

Objective: Learn to copy files from Hard Drive to CD or USB Flash in XP

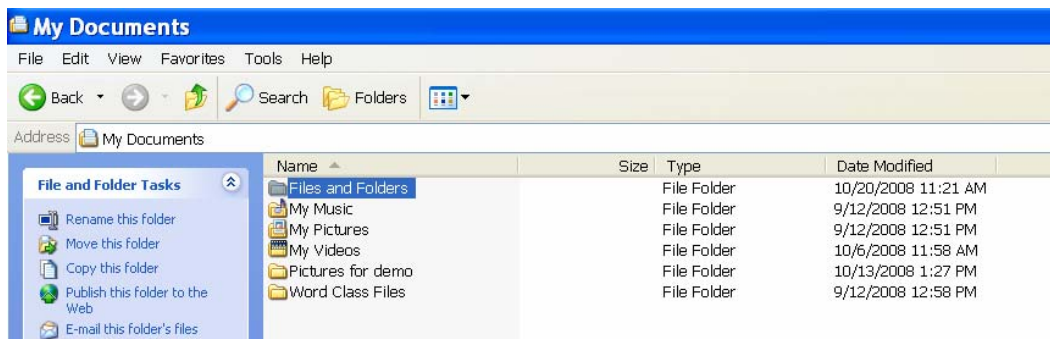
1. Insert a blank CD, or one that has room left to store more files on it, or connect your USB Flash Drive.

(note: you might get a little box asking “What do you want Windows to do?”, if so scroll thru the list of choices and select “Open folder to view files using Windows Explorer”, and click OK) (If this is the first time you connect your USB Flash Drive, Windows might need a little time to recognize this new device.)

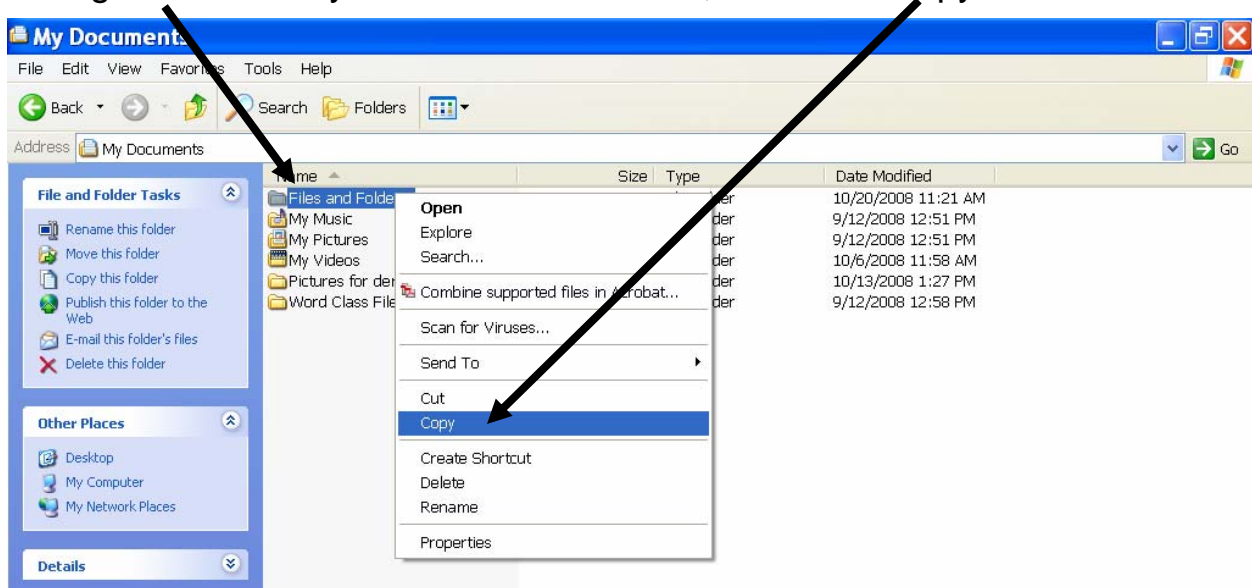


2. Open My Documents folder and select the folder or files you want to copy

(**note:** you can click to select one file, then you can hold the Shift or Ctrl while you click to select a list of files or individual files— be very careful to hold your mouse very steady while you click when you do this, if you move the mouse while you click you probably will make copies of your selected files!)

