


Lesson 24

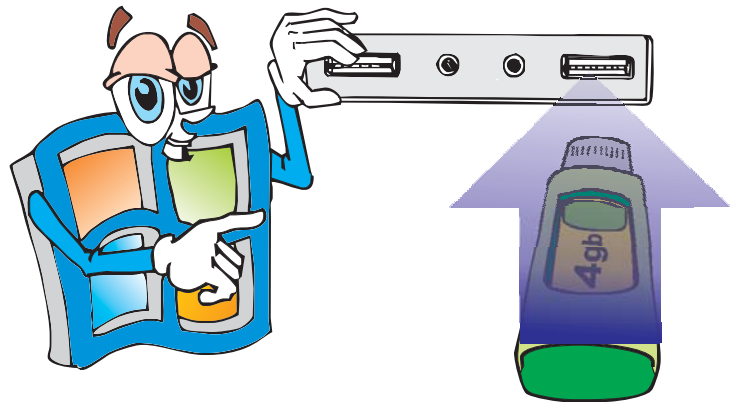
COPY CAT

Copying File to USB Flash Disk


You can make an exact copy of a file and then place it on a USB flash disk. This is useful if you want to give a copy of a file to a friend or share a copy with anybody else.

FOR WINDOWS 7 USERS:


1. Insert the USB flash disk into the computer.
2. To select the file that you want to copy, move the mouse  over the file and then press the right button.

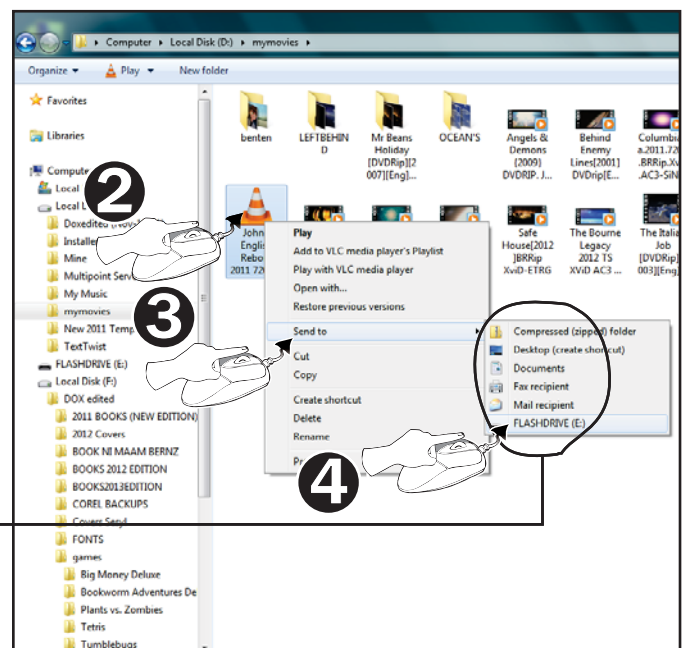


To copy more than one file, select all the files that you want to copy.

3. Move the mouse  over **Send To**.


This area lists the removable disk media on your computer.

4. Move the mouse  over the drive where you want to place a copy of the file and





FOR WINDOWS 8 USERS:

Copying File to USB Flash Disk

1. Insert the USB flash disk into the computer.
2. To select the file that you want to copy, move the mouse  over the file and then press the left button.

To copy more than one file, select all the files that you want to copy.

3. Move the mouse  over **Send To**.
4. Move the mouse  over the drive where you want to place a copy of the file and then press the left button.

