Cut & Paste to and from a Thumb Drive
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Here are some handy hints on how to copy or paste files to and from a thumb drive.

1. Plug your thumb drive into the USB port. It's important you use the same port for each item you plug in your device as drivers are associated with ports as well as peripherals.

2. If you are using Windows Explorer, then open the folder containing the file you wish to place on the thumb drive.

3. Right mouse click on it and select Send To.

4. Click on the thumb drive in the list and the file you want will be copied on to the thumb drive.

Note: If you have several files to send to the thumb drive then just open the folder, use the CTRL key and the "C" key to highlight everything in that file and follow steps 1 to 4.

If you find you don't want all the files you have highlighted then hold down the CTRL key and click on the files you don't want they will no longer be highlighted and will not be copied onto your thumb drive.

Utilising this method will send all the selected files to the main directory of the thumb drive.

If you have a complete folder to post to the thumb drive then follow steps 1 to 4 but just send the entire folder.

Cutting and Pasting from thumb drive to desktop.
1. For this insert the thumb drive and using Windows Explorer open up the thumb drive.
2. Select the required folder or files and with them highlighted hold down the CTRL key and then hit the "C" key. This places the files on to the clipboard. Then go back to the folder on your main computer.
3. Select the area you wish to put the information in and paste by holding down the CTRL key and hit the "V" key and a copy of the selected files from your thumb drive will be placed on the selected area on the main computer.

Handy Key Strokes

CTRL+C Copies to the clip board.
CTRL+V Sends copy of selected files and folders to selected area.

CTRL+X Will delete the selected file or folder.
CTRL+Z In MS Word and some other programs will backspace the last move.
Sorry it will not replace an accidental file/folder deletion.

For accidental file deletion go to your recycle bin select the file and click on the restore tab. It will place it back exactly where it came from.

DID YOU KNOW!
That Thumb Drives can also be known as:

USB Flash Drive
Thumb drive
Finger stick
Memory stick
Pen drive
Disk-on-key
Jump drive