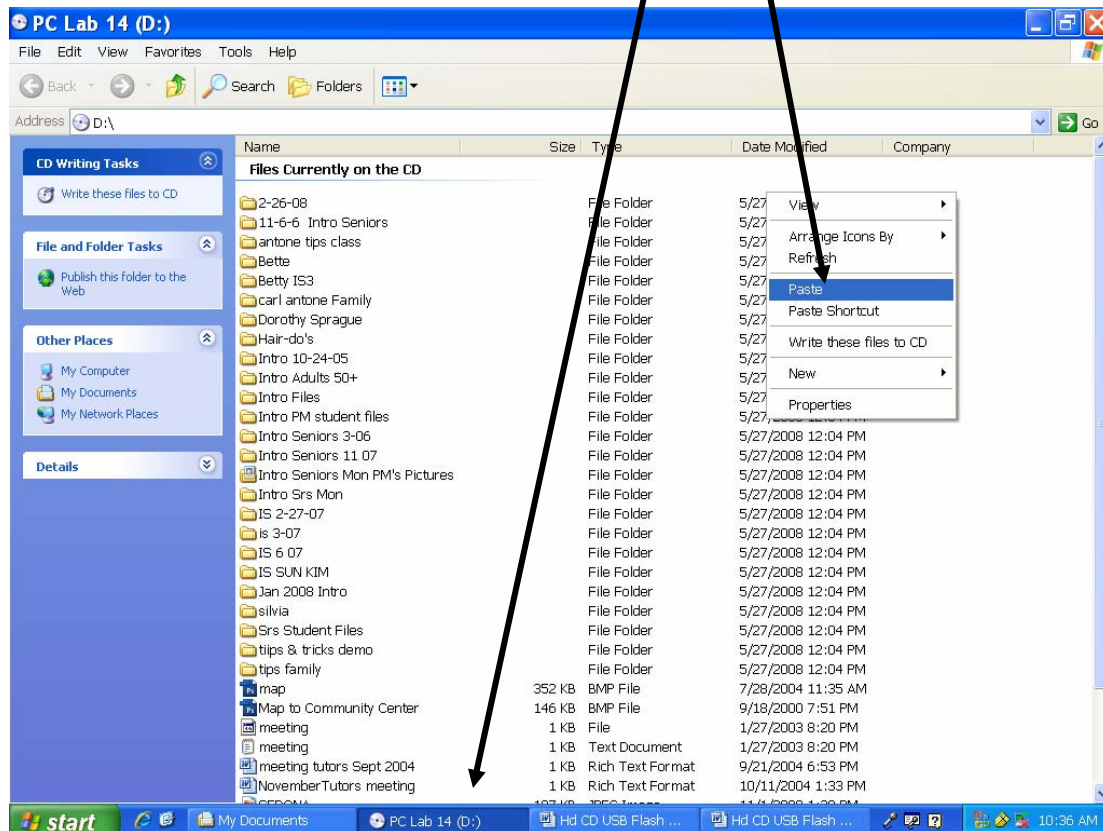


3. Right click on any selected file or folder, then click Copy on the menu

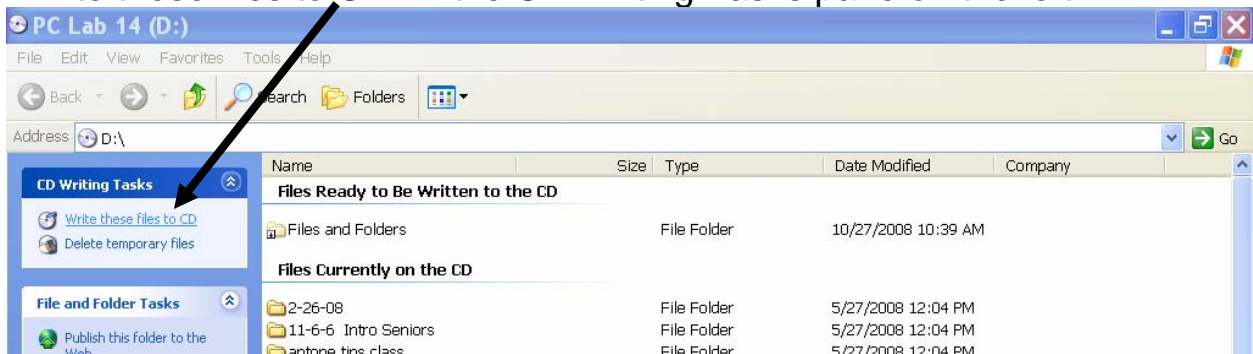


4. It probably seems like nothing has happened. You copied the selected item(s) onto the clipboard. Use the Taskbar to switch to the window showing the contents of your CD or USB Flash Drive.

In a clear area right click, then click Paste in the menu.



5. **If you are copying to a CD**, you have one more step to complete the process. If you see “Files Ready to Be Written to the CD” near the top of the window, you need to actually write these files on the CD. Click “Write these files to CD” in the CD Writing Tasks pane on the left.



Then follow the steps in the Wizard.

