

How to save to a Memory Stick (USB)

To save a document to your Memory Stick, use the following steps:

- Once you are ready to save your document on your memory stick

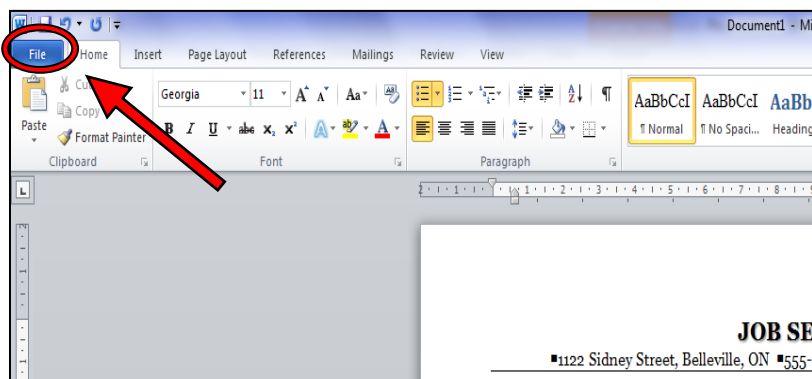


- Plug your memory stick into the USB port on your computer/laptop

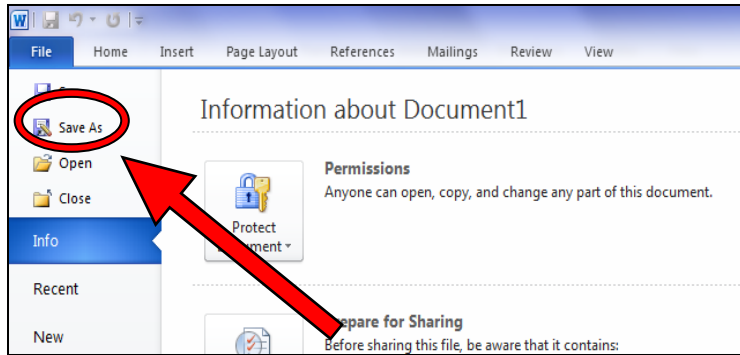


- In Microsoft Word click on

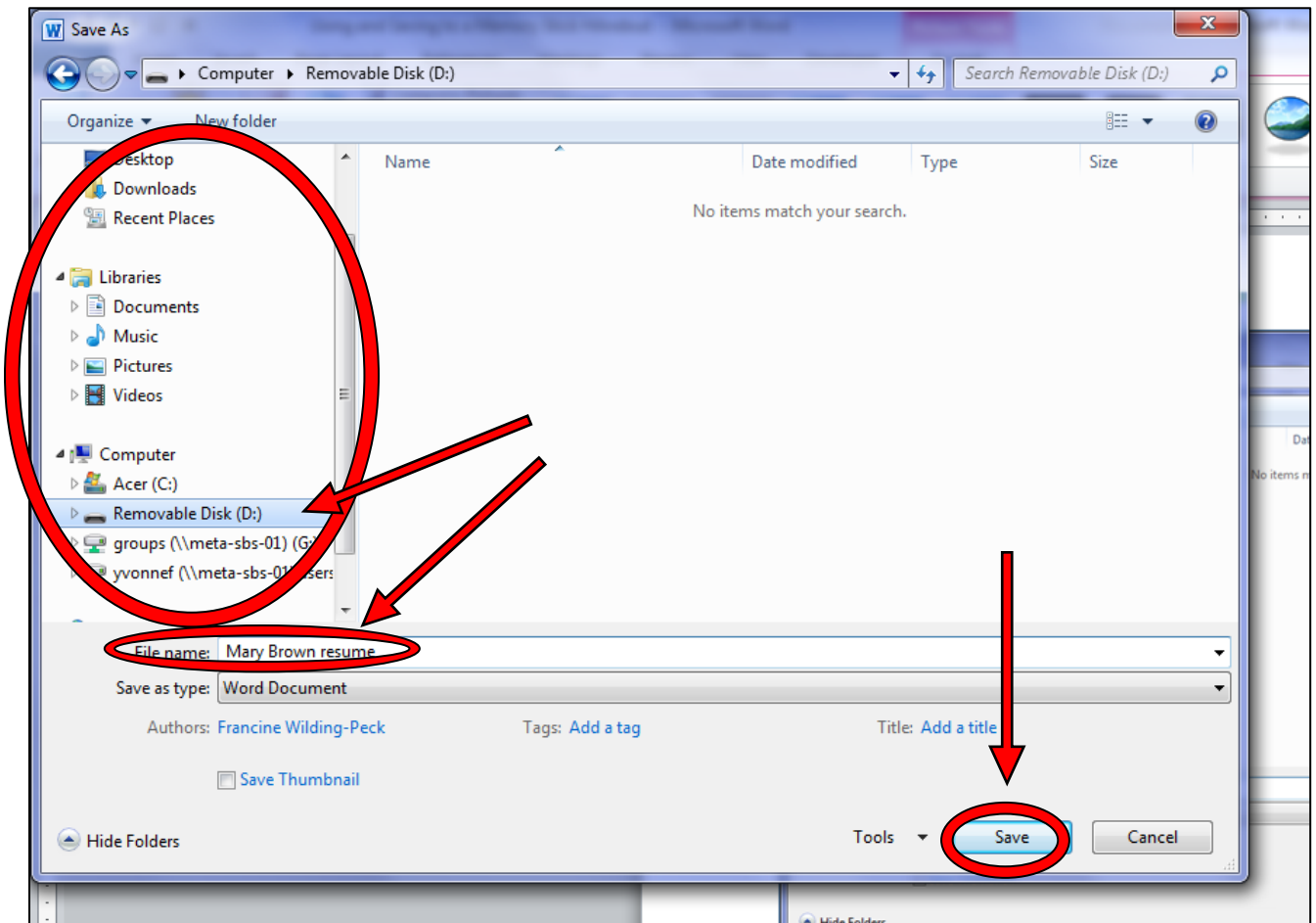
File



- Click  Save As



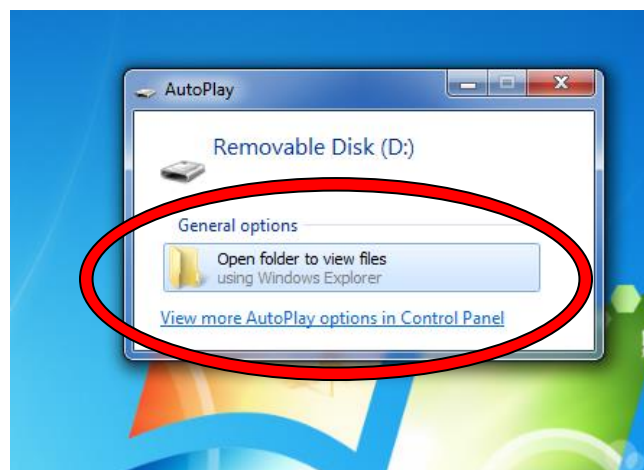
- Your save options will open, select the memory stick from the options (you may need to scroll down to find it). Click on the memory stick once. (Hint: many memory sticks are named "Removable Disk"). Give your document a name and click Save.



- Next time you would like to open your document, plug your memory stick into the computer



You may see the following appear on your computer screen. Click once on “Open folder to view files” and the folder containing your files will open



- Double click on the document you would like to open. (Hint: if you make any changes ensure you save the file again before closing it)

