

Save to Flash Drive

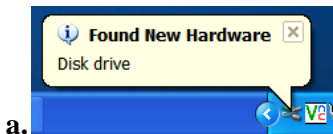
Quick Reference Card



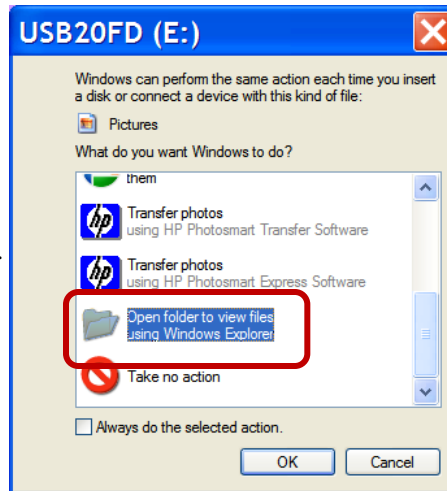
Create a Folder on the Desktop

Directions

Flash drive name is in the Title Bar.



a.

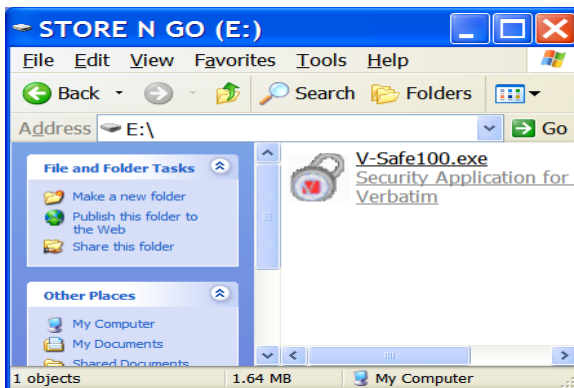


b.

- a. Place **Flash Drive** in a **USB Port** on the computer.
- b. **Found New Hardware** balloon *may* open at the bottom right of Monitor.
- c. If files have previously been saved the **Flash Drive window** *may* open.
 - a. Click on **Open Folder to view Files**

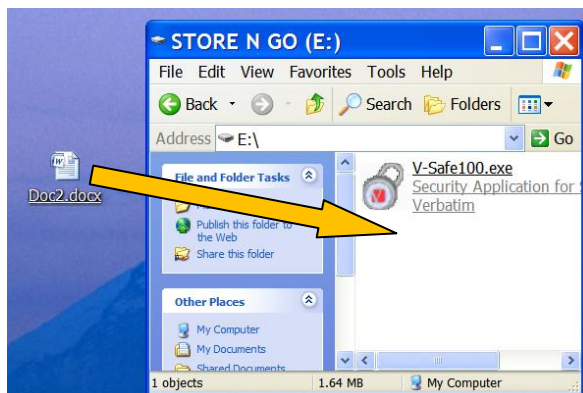
Create a Folder in My Documents

Directions



d.

- d. **Flash Drive** window will open.
 - a. This window usually opens in a smaller size window.



e.

- e. If the document file is **on the Desktop**, **drag** it into the white workspace in the **Flash Drive** window.
 - a. This **saves file** on the Flash Drive.
- f. Once a file is saved on the Flash Drive, you can edit the document on the Flash Drive and it will be saved there.

Save a New Document on a Flash Drive

Directions

Create your New Document.

