File Management

Contents

1. Plugging in a USB Stick

Plug the USB Stick into the USB port on the PC or Laptop, a message will appear on the bottom right of the taskbar. Just wait for the computer to finish this step.


Once the USB Stick has finished installing a box will appear on the screen, this will allow you to do a number of things with your files on the USB Stick.
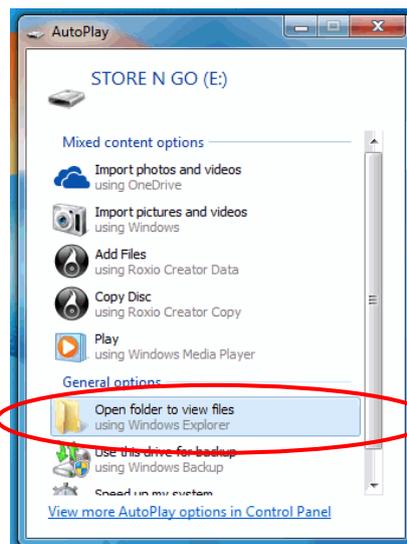
The most common option that should already be highlighted is the "Open folder to view files", click on this.
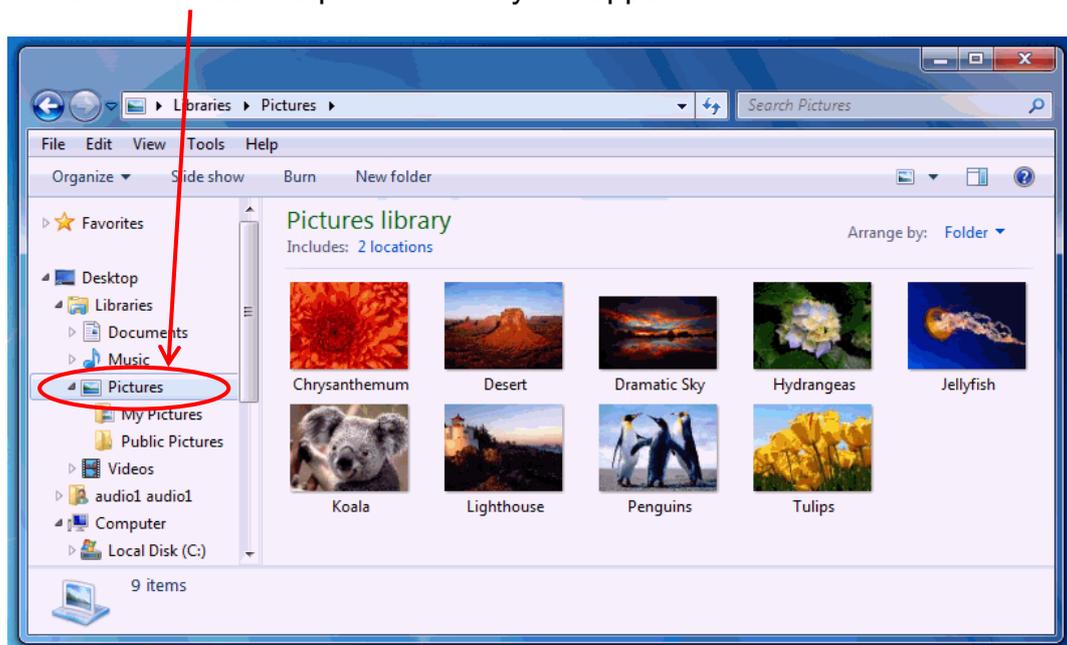
This window will appear, on the left hand side are the files on the computer your using, the libraries drop down box gives you the "Documents, Music, Pictures and Video" folders.
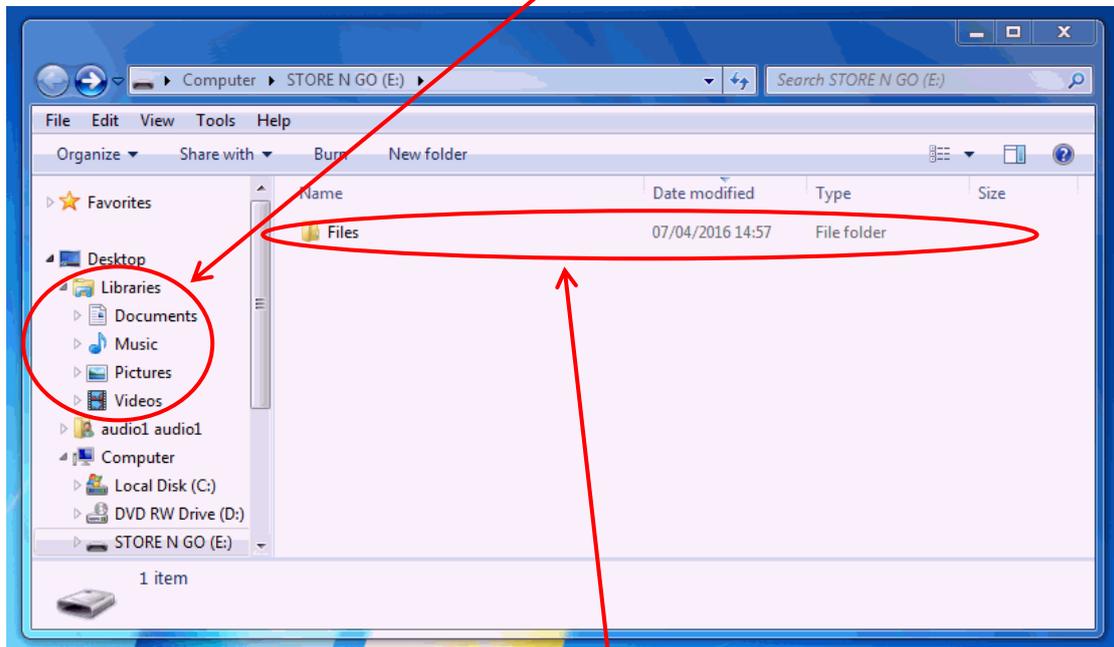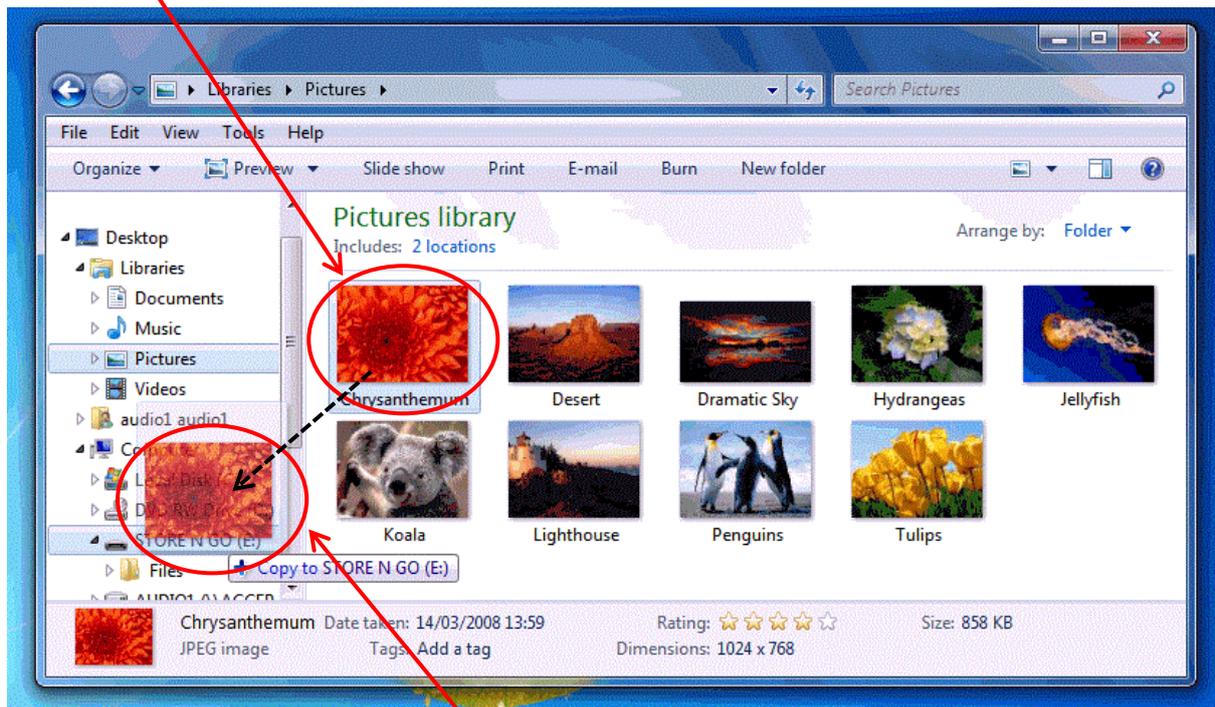

On the right hand side are the files on your USB Stick.

