

## How to Back Up Your Files on a Computer Using a USB Thumb Drive

Backing up your files is an important step to safeguard your data in case of hardware failure, malware, or accidental deletion. A USB thumb drive is a convenient and portable option for storing a backup.

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### Step-by-Step Instructions:

#### 1. Insert the USB Thumb Drive into Your Computer

- Plug your USB drive into an available USB port on your computer.
- Wait for the computer to recognize the USB drive. A notification may pop up, or you can manually locate it under "This PC" (Windows) or "Finder" (Mac).

#### 2. Open File Explorer (Windows) or Finder (Mac)

- **Windows:** Open "File Explorer" by clicking on the folder icon in the taskbar or pressing Windows + E.
- **Mac:** Click on "Finder" (blue and white smiley face icon) in the dock to open it.

#### 3. Locate the Files You Want to Back Up

- Navigate to the folders or files you want to back up. These could be in directories like "Documents," "Pictures," "Downloads," or any custom folders where you store important files.

#### 4. Select Files and Folders to Back Up

- **Single file or folder:** Click on the file or folder to select it.
- **Multiple files or folders:**
  - **Windows:** Hold down the Ctrl key and click on multiple files to select them, or use Ctrl + A to select all items in a folder.
  - **Mac:** Hold down the Command key and click on multiple files to select them, or use Command + A to select all items in a folder.

#### 5. Copy the Files to Your USB Thumb Drive

- **Windows:** Right-click on the selected files or folders and choose **Copy**. Then, navigate to your USB drive (listed under "This PC" in File Explorer), right-click inside the USB drive's window, and choose **Paste**.

- **Mac:** Right-click (or use Command + C) on the selected files or folders and choose **Copy**. Then, navigate to your USB drive in Finder, right-click (or use Command + V) inside the USB drive's window, and choose **Paste**.

#### 6. **Wait for the Transfer to Complete**

- The transfer might take a few minutes, depending on the number and size of files being copied. Ensure the transfer completes before removing the USB drive.

#### 7. **Safely Eject the USB Thumb Drive**

- **Windows:** In the taskbar (bottom-right corner), click on the "Safely Remove Hardware" icon, choose your USB drive, and wait for the system to confirm it's safe to remove.
- **Mac:** Drag the USB drive icon from the desktop to the Trash (which will change to an eject symbol), or click the eject button next to the USB drive in Finder.

#### 8. **Remove the USB Drive**

- Once it's safe to do so, unplug the USB thumb drive from your computer.