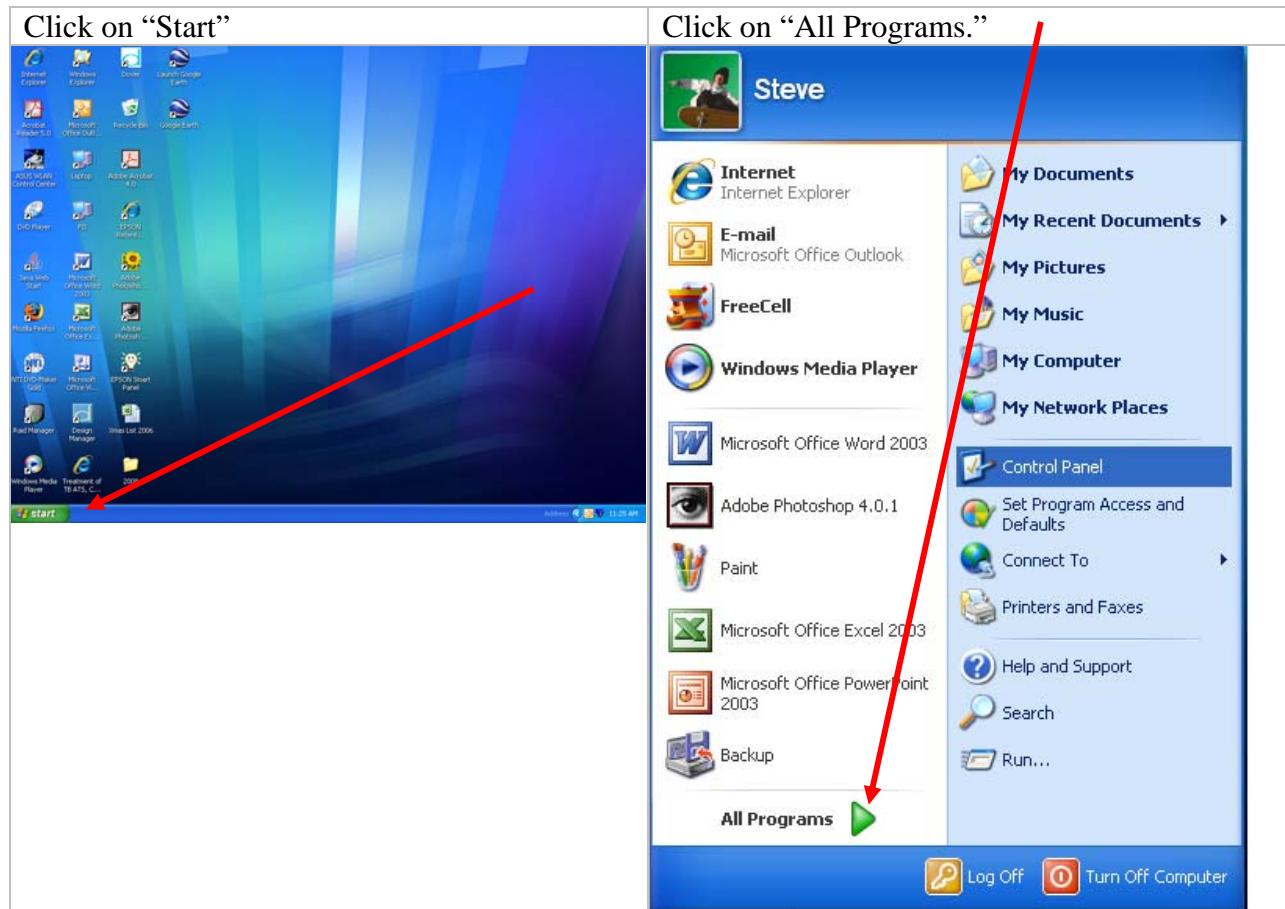
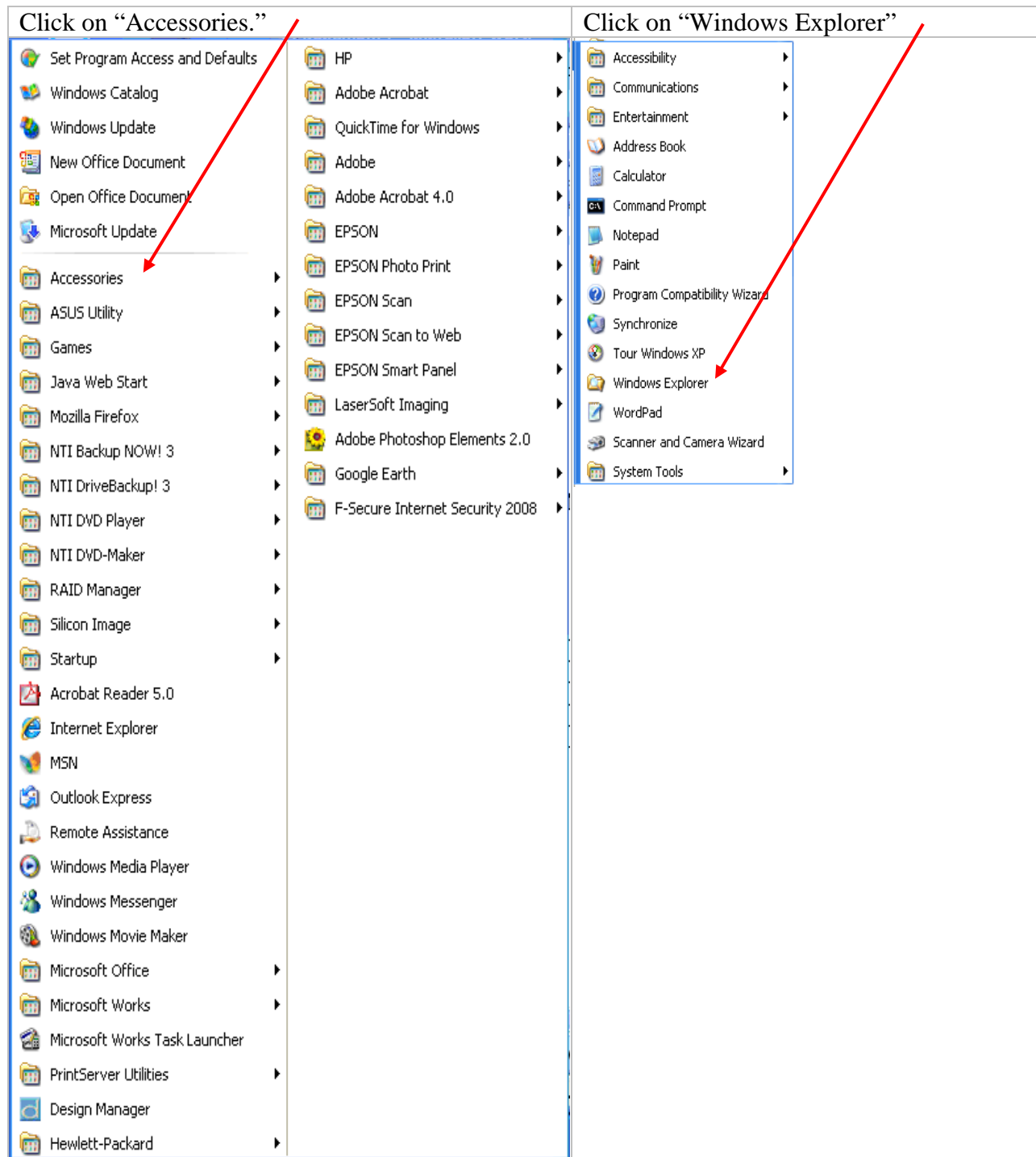


