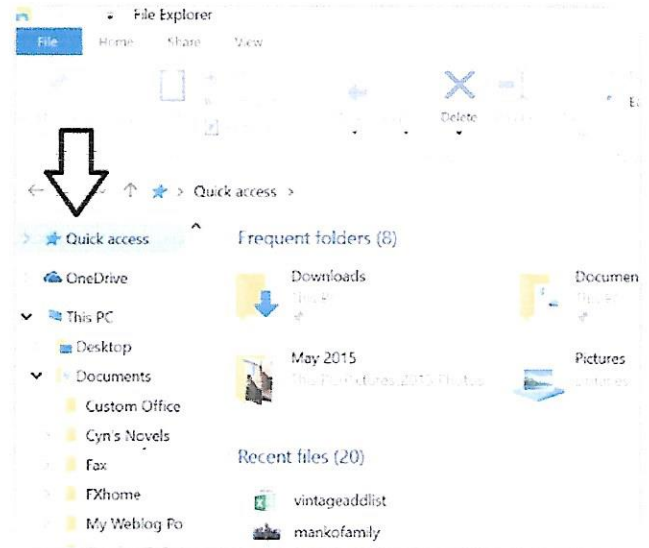


Copy File from Windows PC

1. If you want a copy of your files (.docx, .xlsx, .jpg, .pdf) then use the Copy feature in Windows File Explorer.
2. Click the yellow folder icon located in your taskbar, and the following window appears:
3. From the left sidebar, single click on Documents to locate your files. (alternately click on Downloads to locate your files that have been downloaded from your internet browser)
4. Select the files to be copied. Click the Copy button in the ribbon toolbar.
5. To get the copies on to your external storage device, plug it in to the USB port and select the source from the left sidebar.
6. Click the Paste button in the ribbon toolbar.



Backup with Windows File History

Windows 10's File History is an easy way to get started with backing up your personal files.

The feature takes snapshots of versions of your files and stores them on an external hard drive. Over time, you build up a library of past versions that you can recover if need be. Say, for example, you really liked a sentence from the first version of a document, but you deleted it long ago and are now battling with regret. You can dip into File History, retrieve the right version of your document, and copy the sentence.

