**1**    *Insert* the flash drive into the computer.

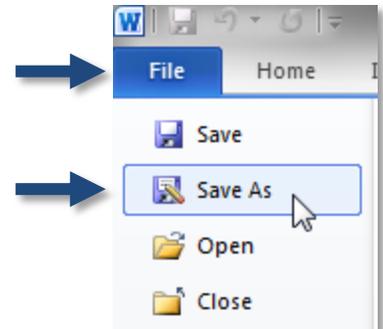JOHN

*This end goes into the USB port on the monitor*

**2**    *Open* **Microsoft Office Word 2010** and *type* some of words into the blank document.
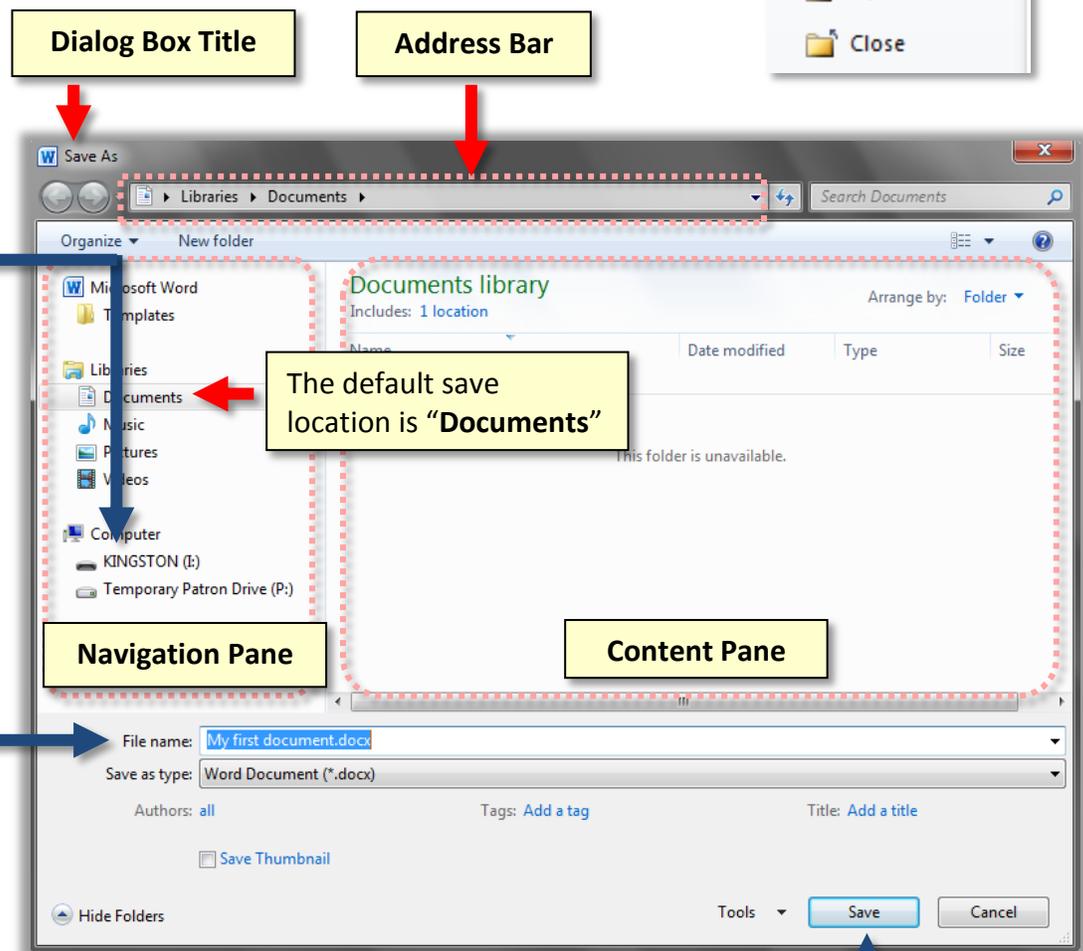
**3**    *Click* on the **File tab** and *click* on **Save As**.  This will open the "Save As" dialogue box.

File    Home

- Save
- Save As
- Open
- Close

**Dialog Box Title**

**Address Bar**

**4**    *Click* on drive **I:** to select your **flash drive**.

*Notice* how the **address bar** changes to show that you are now inside of your flash drive.

Save As

Libraries ▸ Documents ▸

Search Documents

Organize ▾    New folder

- Microsoft Word
  - Templates
- Libraries
  - Documents
  - Music
  - Pictures
  - Videos
- Computer
  - KINGSTON (I:)
  - Temporary Patron Drive (P:)

Documents library
Includes: 1 location

Arrange by: Folder ▾

Name    Date modified    Type    Size

The default save location is "**Documents**"

This folder is unavailable.

**Navigation Pane**

**Content Pane**

**5**    *Click* in the **File name** field and *type* a file name. Make sure it's <u>descriptive</u>, but <u>not too long</u>!

File name: My first document.docx

Save as type: Word Document (*.docx)

Authors: all    Tags: Add a tag    Title: Add a title

☐ Save Thumbnail

Hide Folders    Tools ▾    Save    Cancel

**6**    *Click* the **Save** button.