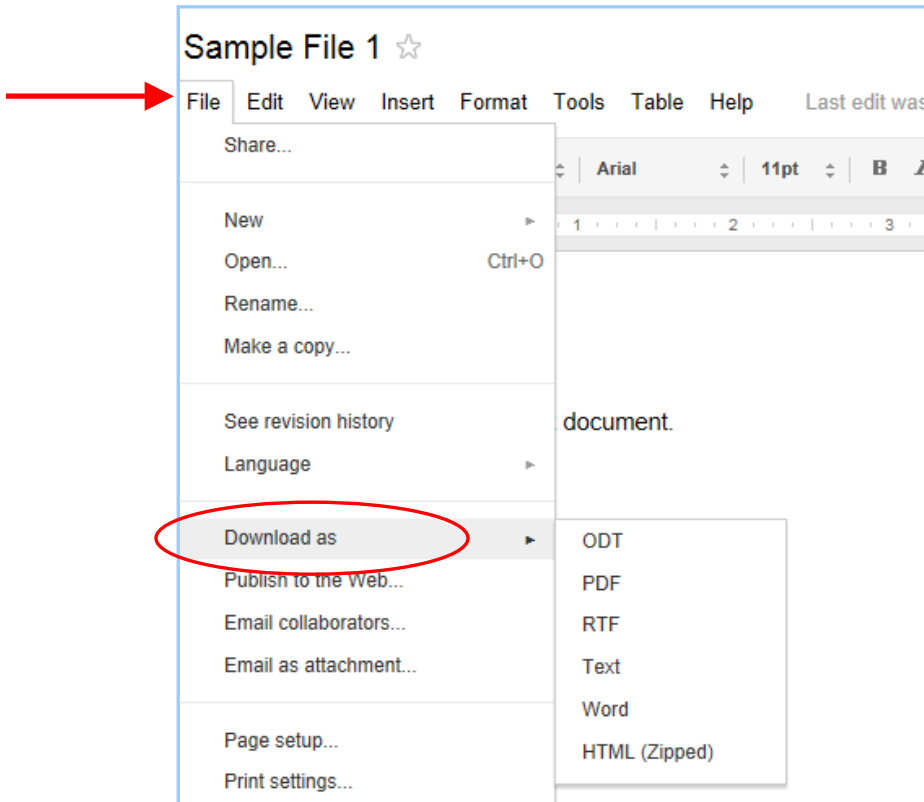


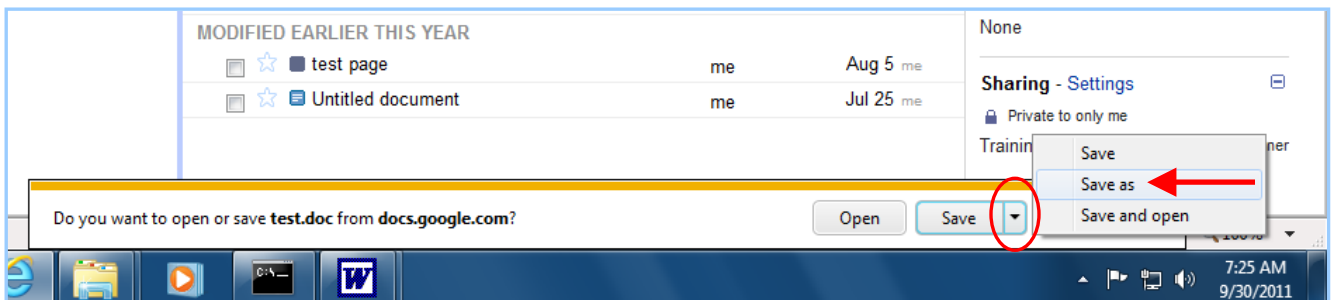


How to Save To A Flash Drive (removable disk) for Windows 7

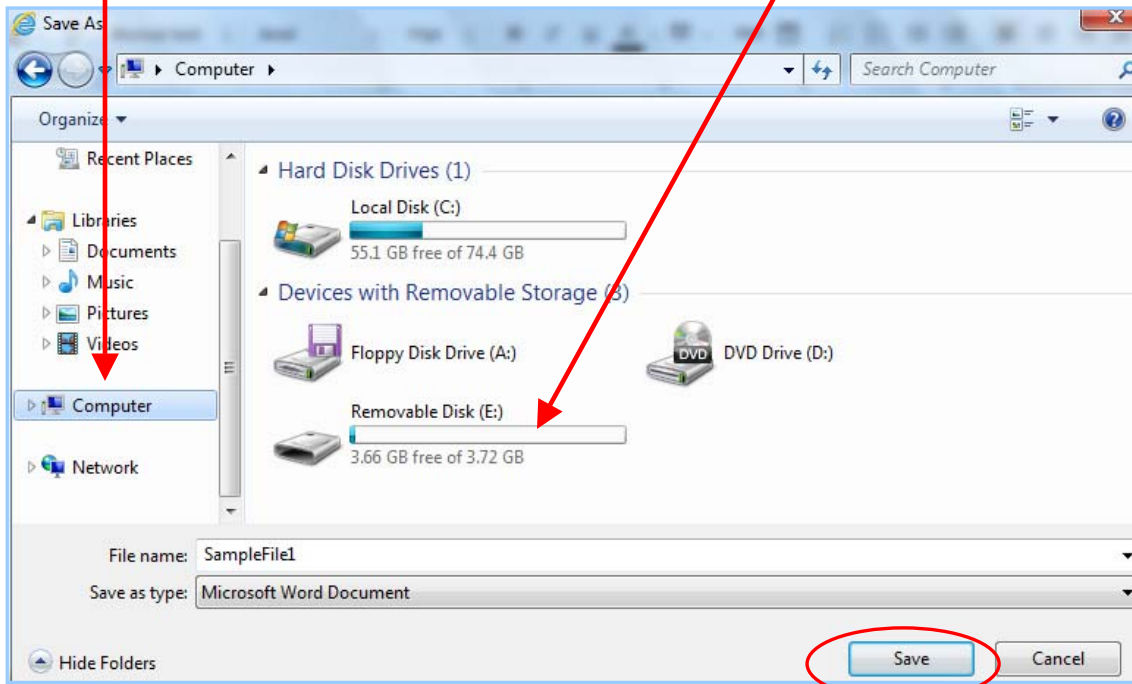
From an open document, click on the **File** tab and select **Download as**. This opens the format type menu. Select the format type you would like to save your document as. (Word is the most common format type.)



