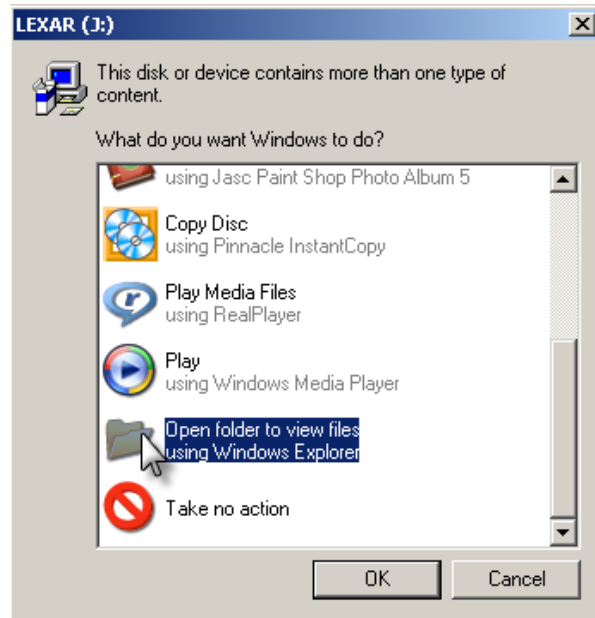


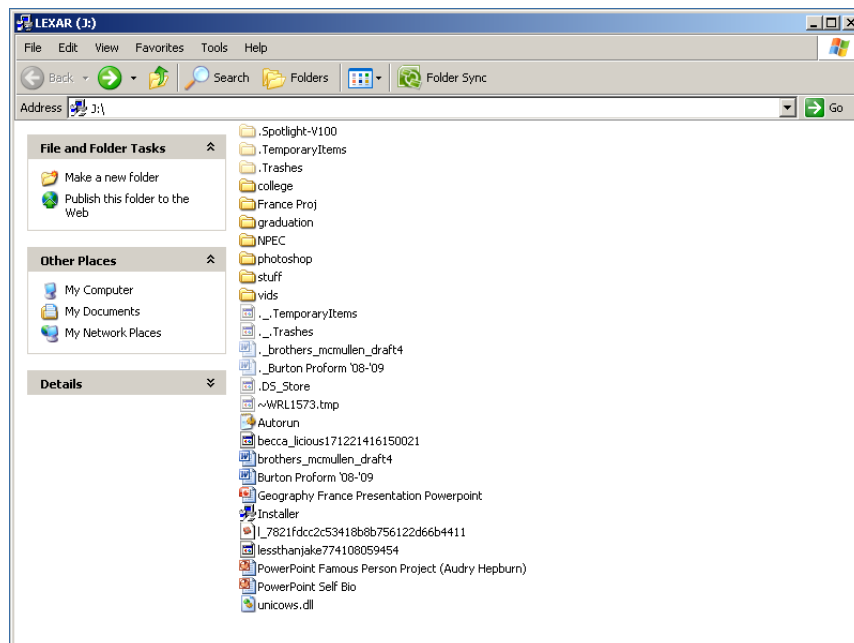
Flash Drive Basic Tutorial

Insert the flash drive into the USB outlet on your computer. When first inserted, this box will appear:



You will want to select “Open folder to view files using Windows Explorer” by either highlighting the choice and selecting “OK,” double clicking on the choice, or selecting the choice and pressing “Enter” on your keyboard.

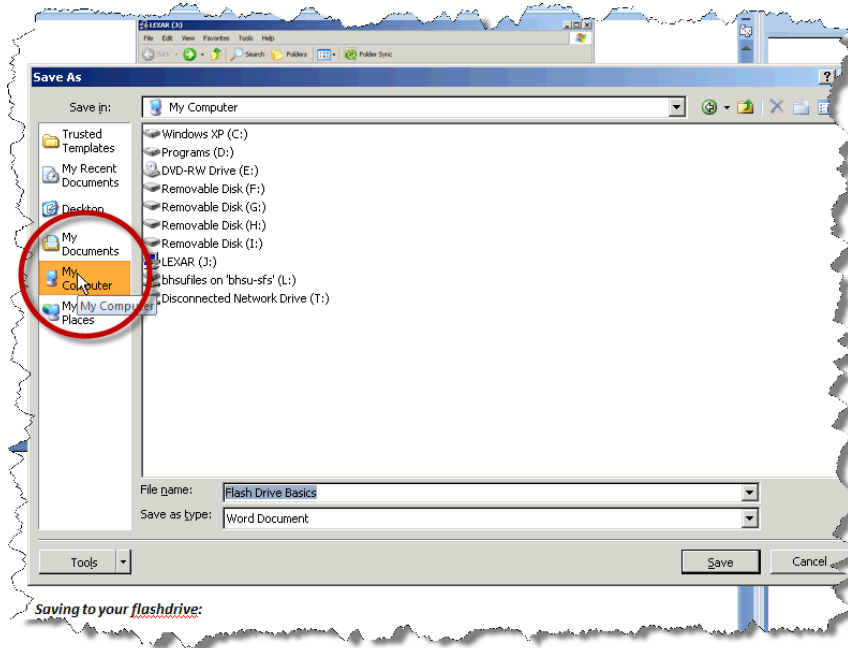
This box will appear:



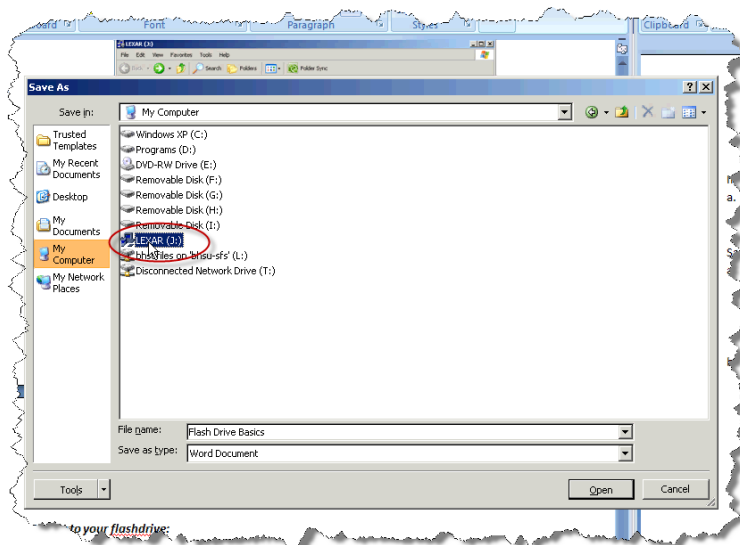
You are now in your flash drive folder.

Saving to your flash drive

To save a file from the application you are working in Select **File→Save As**.
Select “My Computer.”



In “My Computer” find the name of your flash drive and select it.



Continue by naming your file and selecting “Save” to save it.

If you follow these directions, you should be able to use a flash drive.