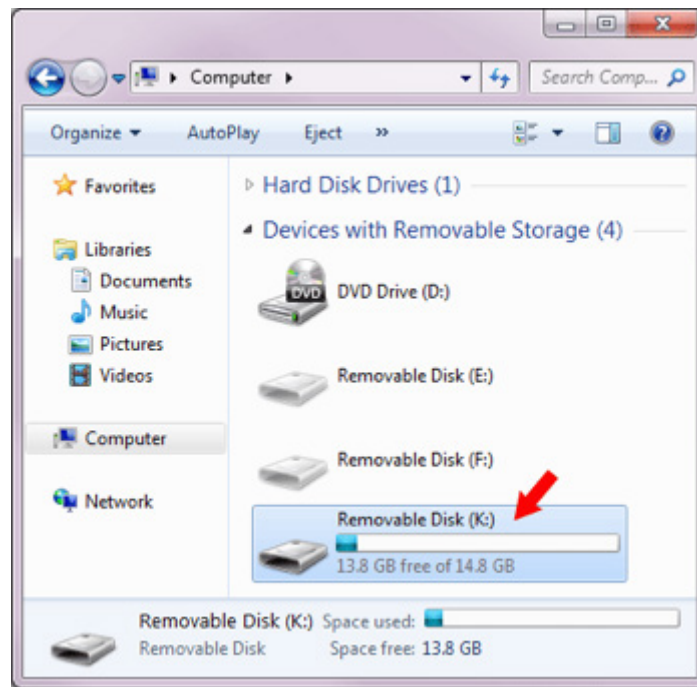
1. Plug the USB flash drive directly into an available USB port.

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**.

