

Saving to a Flash Drive:

1. Gently insert your flash drive into the USB slot on the front of the computer.
2. You may get a pop up window asking what you want to do with the flash drive, just close this down if it appears.
3. From the WORD screen click on the “File” tab.
4. Then click on “Save As”
5. When the window pops up, the left column shows all the folders and files you can access. Find “Computer”. Under “Computer” you should see something like E: Removable disk or E: Lexar. In general, as long as you plug in only one flash drive, it should appear as E: followed by the name of the flash drive or “removable disk”. Occasionally a flash drive will be partitioned and you will see E:xxxxx and F:xxxxxxx. In this case the part you want is F:
6. Click on the flash drive and it will show you the contents of the flash drive on the right. Select the folder you wish to save to.
7. Type the name of your document in the “file name” spot near the bottom of the window.
8. **Naming convention:**
 - a. Room number – your name – Title of document-1
For example: Rm26-Veglak-Saving Files-1
 - b. Each time you make a revision, bump up the number at the end.
For example: Rm26-Veglak-Saving Files-2
 - c. This helps keep track of each revision and helps prevent you from writing over a previous version. So in case you lose your data at some point, you will always have the last version worked on.
9. Click on **Save**.
10. Once the file is saved you should be returned to the document.
11. Save it again, this time to the shares folder.

NOTE: We are using this format for our file names so that we can keep track of our files. As you have noticed it is very easy to get your files mixed up. A big challenge in computers is keeping track of all your documents. You must have a good naming system and file system.

Saving to the Shares Folder:

1. Click on **File**, then **Save As**, then on the left side, click on **Desktop**
2. Click on the **Shares** folder
3. Click on your Room number
4. Click on **your name folder**
5. Type the name of your document in the “file name” spot near the bottom of the window. Follow the same naming convention.
6. Click on **Save**.

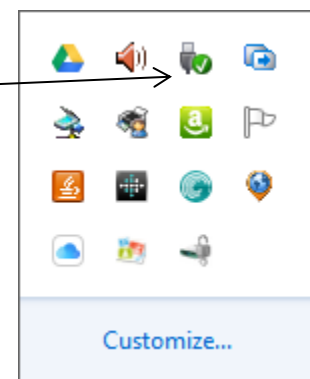
Remove your flash drive properly:

1. First make sure WORD is closed down.
2. Close out any other windows that are using files on the flash drive. (not usual)
3. Then click on the triangle in the task bar.
4. Then click on the USB icon
5. A pop up window will appear, it will have options like:

Eject USB flash drive
- Removable disk (E:)

Click on **Eject USB flash drive**

6. Only when a pop up window appears that says **“Safe to remove hardware”** is it safe to remove your flash drive.



Important Notes:

1. Many of you know short cuts, like clicking on the “**Save**” icon. **IF** you are absolutely sure your file is correct **AND** it has the correct name, **THEN** you may click on this icon. **HOWEVER**...if you are having trouble, and you have lost some text, or something is wrong with your document, **AND** you click on the “Save” icon, you will **NOT** be able to fix your document.
2. **IF** you have lost some text, **OR** something seems to have gone wrong with your document, you might want to try clicking on the “**back arrow**” until you get back to a point you recognize. **IF** this does not seem to work, raise your hand and call an adult to see if we can fix it **BEFORE** saving your file.