2. Transferring files from Computer to USB Stick.

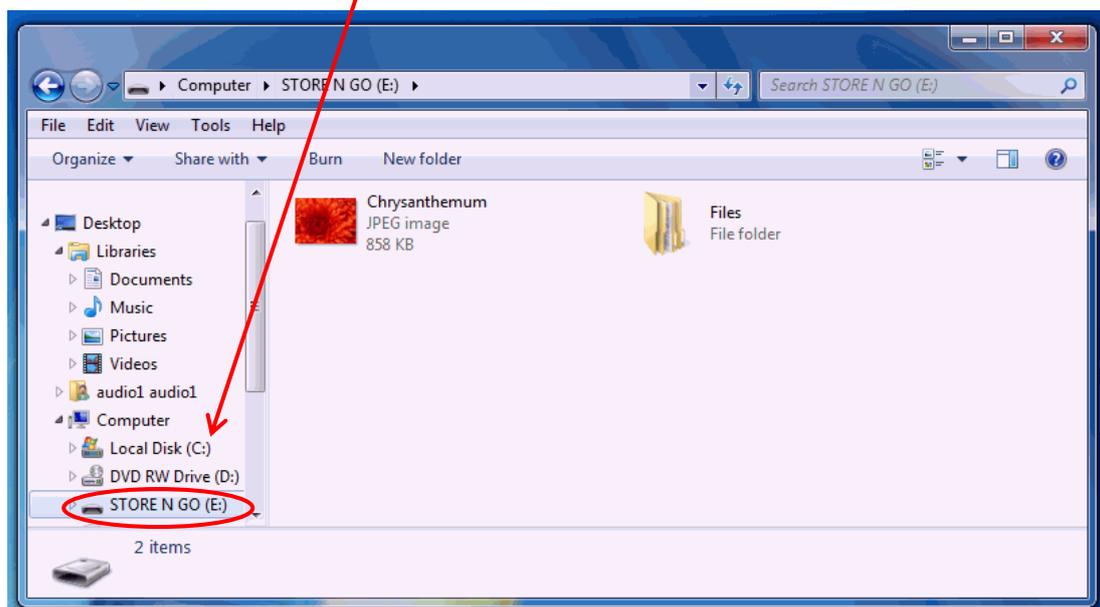If you select "Pictures" the pictures library will appear.

Select a file.

Drag the file over to your USB Stick on the list at the left hand side. You will see "+ Copy to USB STICK NAME". When this appears release the mouse button and that file will be copied to your USB Stick.

