

# How to Use a USB

## Saving files from Word, PowerPoint, etc. to your USB

- Put your USB into one of the USB slots.
- Wait about five seconds for the computer to read your USB.
- If a window appears, close it.
- With your file open, click on the Office button and then click on Save As.
- When the Save As dialog box appears, choose My Computer from the “Save in:” section on the left side of the window.
- Select your USB icon (**removable disk**) and click Open.
- Type in your file name and click Save.
- Close all windows.
- On the bottom right of your screen, left-click on the green arrow icon and click on “Safely Remove Hardware.”
- If a new window appears, click on your USB icon and click Stop.
- Click on your USB icon again and click Stop.

## Opening files from your USB

- Put your USB into one of the USB slots.
- Wait about five seconds for the computer to read your USB.
- If a window appears, click on "Open folder" option to view your files on your USB.
- If no window appears, double-click on the My Computer icon on the desktop.
- Click once on your USB icon and press Enter on your keyboard.
- Double click on your folder or file to open it.

## Saving files from My Documents to your USB

- Put your USB into one of the USB slots.
- Wait about five seconds for the computer to read your USB.
- If a window appears, close it and double-click on the My Computer icon on the desktop.
- If no window appears, double-click on the My Computer icon on the desktop.
- Click once on your USB icon and press Enter on your keyboard.
- Minimize or move the window to the side.
- Double click on the My Documents icon again.
- Place both windows side by side.
- Click and drag your file(s) from the My Documents window to the USB window.
- Once the file(s) appears in the USB window, close both windows.
- On the bottom right of your screen, left-click on the green arrow icon and click on “Safely Remove Hardware.”
- If a new window appears, click on your USB icon and click Stop.
- Click on your USB icon again and click Stop.

## Reminders

- You can always save your opened files from your USB to your My Documents or Desktop by choosing the option in the Save As window.
- You can always open your files from your USB or My Documents from Word, PowerPoint, etc. by going to the Office Button and clicking on Open (the Open dialog box will appear). You locate your USB from the My Computer option on the “Save in:” section on the left. You will also find the option for My Documents from the “Save in:” section.