

Steps to save your document on your drive in Word

(be sure you have logged in under your name)

File

Save As

Pull Down Menu

Go to your drive (must be connected to the internet)

Filename: "What you want to name it" like social studies report

Steps to save your document on the flashdrive in Word

File

Save As

Pull Down Menu

Go to flashdrive

Filename: "What you want to name it" like social studies report

Steps to delete documents on flashdrive

My Computer

Pull Down Menu

Double-click Removable Drive

Highlight file you want to delete

Click on X at top of screen

Steps to transfer your files from your computer drive to flashdrive

Windows Key

"E"

On the right screen, double click on your hard drive

Choose document to transfer

Right click and drag to Removable Disk on the left

Steps to remove disk from computer

Find icon on bottom right corner – green arrow "remove USB disk"

Right Click

Click Stop USB Disk

Remove Disk OK – click OK