A. Click on **Office Button** in upper left corner of Microsoft Office Word 2007 program.

B. Click on **Save As**

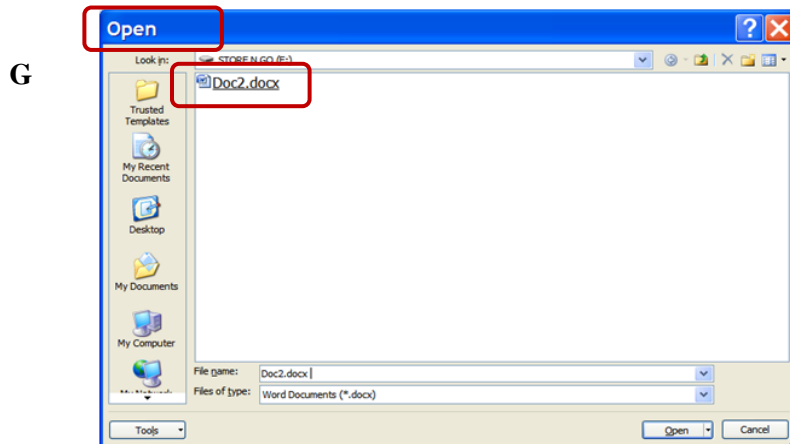
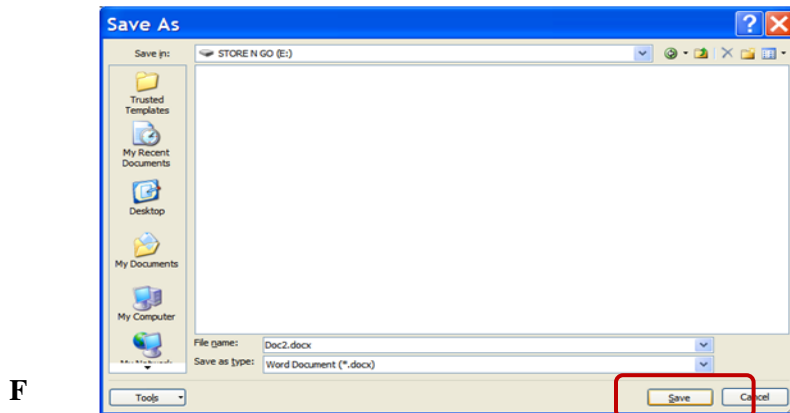
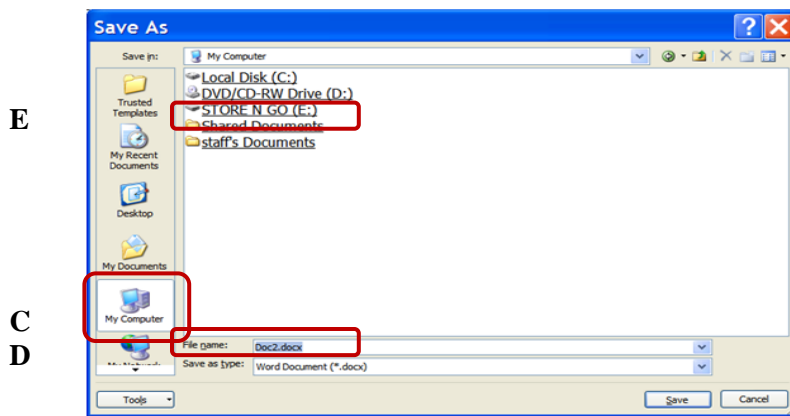
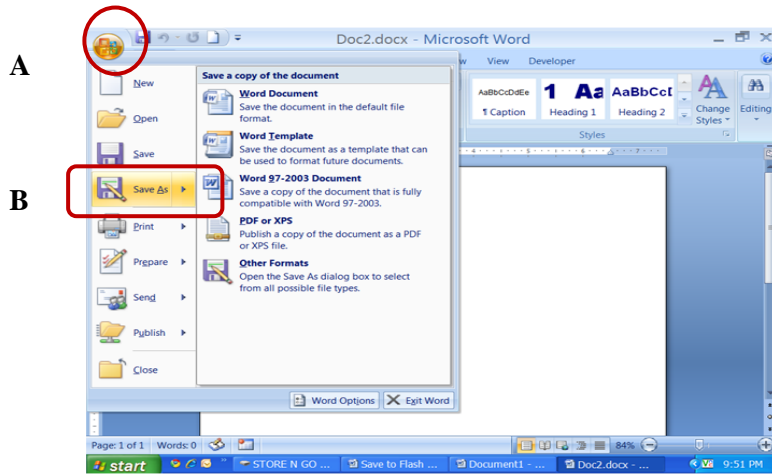
C. When Save As window opens, click on **My Computer**.

D. Type Name of new document in **File Name box**.

E. Click on the **Flash Drive option** in the white workspace.

F. Click on the **Save button**.

G. When the Flash Drive window is **reopened**, the saved document will be listed. Double click to open.
a. Add or Change document.

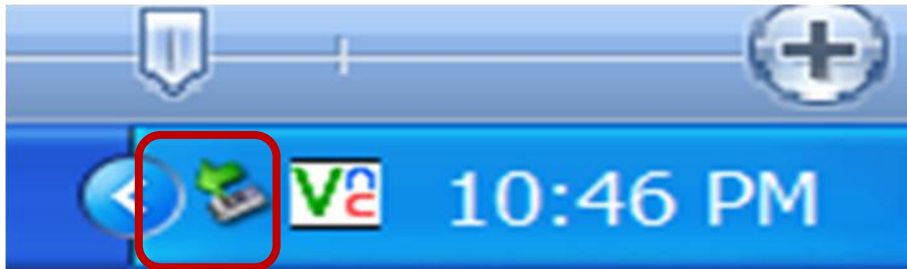


Remove Flash Drive from Computer

Directions

To Safely remove the Flash Drive from computer:

A. Click on the **Removable Storage icon** in the Systems Tools tray located on the right side of the Task Bar.



B. In the List Box, click on **Safely remove USB Mass Storage Device**.

C. When **Safe to remove hardware** balloon opens, **remove the Flash Drive**.

NOTE:

All documents and files that are on the Flash Drive, must be closed before you can remove it.

