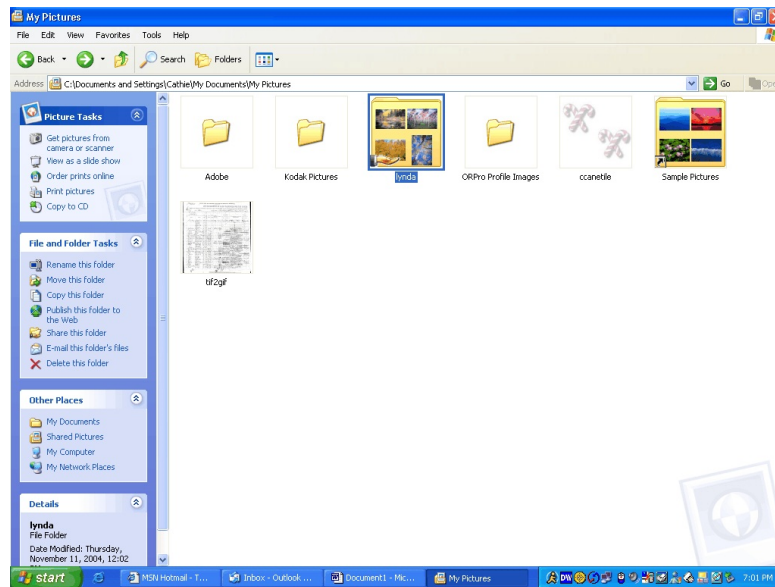


To move files from a CD, floppy, photo card or thumb drive to your hard drive.

1. Double click on My Computer

This next step, you have to go to where you want to place the files. Such as:  
C:\Documents and Settings\Cathie\My Documents\My Pictures



2. Double click on My Computer and open a 2<sup>nd</sup> window

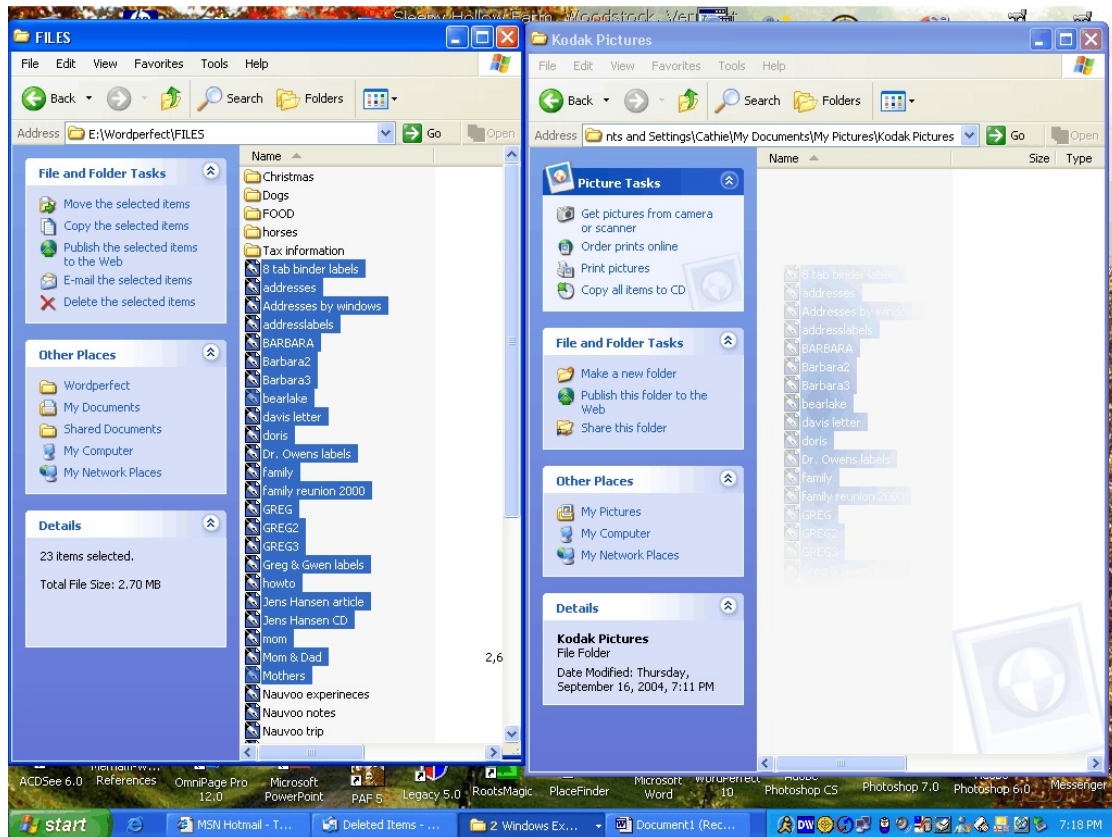
This time double click on the drive that has your CD, Floppy or thumb that you want to copy. Example: E:\Wordperfect\FILES

3. Now you need to select the files that you want to copy by one of the following methods.

- a. Hold the CTRL key and then press “A” – this selects every file to copy
- b. Click on the first file to copy then press and hold the SHIFT key while you click the last file to copy. This copies files that are in consecutive order.
- c. Hold the CTRL key down while you left click on the mouse each file you want to copy.

4. To copy the files you can do one of the following:

- a. Left click (on the blue area) hold and drag to the window where you want to copy the files to and then release it.
- b. Right click on the blue and then left click on copy. Click on the window where you want to copy the files to, and then Right click, then left click on paste.
- c. You can also use the Edit, copy and paste function on each window.



Copy from

Copy To

When you left click and drag from one window to the other window, you should see a box with a + in it. At that point you can release the left click of the mouse.

### USB Hub

If you do not have enough USB ports and need more. You can purchase a USB Hub. They look like this. These can be purchased from OfficeMax, Staples, CompUSA or any place that sells computer products.

