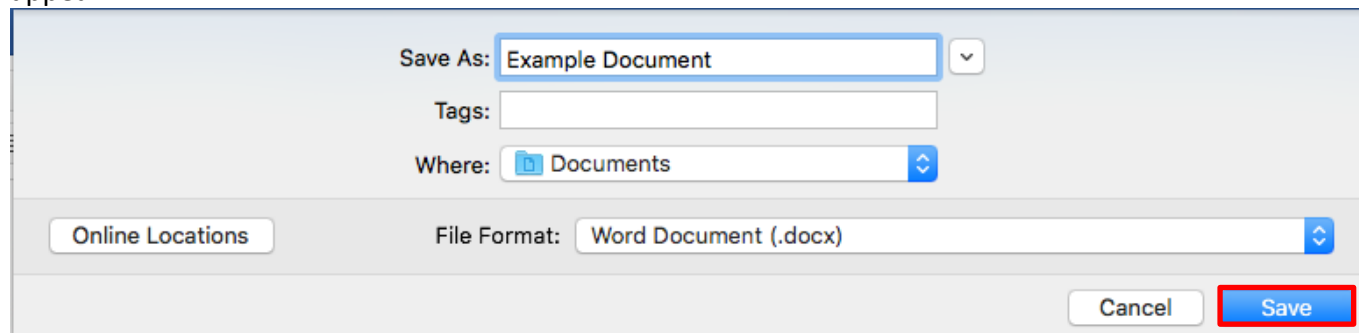


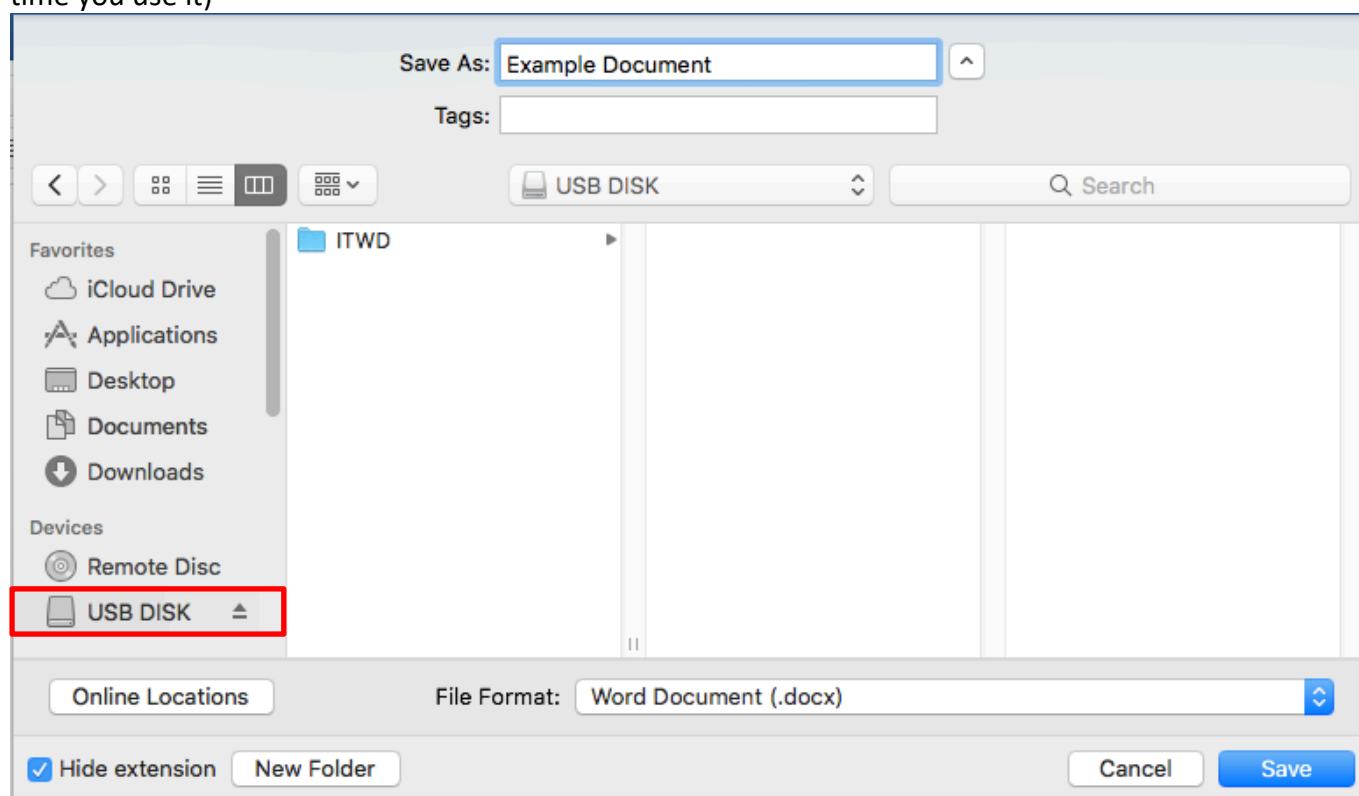
Saving to a USB (Mac)