3. Transferring files from USB Stick to Computer.

If you select the USB Stick name the files on the device will appear on the right hand side.
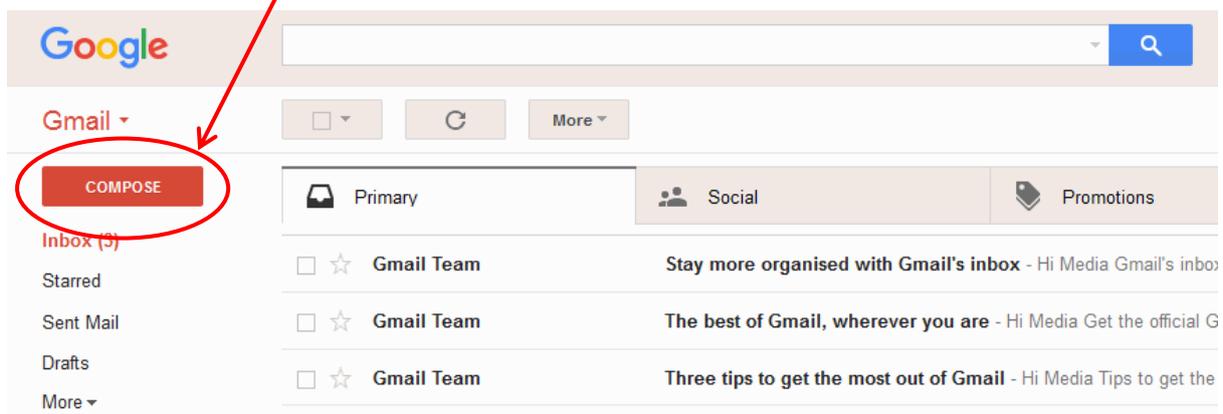
Select a file
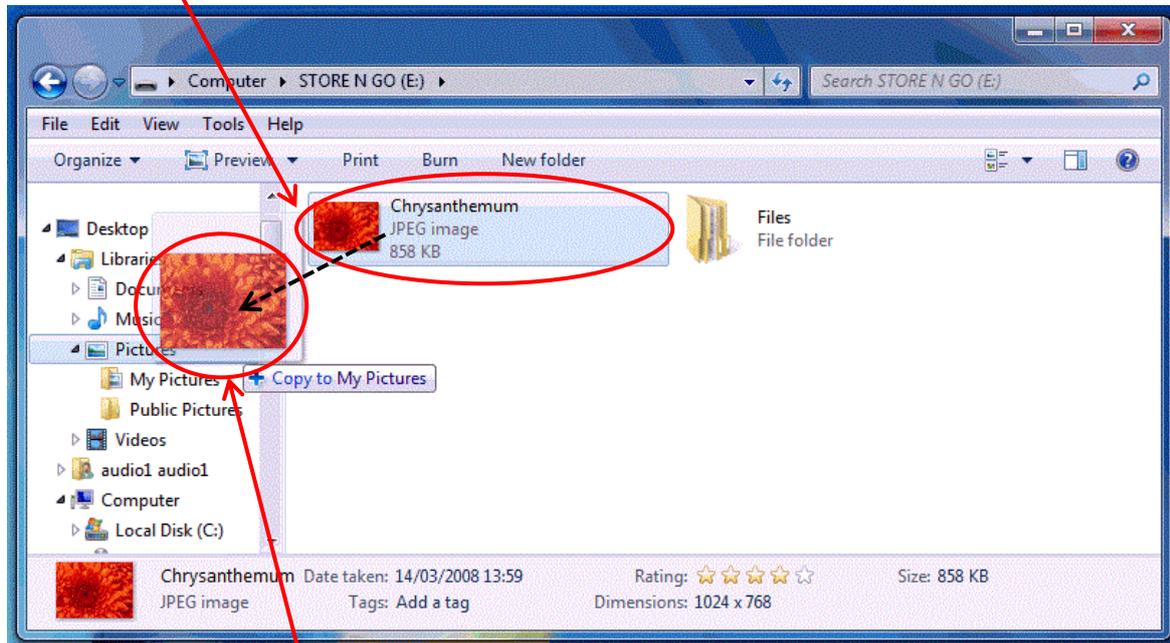
Drag the file over to the pictures folder on the list at the left hand side. You will see "+ Copy to my Pictures". When this appears release the mouse button and that file will be copied to the computer.