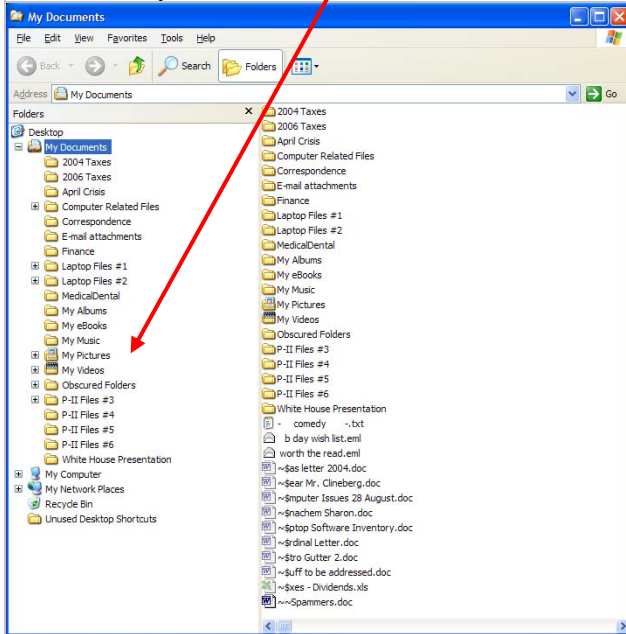
## How to make a duplicate copy of important files/folder onto an external storage device.