Make sure your USB is plugged into a USB port at the back of the computer.

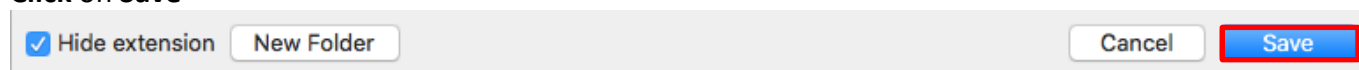
With your document still open << **Press Cmd + Shift + S** on the keyboard and the following screen will appear



Click the down arrow next to the title and **select** your USB from the side bar (It should be empty the first time you use it)

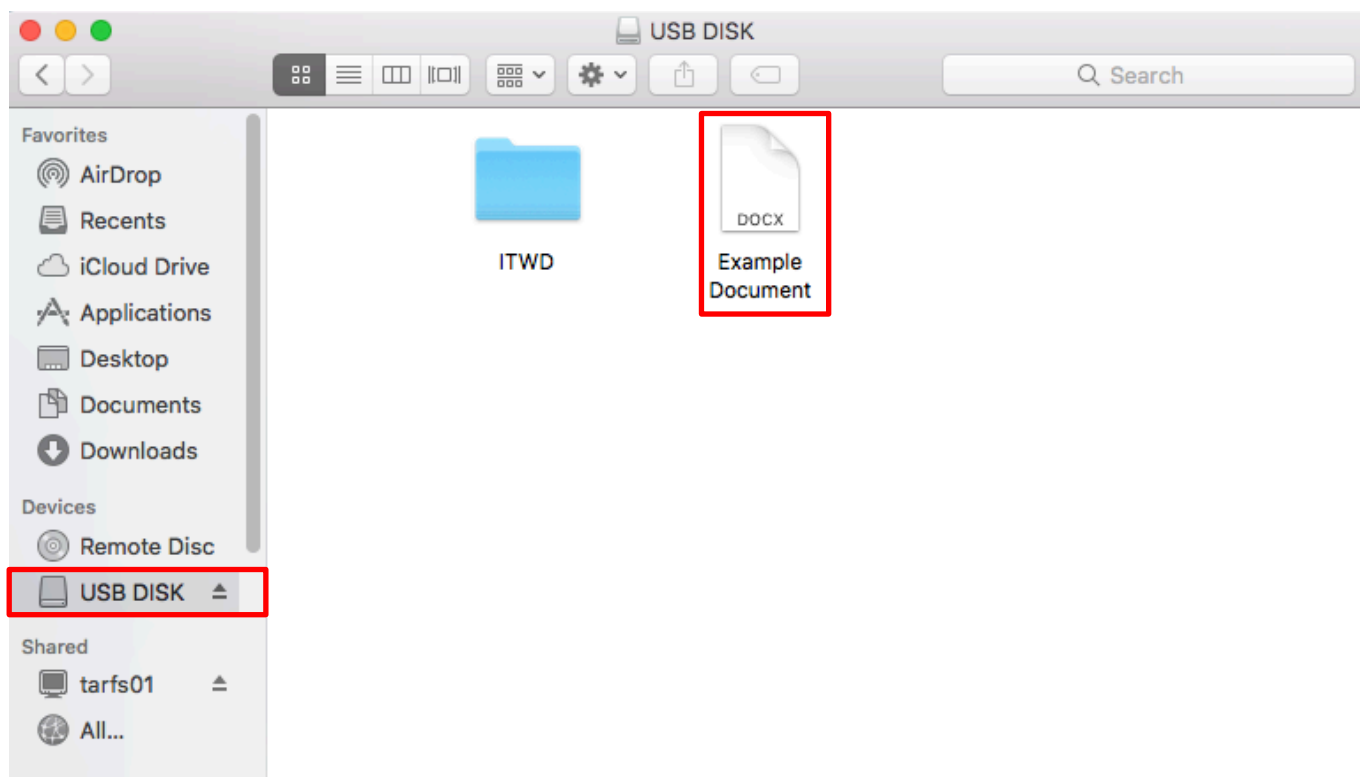
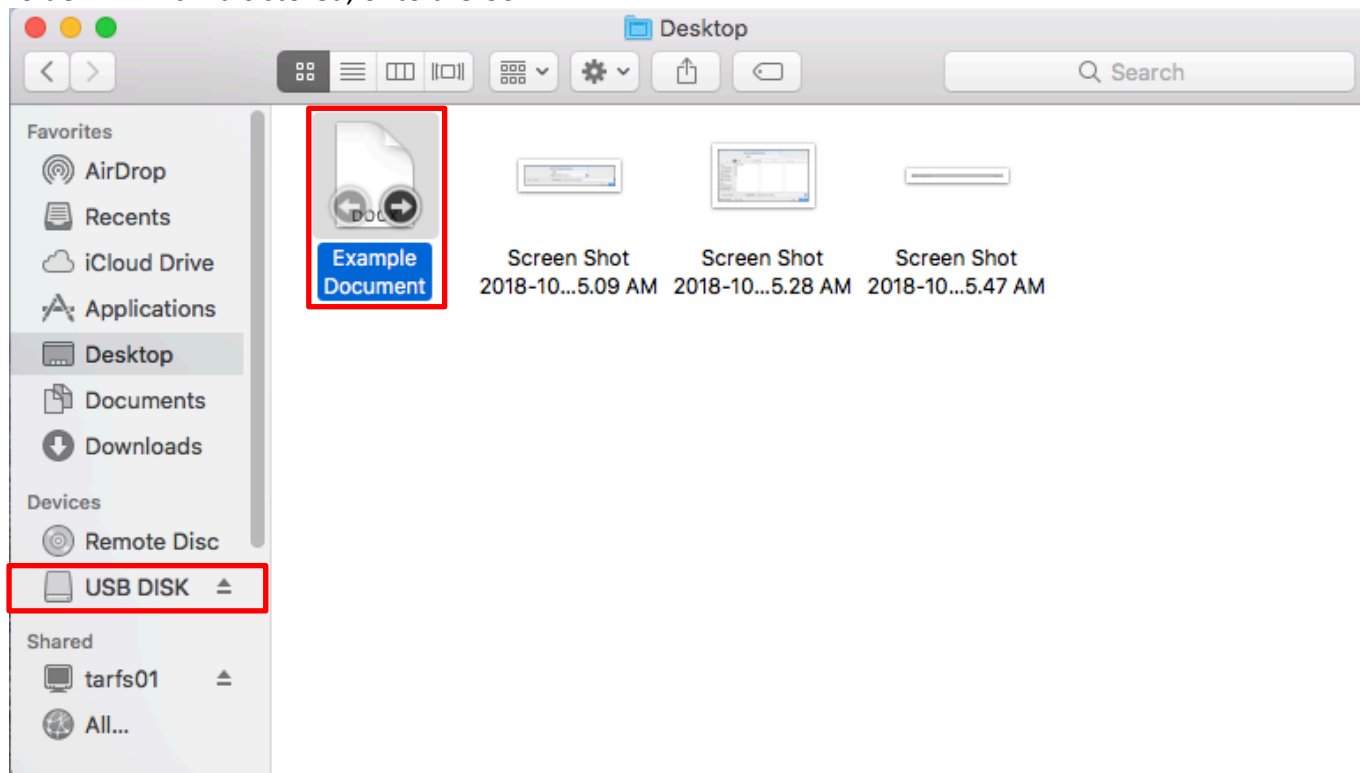


Click on Save



Your document should be saved to your USB.

The other way you can transfer files onto a USB is by **dragging** and **dropping** the file from the computer folder in which it is stored, onto the USB.



Once you have finished copying over your documents you will need to **safely remove** it so that work copied to it will not be lost.

Close all open documents that you have been working on.

Click on the Eject button next to the name of your USB