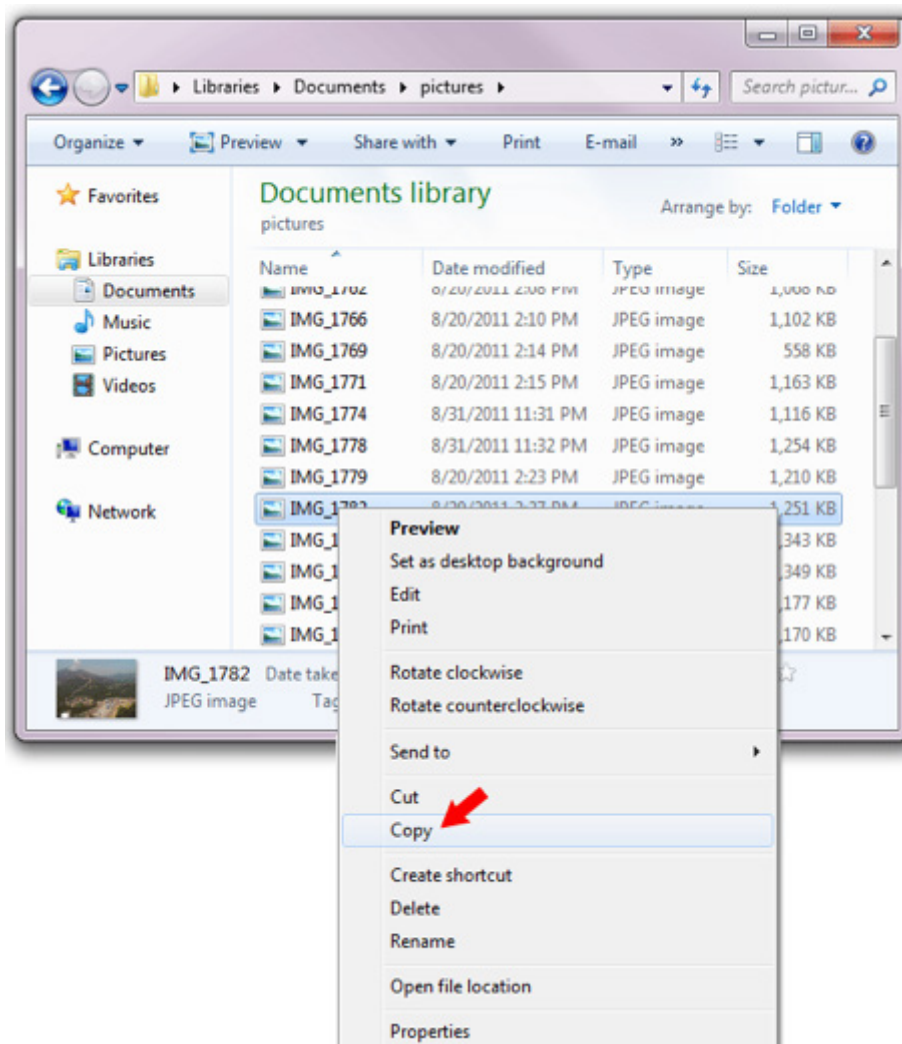


b. Double-click on the **Removable Disk** associated with the USB flash drive.

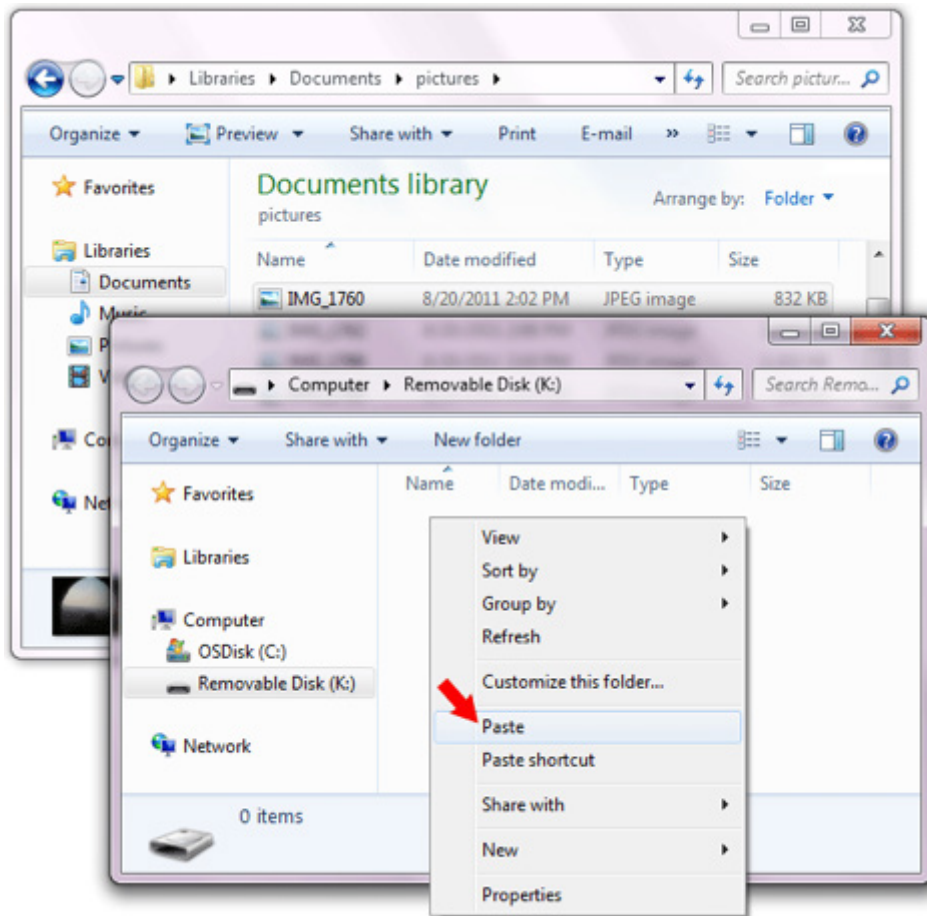


3. Navigate to the folders in your computer containing files you want to transfer.

4. Right-click on the file you want to copy, then select Copy.



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

