

SAVING A FILE TO A FLASH DRIVE

1. Insert the flash drive .

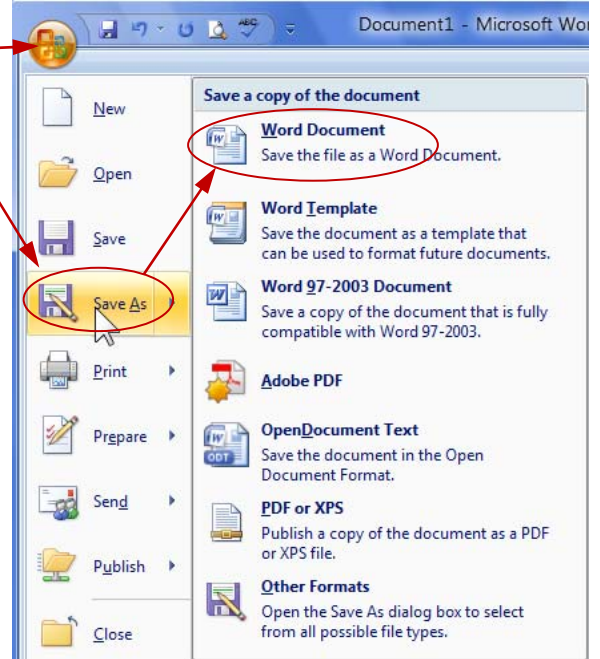


This end goes into the USB port on monitor

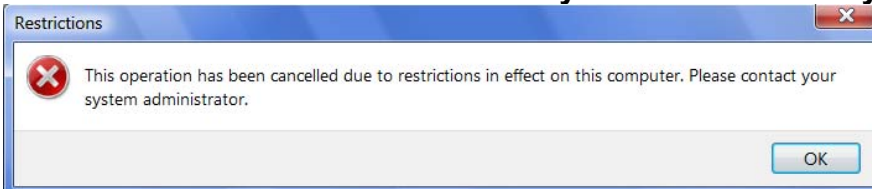
2. Open Microsoft Office Word 2007 and type a couple of words into the blank document.

3. Click on the Office Button.

4. Slide down to the **Save As** button, then slide over to the right and upward, then click on 'Word Document'.



5. Close the restrictions box as many times as necessary.



6. Click on the grey chevron (▶) to the left of **Computer** to expand the list of storage locations.

7. Click on **drive F:** to populate the address field.

8. Click in the **File name** field and type a file name.

9. Click the **Save** button.