A message will appear near the bottom of the screen asking you to verify your request. Click the down arrow on the **“Save”** button, then click on **“Save as”**.

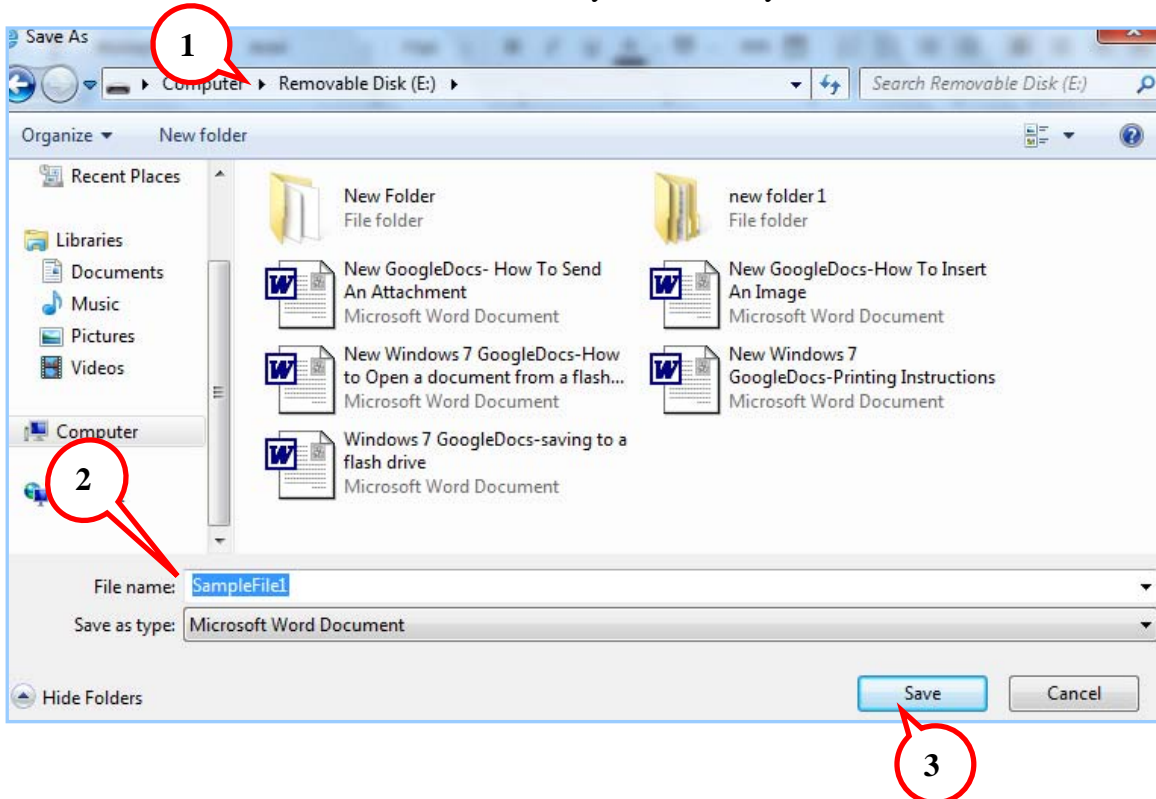


If your computer system does not open automatically to the **Removable Disk drive**, select **Computer** from the left hand menu, then click on the **Removable Disk** and then click on **Save**.

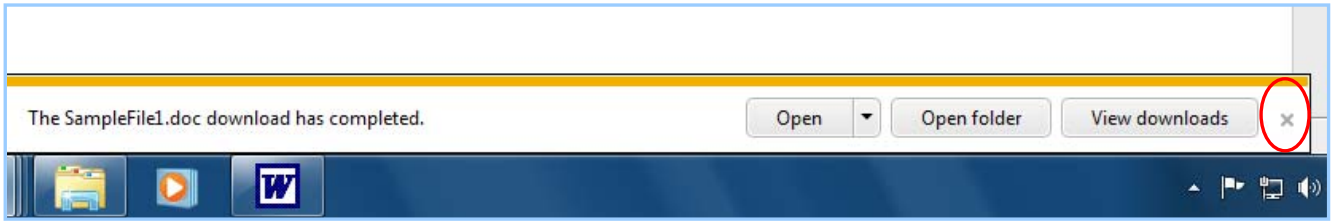


From the Removable Disk window:

1. Note the name of the drive in the top field.
2. You may rename your file by typing a new name in the “*File name*” field.
3. Click on the “*Save*” button to save your work to your flash drive.



A “*Download Complete*” message will appear near the bottom of the screen. You may close this message by clicking on the “X”.



Your document is now saved to your Flash drive.