

USB Saving Exercise

Using Open and Save As

1. Under the File Menu, Open your Nameplate file from your H: drive
2. Insert your USB Drive into the front of the computer.
3. Under the File Menu, Save as, to the removable USB drive usually named E: use a good filename: Lori Nameplate
4. Close MS Word
5. Eject the USB drive by clicking on the green check mark in the bottom right corner of the screen. **(Stop here!)**
6. Pass to your neighbor.
7. Open your neighbor's Nameplate from the USB drive.
8. Save the file to your H: drive
9. Close MS Word
10. Eject the USB drive by clicking on the green arrow in the bottom right corner of the screen.
11. Pass their USB back to them.
12. Open your neighbor's Nameplate from your H: drive.