4. Attaching a file from USB Stick to an Email.

Plug the USB Stick in as described above, log into your email and compose a new email.
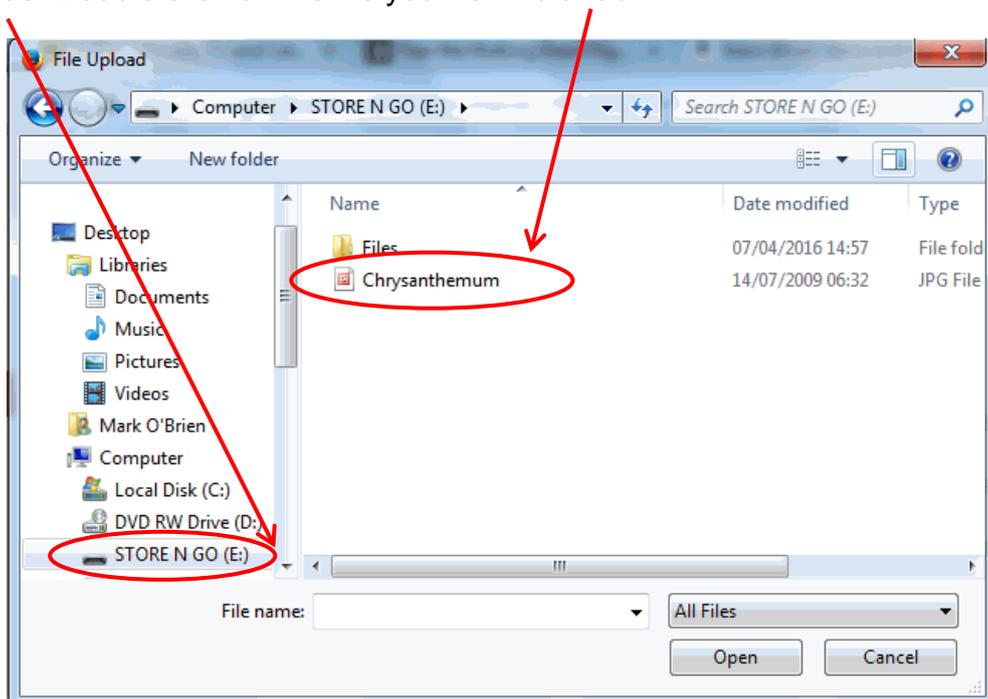
Type the email address you want to send the email and attachment to and the subject.
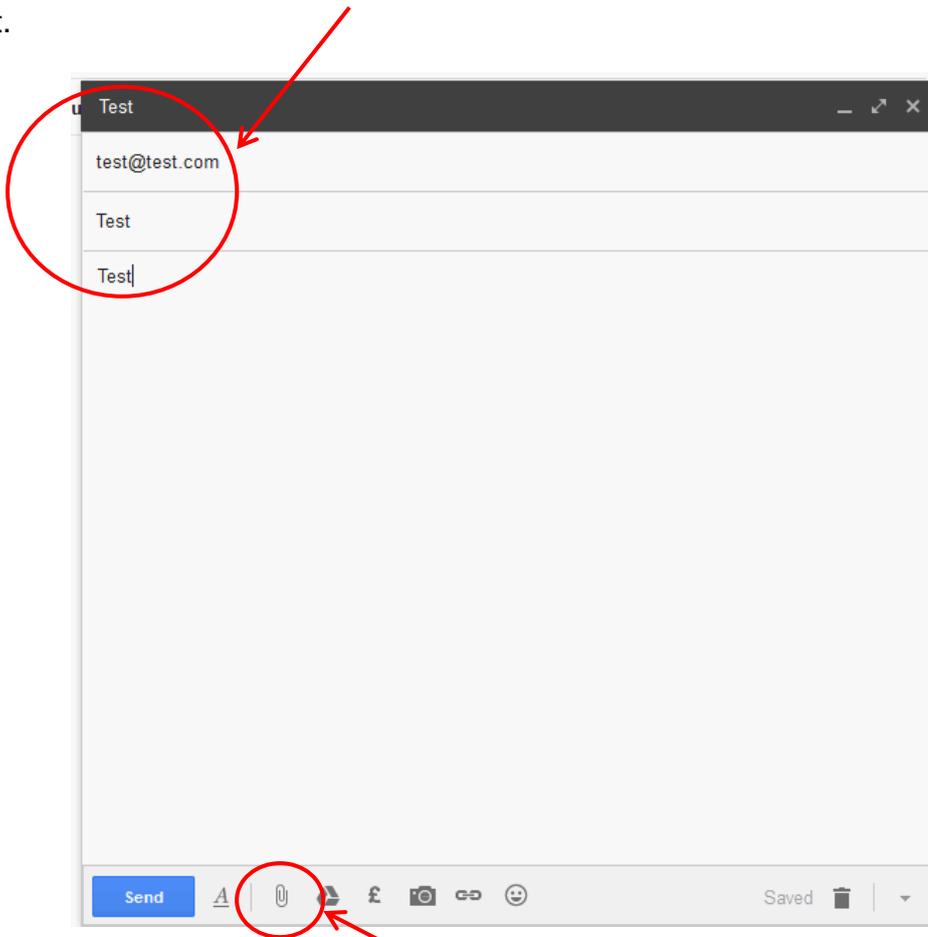
Select the attacd icon, this is normally a paper clip.

A box will appear like this, select your USB Stick and the files will appear on the left hand side. Double click on the file you want to attach.

When the file is attached you will see this at the bottom of the email, from here you can attach another file by repeating the previous steps or just click on send.