

# Intro to Windows XP Session 3

- File size
  - Gigabytes
    - Hard drives
  - Megabytes
    - CD ROMs
    - Flash Drives
  - Kilobytes
    - Floppy disks
- File Size Limits
  - USB flash drive
    - 128 MB
  - E-mail
    - 8 MB
    - 150 MB Warning
    - 200 MB Can't send
    - 300 MB Can't send or receive
  - Hard Drive Space
    - 20% free for swap file
    - New Hard Drives 200 GB or more
- USB Flash Drive
  - Inserting
  - Removing
  - Saving to USB Drive from programs
    - Word Document
      - Save as
    - Web image
    - Web PDF
  - Saving to Hard Drive first
    - Back up files from hard drive
      - Create folders
      - Select files
        - F11-Full Screen View
      - Copy files
      - Cut Files
      - Move files
        - Right drag
      - Paste files
      - Rename files
        - Rename Multiple files
        - F2
      - Deleting files
        - Restore from recycle bin
        - Shift-delete