

SAVING A FILE TO A FLASH DRIVE

1. Insert the flash drive .

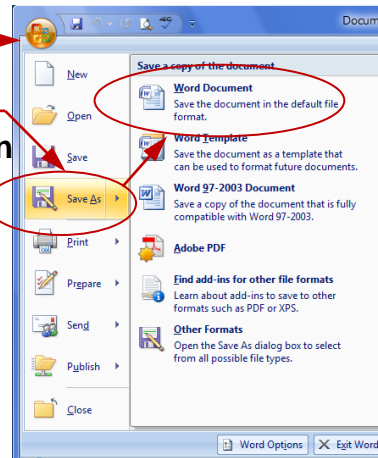


This end goes into the USB port on monitor

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.

