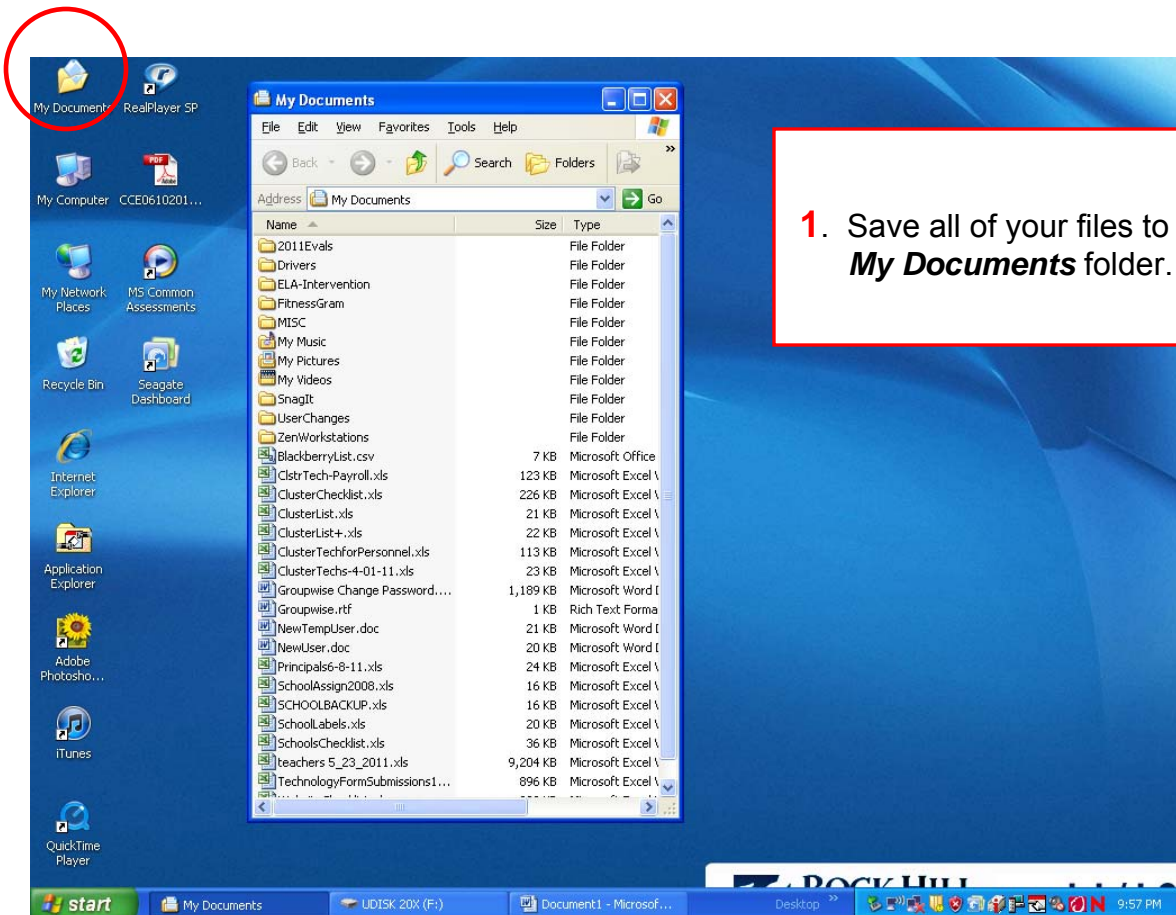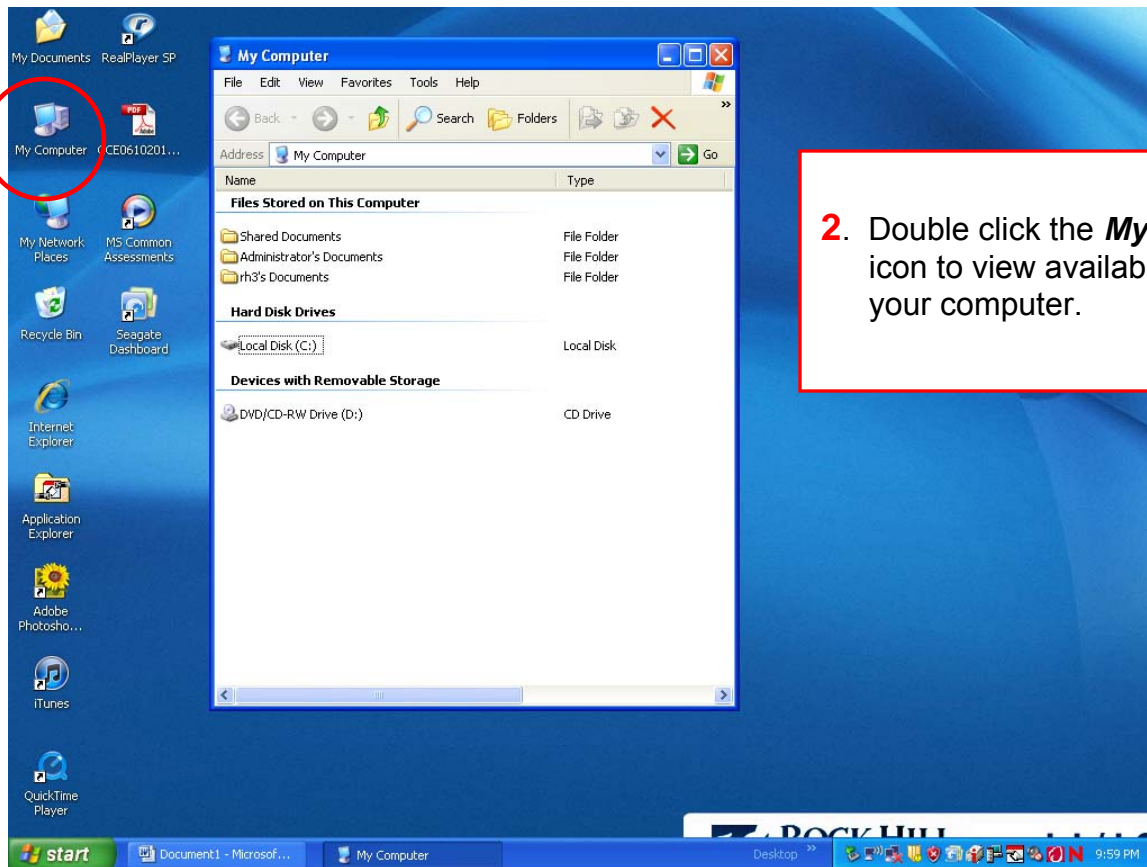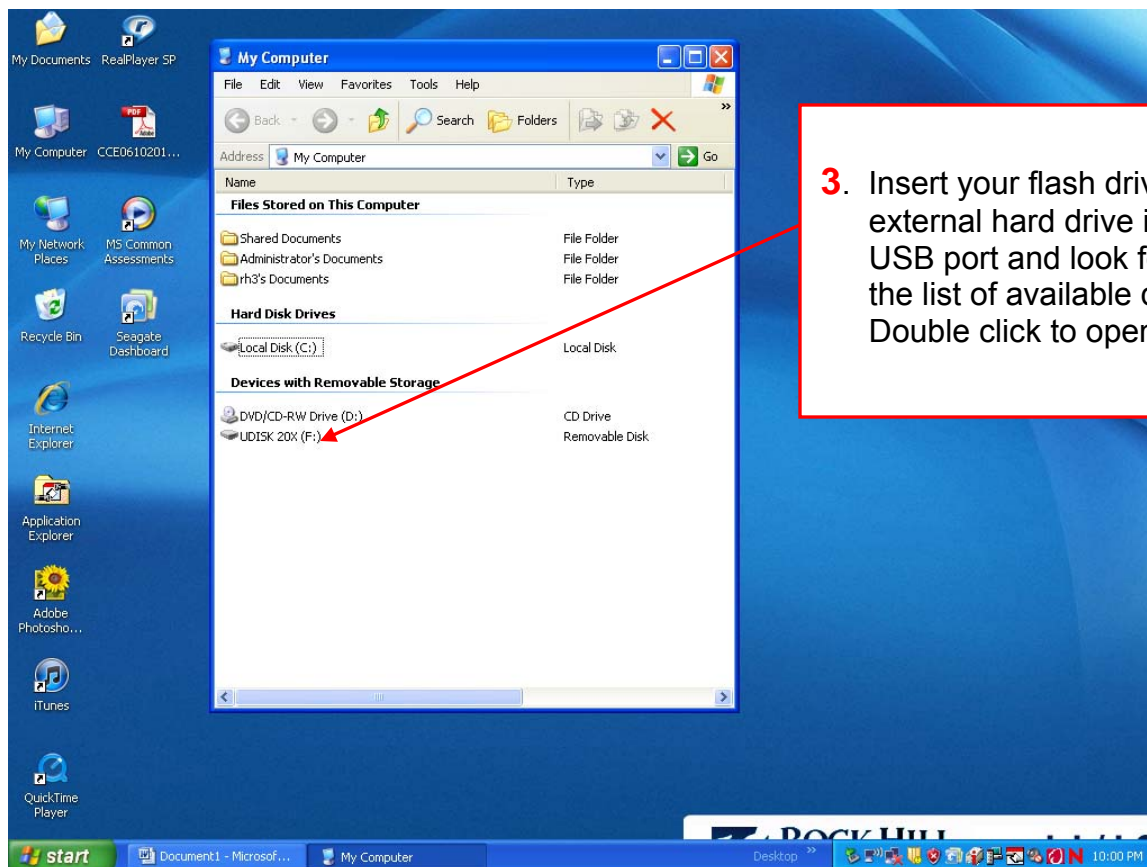# Saving Files to a Flash Drive

It is advisable that you back up your files on a regular basis. Hardware failure, accidental deletion or a virus could cause you to lose your data from the computer's hard drive.

Please follow these steps to save your personal files from the computer to a flash drive or external hard drive:

1. Save all of your files to the *My Documents* folder.

2. Double click the *My Computer* icon to view available drives on your computer.

3. Insert your flash drive or external hard drive into a USB port and look for it in the list of available drives. Double click to open.

The window shows you all files currently on the drive. Leave this window open.

4. Double click the *My Documents* folder to view your saved files.

5. In the *My Documents* window, click *Edit*, then click *Select All...*

All files in the *My Documents* folder should now be highlighted.

6. In the *My Documents* window, click *Edit*, then click *Copy.*

7. In your external drive window, click *Edit*, then click *Paste.*

A window will open showing you the progress and estimating remaining time for the copy.

Once all files are copied, you may remove the flash drive. To make sure that the files have copied successfully, try opening them on another computer.