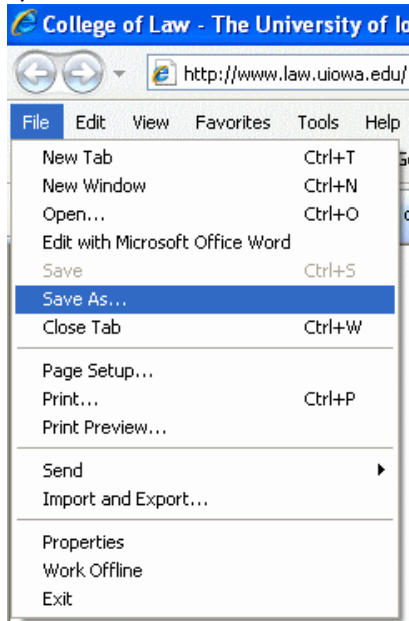


Instructions for saving to your to your USB Flash Drive

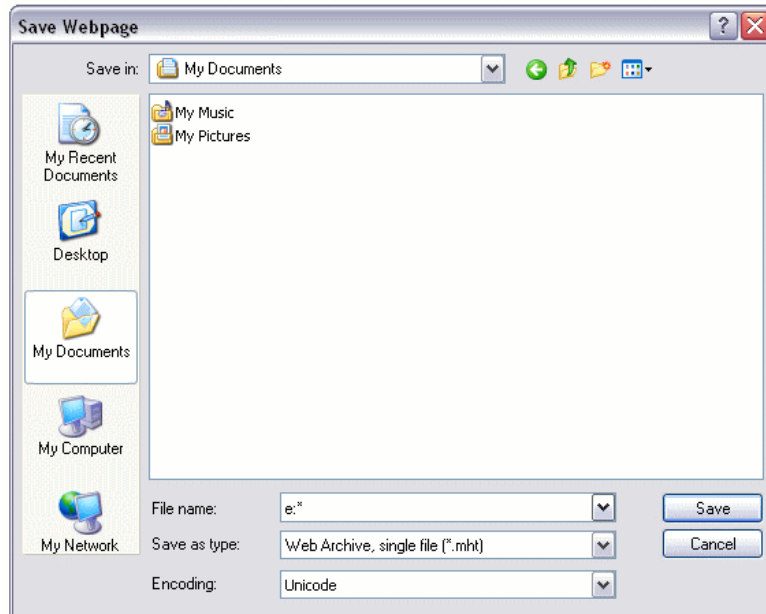
Patrons who wish to save documents from the Public workstations must use a USB Flash Drive. To use your USB Flash Drive you must plug it in to one of the USB ports left side of the monitor before you try to save any documents.

When you come to something you want to save:

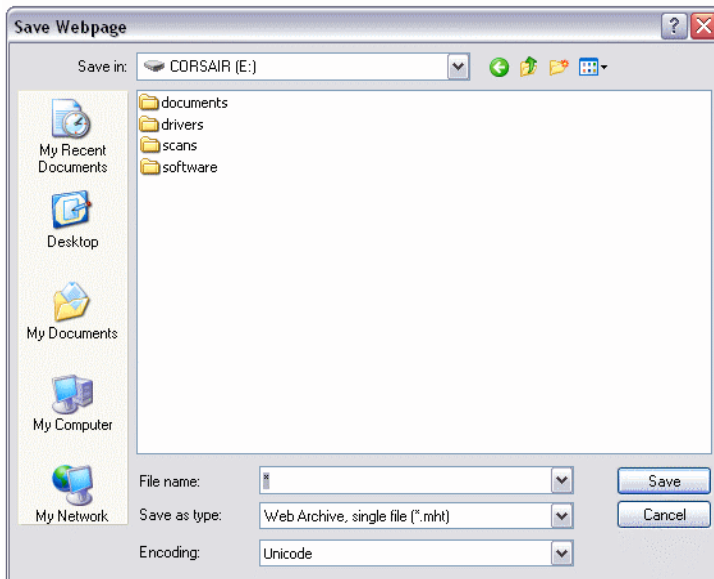
1) Click on **File>Save As...**



2) In the **File Name:** area type in "e:*" and then press **Enter**



3) You should see a listing of the files on your USB Flash Drive.



4) Type a name for your file into the **File name:** area of the window and then click **Save**.

If this does not work it may not be possible to use your USB Flash Drive in our Public workstation computers. If you have any more questions please contact Student Computer Support in room 130 (straight ahead off the elevator on first floor) or the Reference desk.