

## **How to Transfer a BARD Book from Your Desktop to a Thumb Drive**

1. Download your book from the BARD web site to your desktop.
2. After you have downloaded the book to your desktop, highlight and click on “my computer” or “computer” depending on your operating system.
3. Highlight and click on removable disk. The letter may be different depending on your computer
4. Highlight and click on the file menu. Select new.
5. Select new folder.  
Type the name of the book you have downloaded into the edit box that appears.
6. Press enter to create the folder.
7. Press enter a second time to open the folder.
8. Go back to your desktop by holding down the (Windows) key.  
While holding down the (Windows) Key, press the M Key. Let go of both keys.
10. Highlight and click on the book you just downloaded. You should see 10 to 30 files depending on the size of the book.
11. Press the (control) key. While pressing the (control) key, press A. then Let go of both keys. This will select all the files in the book folder.
12. Press the (Control) key. While holding down the (Control) key Press C. This will copy all the files to your clipboard.
14. Press the (Alt) key. While holding down the (Alt) Key, Press the (Tab) Key. Until you see the folder you created for your book on the removable disk drive.
15. Hold down the (Control) Key. While holding down the (Control) key press V. This will paste all of the files you selected into your folder on your thumb drive.
16. You will see a dialogue box that shows the progress of the paste. When the dialogue box disappears or the paste is complete, close both folders.
17. Finally, Close the “removable disk” folder by holding down the (Alt) key and while holding down the (Alt) key, press F4. Repeat to close the “my computer” folder