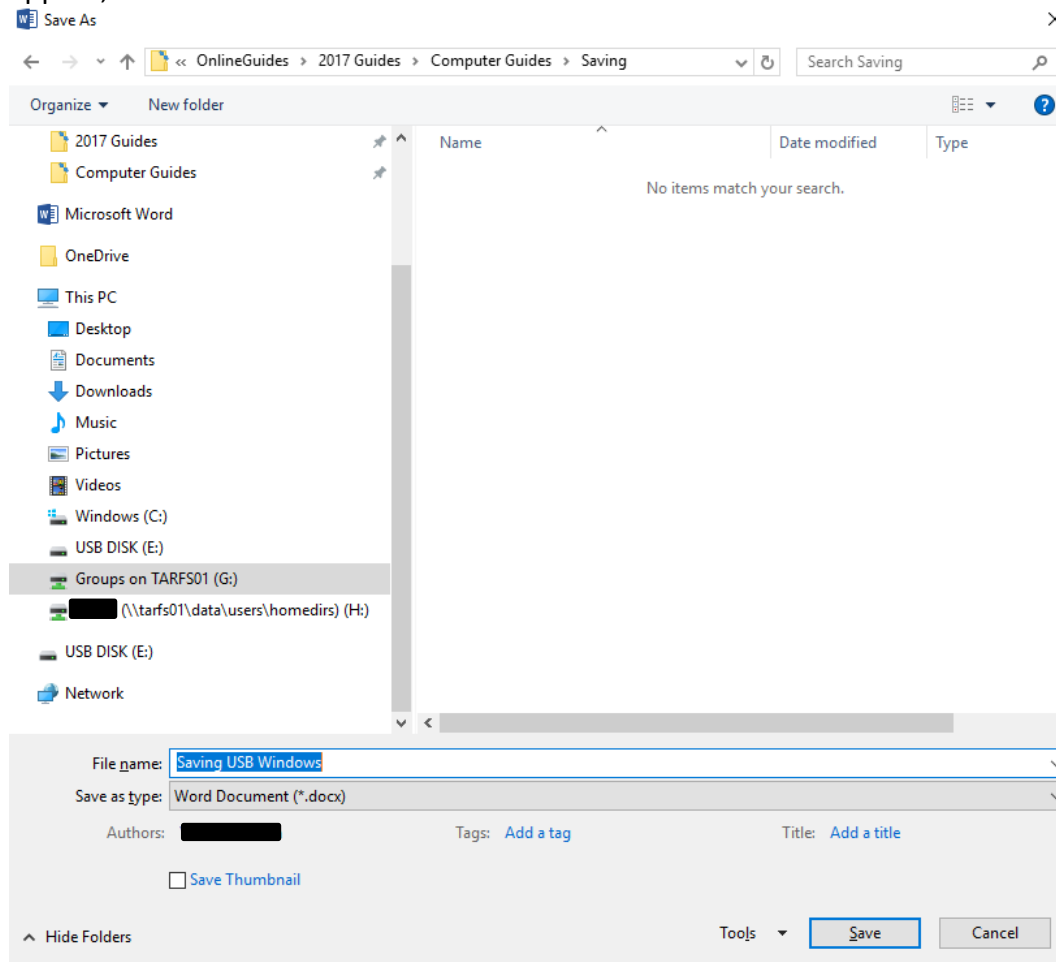


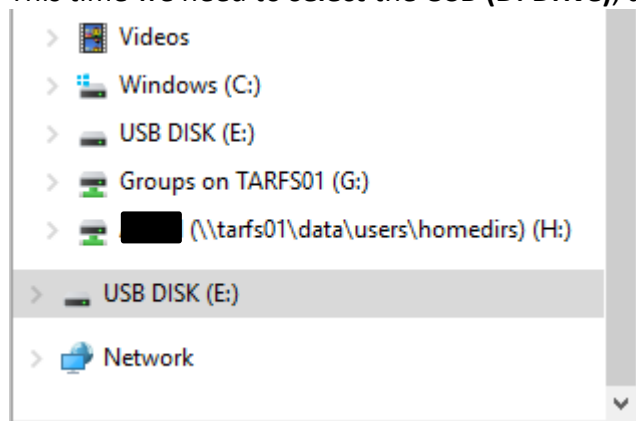
Saving to a USB (Windows)

Plug your USB device into a USB port at the front of the computer.

