

How to Transfer Files from Legacy Flash/SD Memory Cards

Use this guide to transfer files from early “flash/SD” cards, also called memory or storage cards, to modern storage. These early storage cards can degrade over time, and most modern devices no longer have compatible ports to read them. Files on these cards should be moved to newer solid-state hard drives or cloud storage with backups.



Figure 1: Variety of flash cards.

Equipment You Will Use:

- Memory Lab computer
- Edge External Flash Card Reader (brand may vary)

Software You Will Use:

- Windows Explorer

Time Required:

- About 2-3 minutes to set up the transfer of each card, plus about 1 minute for each 100 megabytes of data.
- **Allow 15 minutes at the end of your appointment to transfer the digital files to your external storage device or upload to the cloud.**

Step 1: Prepare the Computer

1. Ensure the Memory Lab computer is on. If not, press the circular power button on the tower (see Figure 2).



Figure 2: Power button.

2. Create a new folder on the desktop to store your files while you are working. *Saving to the computer while digitizing is faster than saving directly to external storage. At the end of your session, you will transfer your files to your own storage.*

Steps to create a new folder:

- On the desktop, right-click on an empty spot on the screen.
- In the menu that appears, move your mouse over **New**.
- Click **Folder**. A new folder appears on the desktop with its name highlighted.
- *Recommended:* Type a custom name to replace **New Folder**, and then press **Enter** to save it.

3. Connect the External Flash Card Reader to the Memory Lab computer by plugging its USB cable into a USB port on the front of the tower (see Figures 3 and 4).



Figure 3: Flash Card Reader.

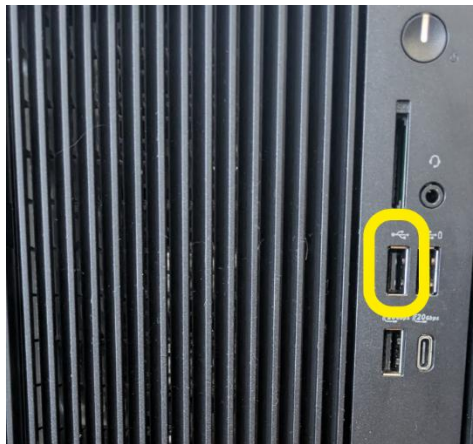


Figure 4: USB port on the front of the Memory Lab tower.

4. Find the correct size slot in the Flash Card Reader and gently insert your flash card. Do not force the card all the way in. The flash card will usually stick out slightly, which allows you to remove the card easily when finished (see Figure 5).



Figure 5: Flash card properly installed.

Step 2: Transfer Files from the Flash Card

1. If File Explorer does not open automatically, on the desktop of the Memory Lab computer, double-click the **File Explorer** icon.

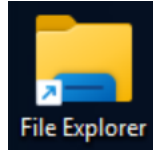


Figure 6: Software icon.

2. Select **This PC** on the left sidebar. Under Devices and Drives, double-click on the **USB drive** (see Figure 7). Depending on which type of flash card you have, the drive letter may change (E:, F:, G:, H:, etc.).

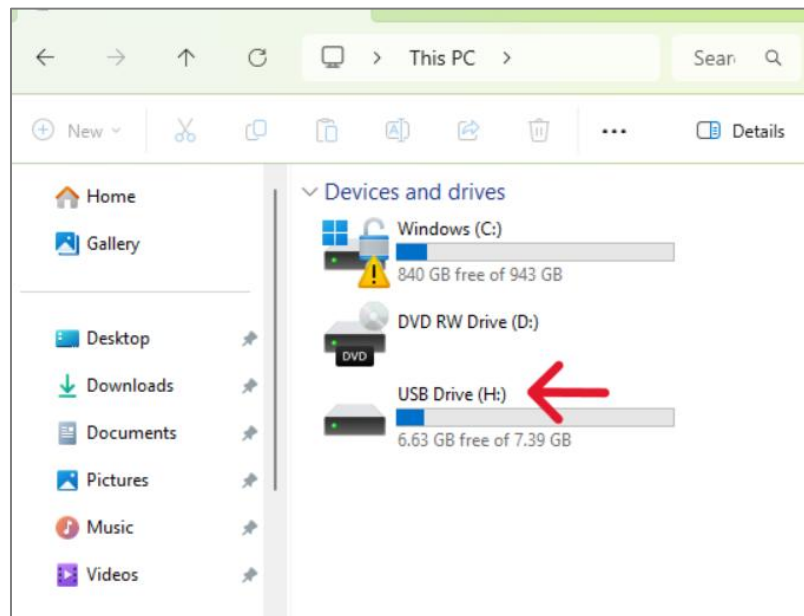


Figure 7: Select the **USB Drive**, though the drive letter may vary.

Note: If **USB Drive** is not listed under **Devices and drives**, check that the Flash Card Reader's USB cord is inserted in the tower and that the flash card is properly inserted in the reader.

3. In the flash card window, select all the files you wish to copy. We recommend copying all at once: *Left-click on a file and hold the mouse button while dragging to highlight multiple files; or click any file, then hold down **CTRL** and press **A**.*
4. Drag the selected files to your desktop folder.

Note: Older flash cards do not operate as efficiently as modern storage devices; the transfer process may be as slow as 1 minute per 100 megabytes of data.

5. Once the files have been copied, remove the storage card by gently pulling it out of the Flash Card Reader.

Continue to the next page for instructions to transfer your files and complete your Memory Lab session.

Step 3: Transfer Files and Complete Memory Lab Session

Transfer your new digitized files from the desktop folder to your own storage using one of the options below. **Large files or multiple files may take up to 15 minutes to transfer.**

OPTION A: Use an external storage device (e.g. a hard drive or thumb drive):

1. Connect your external device to a USB port on the Memory Lab computer.
2. Double-click your folder on the desktop to open it.
3. Select all files by pressing **Ctrl + A** (or by clicking and dragging over them).
4. If **File Explorer** isn't already open, click the yellow folder on the taskbar.
5. Click **This PC**, then locate and select your external storage device.
6. Drag the files from the desktop folder to your external storage device. A file transfer progress bar will show the status of the transfer; see Figure 8.
7. Once complete, the files should appear in the external storage device.
8. After all files have transferred, right-click on your desktop folder and select **Delete**.

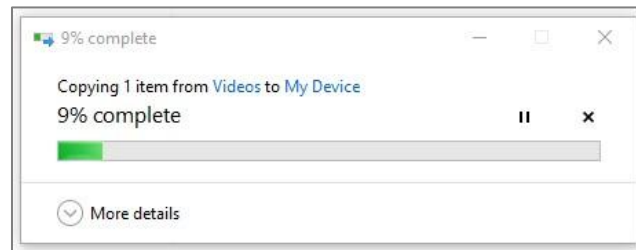


Figure 8: File transfer progress bar.

OPTION B: Upload to a cloud storage service (e.g. Dropbox or Google Drive)

1. Use a browser on the Memory Lab computer to access the internet.
2. Log in to your web-based email or cloud storage service to upload your documents.
3. After all files have uploaded, right-click on your desktop folder and select **Delete**.

Before You Leave:

- **Confirm your files are saved to your personal storage.**
Files are deleted daily from the Memory Lab computer!
- **Collect your original media from the Memory Lab equipment.**