Step-by-Steps

Save on a Public Computer

Save your paper, resume or document to a portable flash drive device

STEP 1

Options

If you have created a file, you can save it to a portable flash drive device.

If you don't have a flash drive, see your librarian to find out if you can save to a folder on the computer and then email the file to yourself (see Gmail: Attaching a File to find out how)

Flash drive

Plug your flash drive into the computer USB port

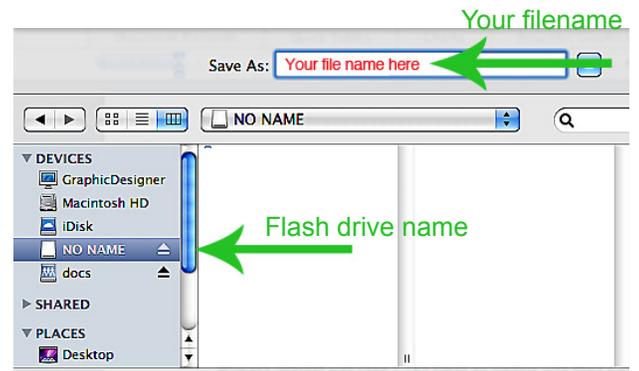## STEP 2

Plug in Flash Drive

- Plug the flash drive into a USB port on the computer.
- Ask for help if you are unsure where this is.

STEP 3

Save As

- While in your file, choose FILE and then SAVE AS
- Type in a name that describes it, for instance, "Resume 2011". *Do not use backslashes (/) in the name.*

Your filename

Save As: Your file name here

NO NAME

▼ DEVICES
  GraphicDesigner
  Macintosh HD
  iDisk
  NO NAME
  docs
▶ SHARED
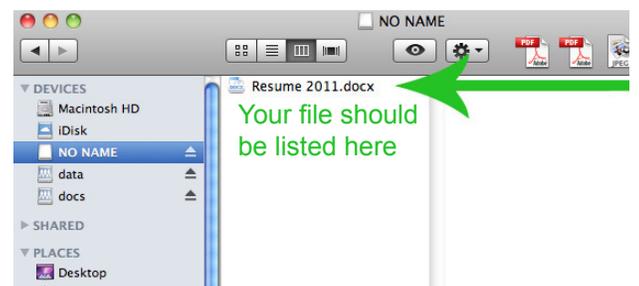▼ PLACES
  Desktop

Flash drive name

STEP 4

Choose where to save to

Click on the flash drive name in the left column. Your flash drive will have a name, possibly it will be the brand name or it could be NO NAME .

STEP 5

SAVE button

- Click the SAVE button
- The file should appear in the flash drive file after saving. You should check before closing the file to be sure. *If you don't see your file here, ask for help!*

NO NAME

▼ DEVICES
  Macintosh HD
  iDisk
  NO NAME
  data
  docs
▶ SHARED
▼ PLACES
  Desktop

Resume 2011.docx

Your file should be listed here

STEP 6

Properly Eject your flash drive!!

· *You can lose your files if you do not properly eject your flash drive device!*

· In lower right area of your screen, click on the "Safely Remove Hardware" icon

click

· "Safe To Remove Hardware" box will appear. Click 'OK'.

Safe To Remove Hardware

This device can now be safely removed from the computer.

OK

click

· The "Safely Remove Hardware" icon disappears from the lower right area of your screen.

icon is gone

· Now you can safely unplug your flash drive device.