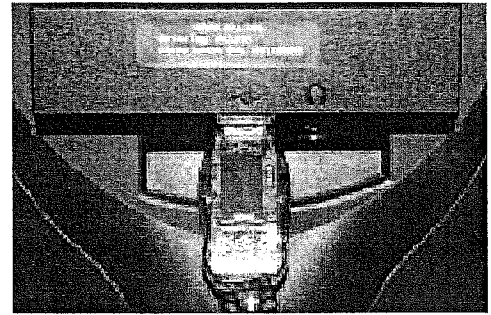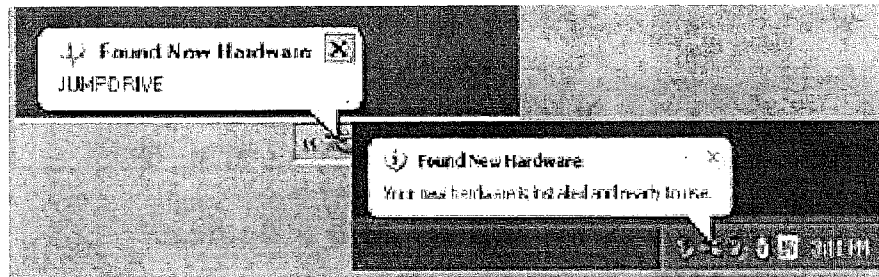# Saving to a Jump Drive

1.) Insert Flash Drive into the USB Port on your computer.

-Where is my USB port? It is usually found in newer model computers in a hidden compartment on the front of the hard drive and in the back of the hard drive on older computers. The port for laptops is found on the side or back of the computer.

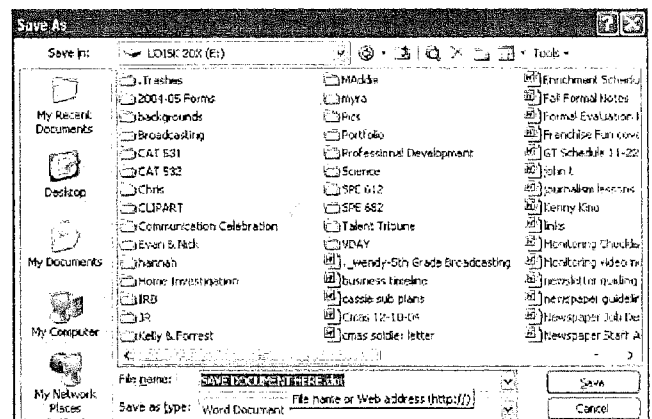**2.) Wait for the hardware to automatically install on your computer.**

After the hardware is installed, it is ready to use!

3.) In most cases, an Options Window will automatically open. Click Cancel.

4.) To save a file from inside a Microsoft office program such as Word, PowerPoint or Excel, select File -> "Save" OR File -> "Save As...".

3. Select your jump drive either at the drop-down box at the top of the Save dialog or by selecting My Computer on the left hand menu. It will most likely be titled Removable Disk.

4. Double-click on the words Removable Disk (or whatever it is called) to open it, then name and save the file as desired.

How do I remove my USB Flash Drive from my computer?

1.) To safely remove your USB flash drive look for ![icon] the icon on the lower right part of the screen and click on it once.

NOTE: If you hover over the icon, text will appear that state the function of the icon- such as "Safely Remove Hardware"

2.) Select the "Safely remove USB Mass Storage Device."

- Your computer will display a message that your USB flash drive can be safely removed. "Safe to Remove Hardware"

- (Remove your flash drive from your computer at this time)