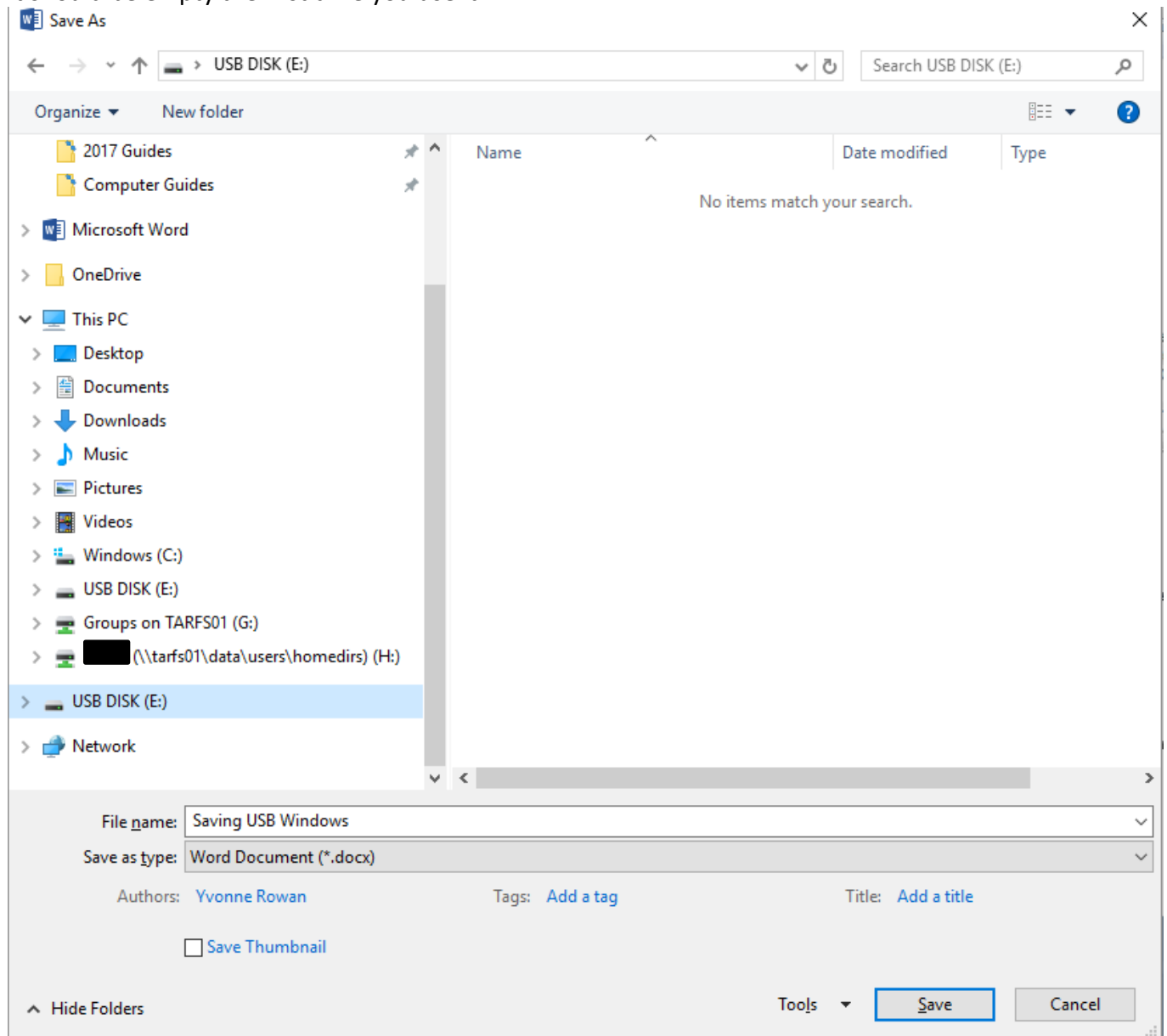
With your document still open >> Press the **F12** key on the keyboard and the following screen will appear;



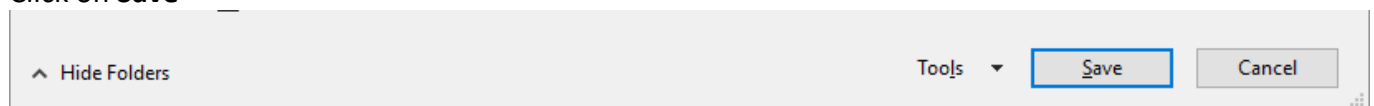
This time we need to select the **USB (D: Drive)**, as shown below;



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.

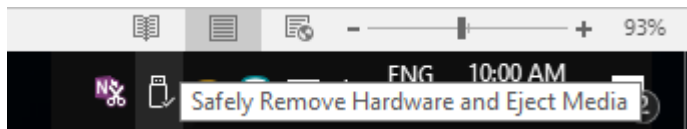
[Screenshot]

Once you have finished saving your documents you will need to safely remove the USB so that the work saved to it will not be lost.

Close all open documents that you have been working on.

Click on the **device** with a **tick symbol** at the **bottom right** of your screen.

Click on **Eject USB** (the name of your USB)



A message will appear telling you, you can safely remove your USB. Remove the USB from the front of the computer.

