


Instructions for Saving Data to Removable Storage Devices USB Flash Drives

1. Before saving your work insert your USB Flash Drive in the USB port located on the front of the computer.
2. Click on **FILE** on the Menu Bar.
3. Select **SAVE AS**.
4. At the **SAVE IN** box, click on the arrow to activate the drop down box and select **Removable Disk** for your USB Flash Drive.
5. Name your document in the **FILE NAME** box.
6. Click on **SAVE**.
7. **Wait** until the activity light stops blinking on the USB Drive for saving to be complete.
8. **BEFORE removing your storage device** check all work has been saved correctly and close all open programs.
9. To remove the USB Flash Drive, click on the **Safely Remove Hardware icon**  located on the taskbar at the bottom right of the screen. Click on the USB device you wish to remove from the list that displays. When the **Safe To Remove Hardware** message appears you can safely disconnect your USB Flash drive without corrupting any data.

Note:

If you select "Save" instead of "Save As", your work will save to the computer's hard disk.

The computers hard disk clears overnight, so all work saved to the "C:" drive (hard disk) will be lost.

Please see over for Burning to Compact Discs Instructions

Instructions for Saving Data to Removable Storage Devices Burning to Compact Discs Using the CD Writing Wizard

1. Save your file to the *My Documents folder*.
2. Open *My Documents*, and locate the files you wish to save to CD.
3. *Right mouse click* on the document/s you wish to save.
4. Select *Send to Drag to Disc (Z:)*.
5. Repeat this process for all files you wish to add to the CD.
6. **WAIT** until a yellow balloon appears in the bottom right corner of the screen with the words *“You have files waiting to be written to the CD”*
7. *Click* in the yellow balloon.
8. WAIT until a screen showing *DVD:RAM Drive (Z:)* appears.
9. The file/s you chose should be showing on the screen.
10. From the menu on the left, click on *Write these files to CD*.
11. The Microsoft CD-Writing Wizard opens.
12. Specify the name you wish to give the CD (or accept the default name, which is today’s date).
13. Click on *Next*.
14. Place a re-writable CD in the CD drive, if you haven’t already done so.
15. Click on *Next*.
16. The files are burnt to the CD.
17. The CD will eject automatically when finished. The CD is “open”, which means more files can be burned to it in the future.
18. Click on *Finish* to close the CD Writing Wizard.