

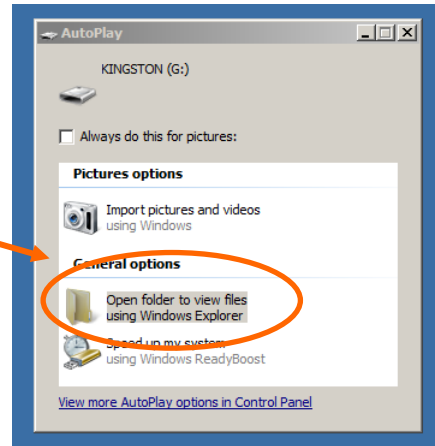
Transferring Video to a Storage Device

You can now transfer your video file to a USB device or burn to a DVD.
Follow these steps to transfer your video file.

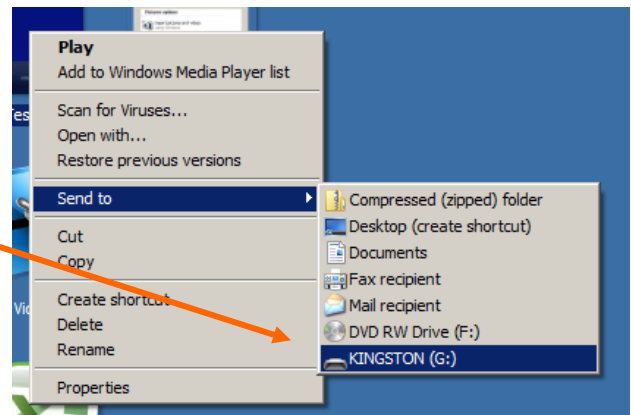
Transferring to a USB Device

❶ **Step 1:** Insert USB into the computer tower

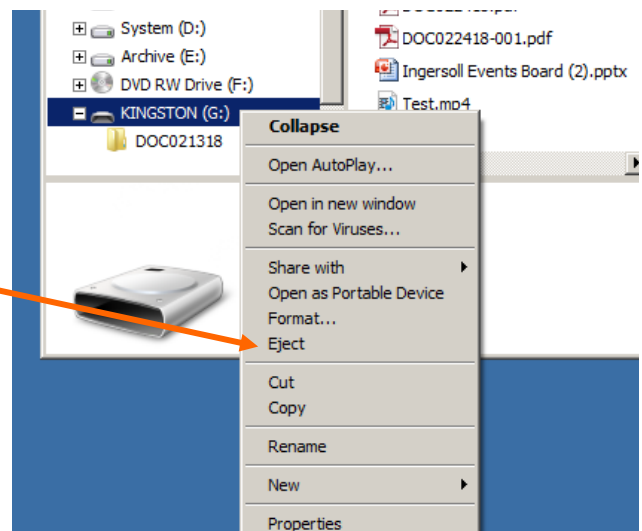
❷ **Step 2:** Autoplay popup window will display. Choose “open folder to view files using Windows Explorer”



❸ **Step 3:** On the desktop, find your video file. Right click and select “Send to” and select your USB from the list.



❹ **Step 4:** Once your file is finished transferring over, you will see it in your list of files on the USB drive. You can now eject your USB device.



Tip: Remember to delete your video file from the desktop once you are finished!

See back for burning to a DVD →

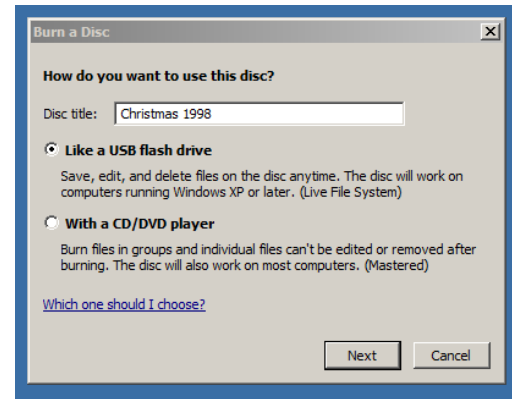
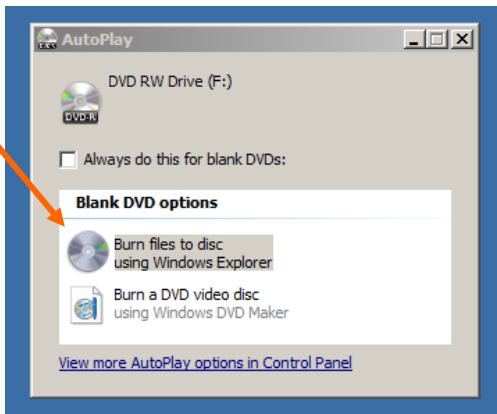
Transferring Video to a Storage Device

Transferring to a Blank DVD

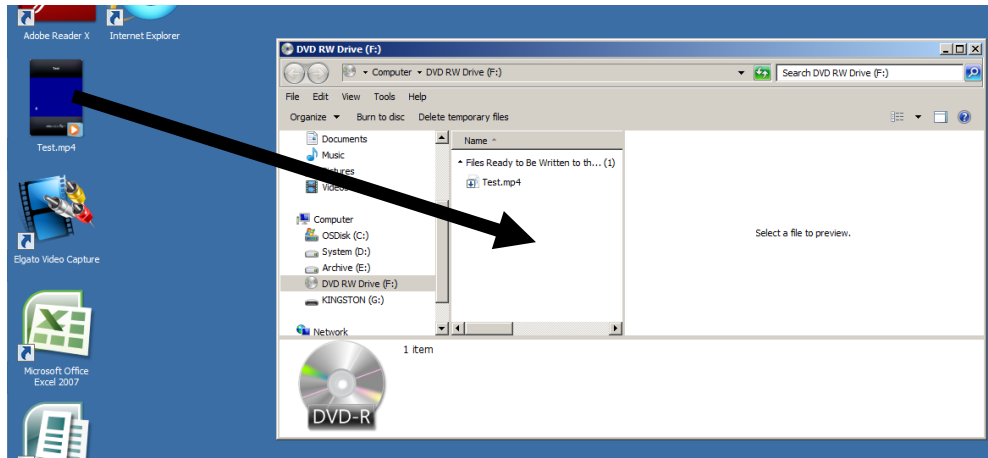
① **Step 1:** Insert a blank DVD into the disc drive on the computer tower (DVDs are available to purchase from our circulation desk)

② **Step 2:** After a few moments, a popup will display. Choose “Burn files to disc using Windows Explorer”

③ **Step 3:** Give your disc a name and choose the way you want to save your files.



④ **Step 4:** From the desktop, drag and drop your video file to the middle column in the DVD popup window.



⑤ **Step 5:** Click “burn to disc” then click “next”. Your DVD may take several minutes to burn. When your DVD is finished, the disc will pop out. Please take your disc.



Tip: Remember to delete your video file from the desktop once you are finished!