Saving a Document to a Flash Drive

Pre-Work

1. Work on a writing assignment in class. It can be any length and topic. Bring a final written copy with you to the computer lab. (Example Writing Prompt: How has technology changed the way people communicate with each other?)

Computer Lab

1. Double click on the Microsoft Word icon located on the desktop.


2. Click on the "blank document" to start.

3. Begin typing your document (Please refer to Microsoft Word Intro if you need help).

4. Once completed, enter your flash drive into the computer in the USB port on computer tower.
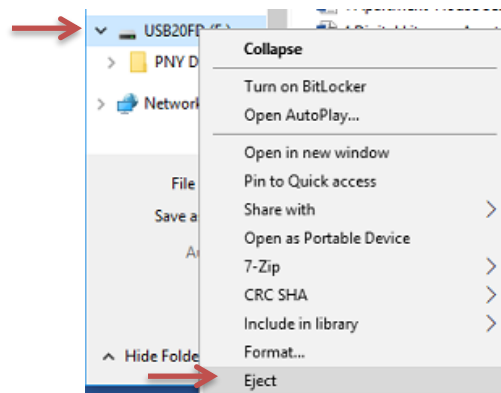
5. Click "File" in the top left corner and then click "Save As" on the left side. Next click the "Browse button"

6. Look over at the left side of the screen and use the scroll bar to move down. Look for the drive that says USB and double click.

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∨ 💾 USB20FD (E:)
 > 📁 PNY Drive
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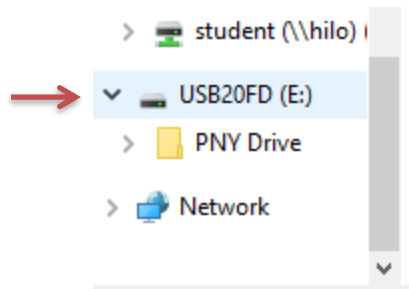
7. Everything that is saved on the flash drive will appear. In the white box at the bottom enter in a title for your document. Then click "save" in the bottom right.

File name: how to save

Save as type: Word Document
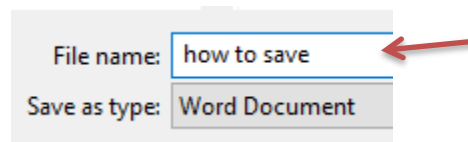
8. You want to make sure you safely remove your flash drive. Right click on the USB drive in the location you found it before. Scroll down and click on "eject". You may now take the USB out of the computer.

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Collapse

Turn on BitLocker
Open AutoPlay...

Open in new window
Pin to Quick access
Share with   >
Open as Portable Device
7-Zip   >
CRC SHA   >
Include in library >
Format...
Eject

9. **Accessing your documents:** To access your documents again, plug in the USB to the computer. Click on the file explorer icon in the taskbar (bottom bar on computer screen).

10. Look over at the left side of the screen and use the scroll bar to move down. Look for the drive that says USB and double click. All of your files will appear. Double click on the one you want to open.

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