This “How to...” instruction shows you how to simply put a duplicate set of files or folders onto an external storage device. By doing this, you will have a copy of the duplicated files in case the primary files become corrupted or lost. For the purposes of this “How to...,” we are duplicating a folder of photos located on a computer’s “C:” drive to a Lexar thumb drive (that is a stand-in for an external hard drive).

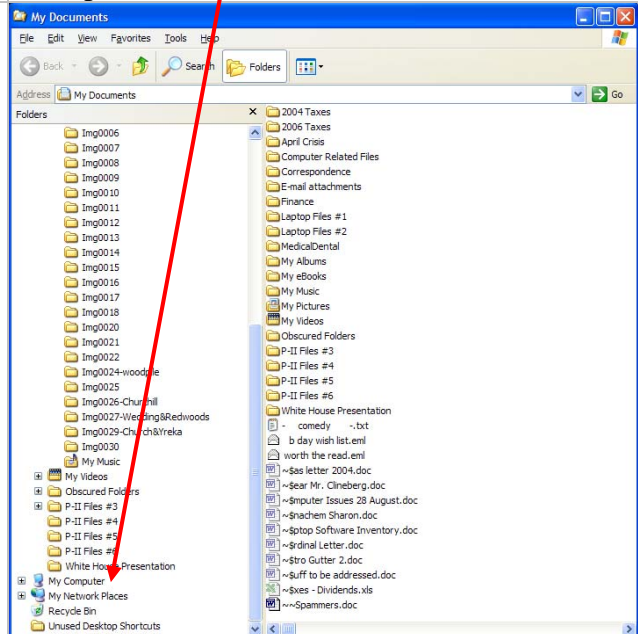




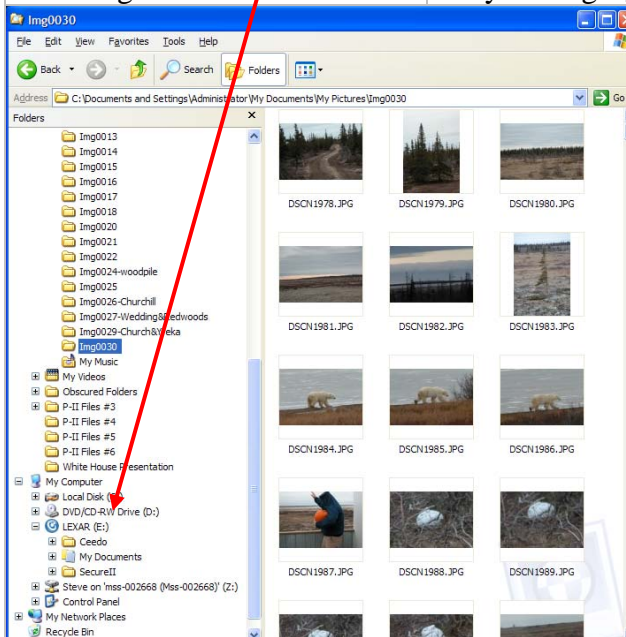
In this instruction, we're going to duplicate one of the "My Pictures" folders. Click on the + next to "My Pictures."



