

# *Tech Tips for Seniors*

## **Transferring Photos Between Windows Computers and External Storage Devices**

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- Plug any external storage device into the USB port on your PC.
- Click the Windows icon on a PC (lower left corner of the screen) and then click the line named "This PC". The icon for "This PC" may already appear on the desktop screen of your PC. If so, click it

- In the window on the left side of the screen click on the line named “Local Disk”. The contents of the external drive will appear.
- In that same window, a list of the contents of the external drive will appear. Search for any photo you want to transfer to the PC.
- Once you find the name of the photo in the window for the external drive, select the name of the photo and drag it to the desktop of the PC. That process is called “drag and drop”.
- You can the open that photo on your PC by selecting it. You may need to double-click the name of the photo to do that.
- Photos can be transferred from the external storage device to the PC by reversing the above instructions.

Article last updated: 3/10/20

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If you have questions about any of this, feel free to make a “Technology Tips” appointment on Tuesday mornings at Generations, when the center opens. Just call the main number: 215-723-5841.

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