

## Copying Data from the Control to External Sources

**Note:** This procedure can be used to copy any file (program, archive, etc.) from the control's hard drive to an external source (floppy disk, flash drive, etc.)

1. Press **Menu Select** hardkey
2. Press **Services** horizontal softkey
3. Press **Manage Data** horizontal softkey
4. Using the arrow keys, move to the directory containing the desired file and press **Enter** to open the directory (or double click the directory name)
5. Select the single or multiple files you wish to copy
6. Press **Copy** vertical softkey
7. Press **Disk/Card** horizontal softkey if you wish to copy the file to an external source. If you wish to only copy the file to another available directory on the control, simply use the arrow keys to select the directory name (or single click with the mouse)
8. Press **Insert** vertical softkey
9. Press **OK** vertical softkey to accept filename. If you wish to change the filename, type in the new name before pressing Enter

End of Procedure