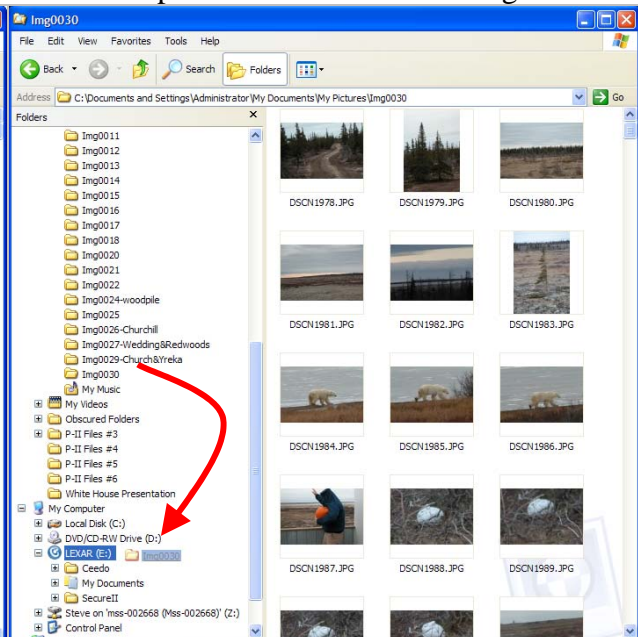
That showed all of the contents in "My Pictures." Now, click on the + next to "My Computer."



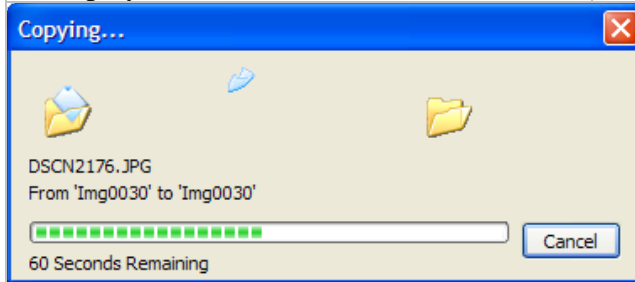
This shows the Lexar drive connected to "My Computer." Highlight the folder you want to duplicate. In this example, it's "Img0030."



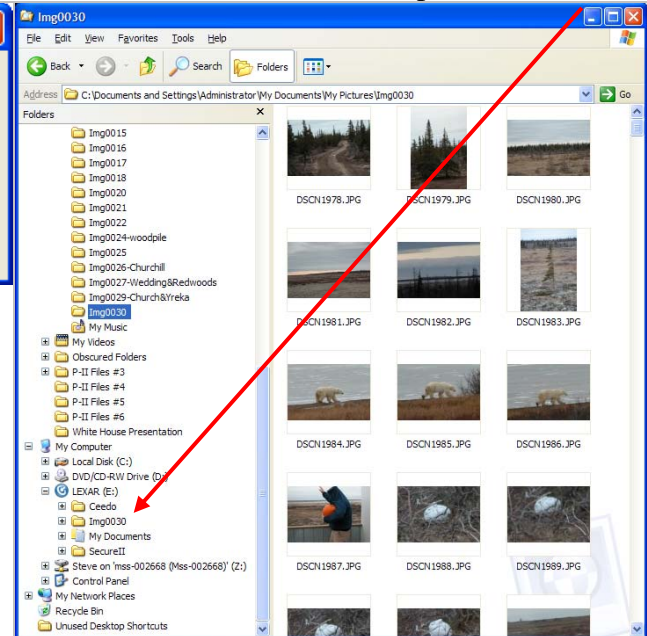
Then, hold down the left mouse button and drag the cursor/folder to the desired new location (the Lexar, in this example) and release the button. Before releasing the mouse button, make sure the new location is shown in color as below! As you drag it, a folder "duplicate" is shown as moving.



As the copying is taking place, this screen is displayed.



When the copy is completed, the destination location is shown to contain the copied folder/file.



Congratulations! If the copy shows up, you were successful!

If you have important text files (instruction letters, elder law document such as your Will, etc) or photos that would be either impossible or very difficult to recover, you really want to make copies. By copying them onto an external storage device, you have the advantage of reducing the possibility of loss and expediting further copies onto CDs or DVDs.