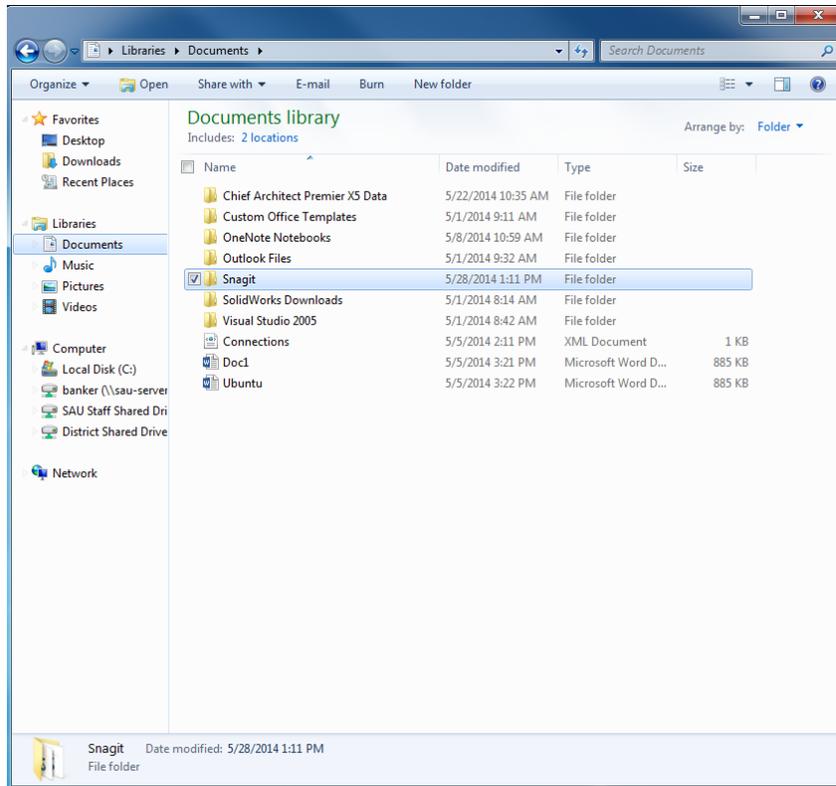


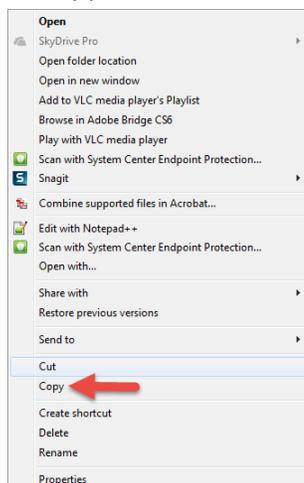
## Copying Files to Your H Drive using Windows 7

Please [click here](#) to view a brief video on copy / pasting files. After that you can follow these instructions on how to copy / past documents into your H Drive.

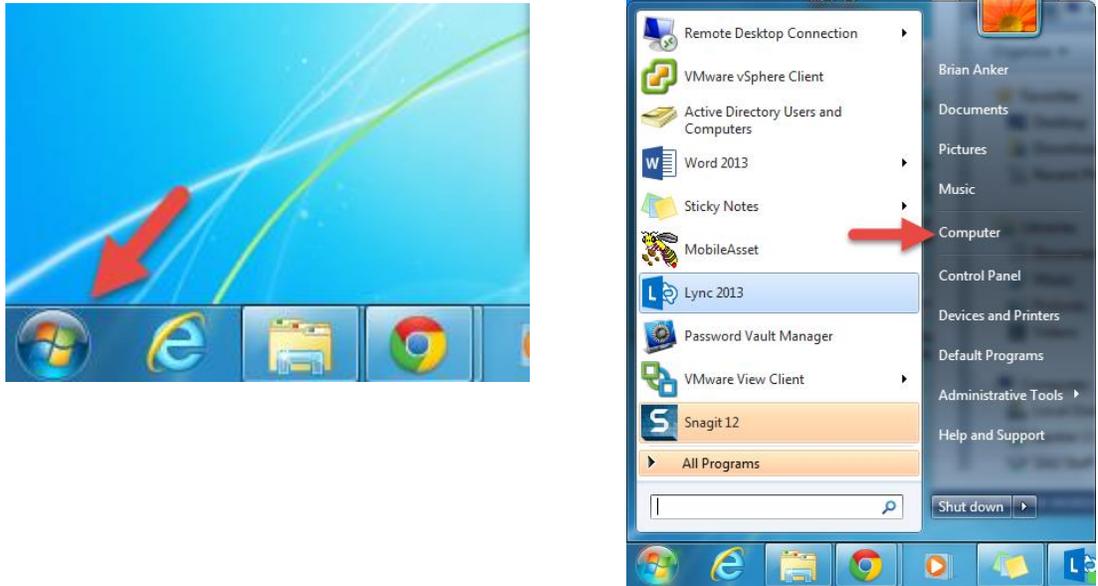
1. Right click on the file/folder that you would like to copy. You can do this from anywhere in your computer including your desktop.



