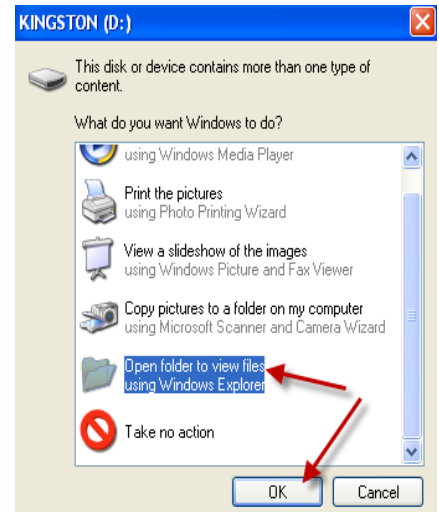
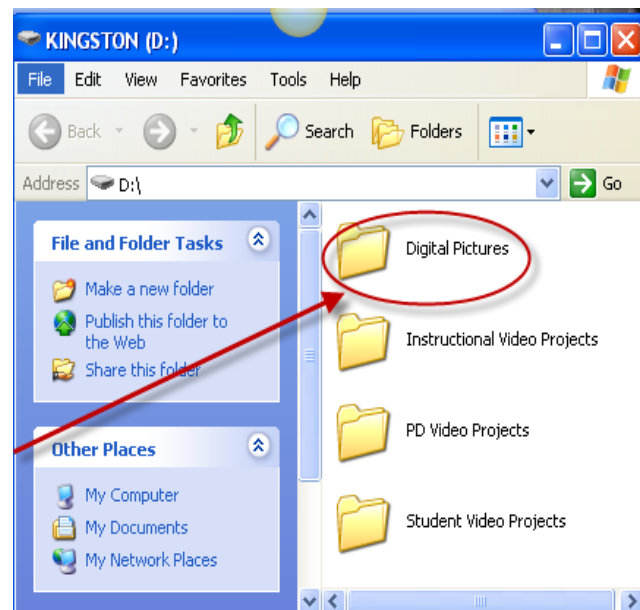
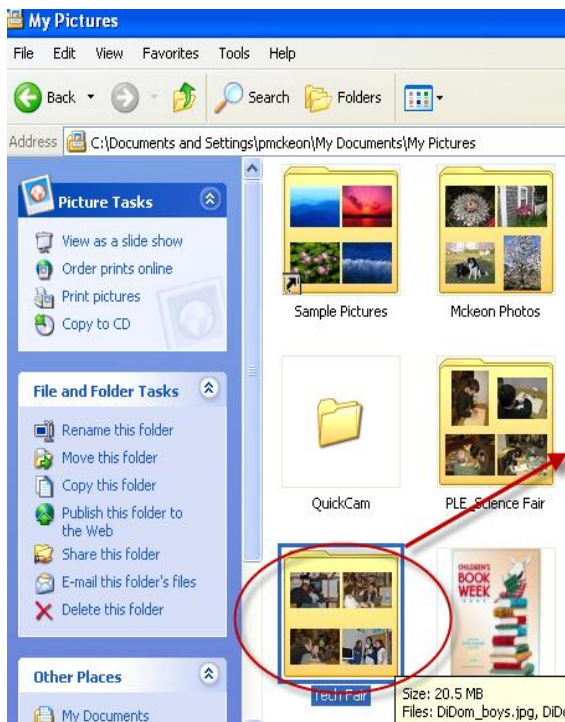


Copying/Saving Files and Folders to a Portable Drive (Flash/Thumb...)

1. Open **My Documents** or your **Network Server folder** to find the files/folders you want to save.
2. Insert the portable drive into a USB slot on your computer.
3. The following message will appear. Choose **Open open folder to view files using Windows Explorer**. Click **OK**.
4. A screen will appear for the Portable Drive (D:) – The letter in the parenthesis may be different depending on the configuration of your computer. Position this screen beside the screen where your files are located. (see view below)



5. Return to your **My Documents** folder or your **P: drive** and select the file/folder that you'd like to save.



6. Drag and drop the file/folder into the folder on the portable drive. (From one screen to the next.) If no folder has been created, just drag and drop into the white space of the screen.
7. Your files will automatically be transferred.
8. Continue this procedure with all of the files that you'd like to save on the portable drive.
9. **NOTE: Do not save the contents of the portable drive onto the Network Server. This takes up too much space on the server!!**