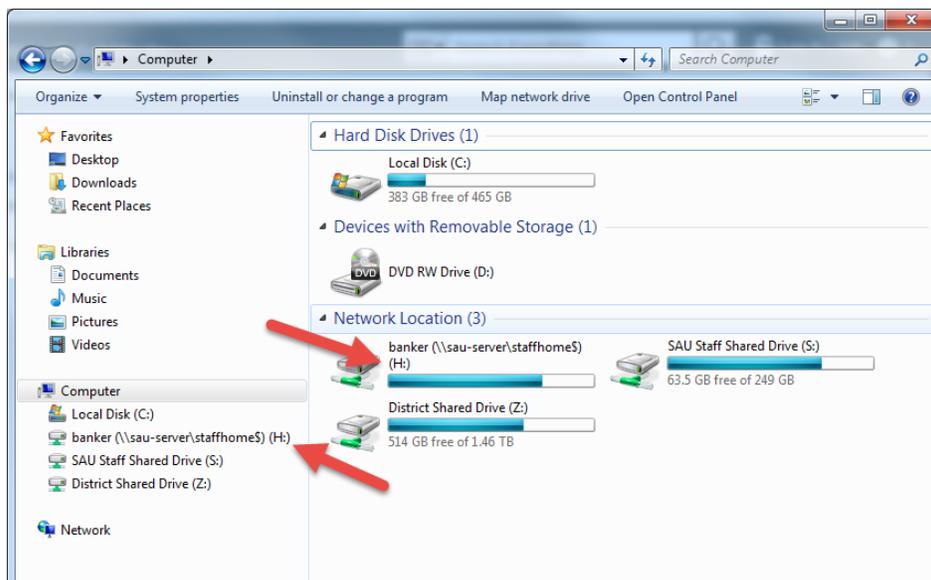
2. Select copy from the available options.



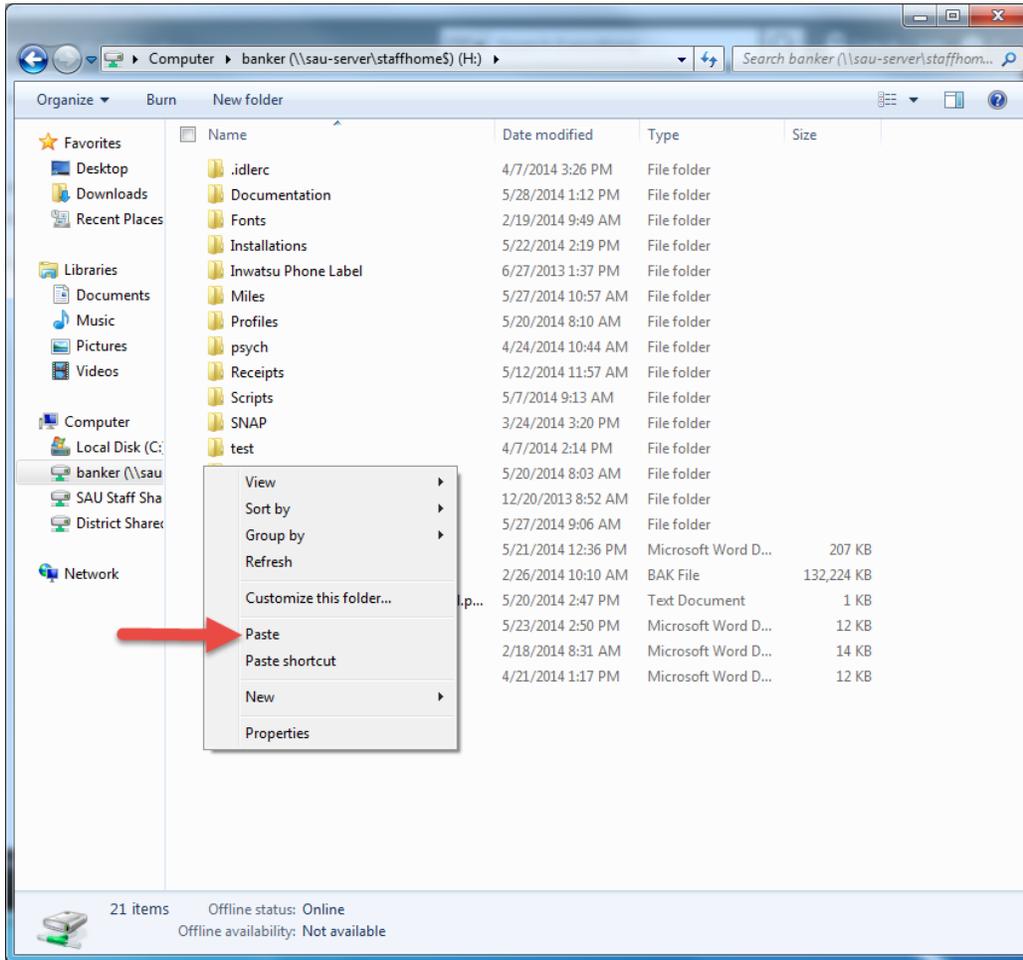
3. Navigate to your H drive.
  - a. Click the windows Icon in the low left hand corner
  - b. Then click on Computer



4. Open your H drive
  - a. Double click on either location to open your H drive. (Some people might only see one of the two examples below.)



5. Paste your Copied file/folder
  - a. Right click within the window and select paste.



Please verify that the document copied successfully.