

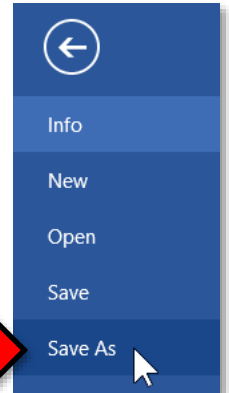
**1** *Insert* the flash drive into the computer.



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

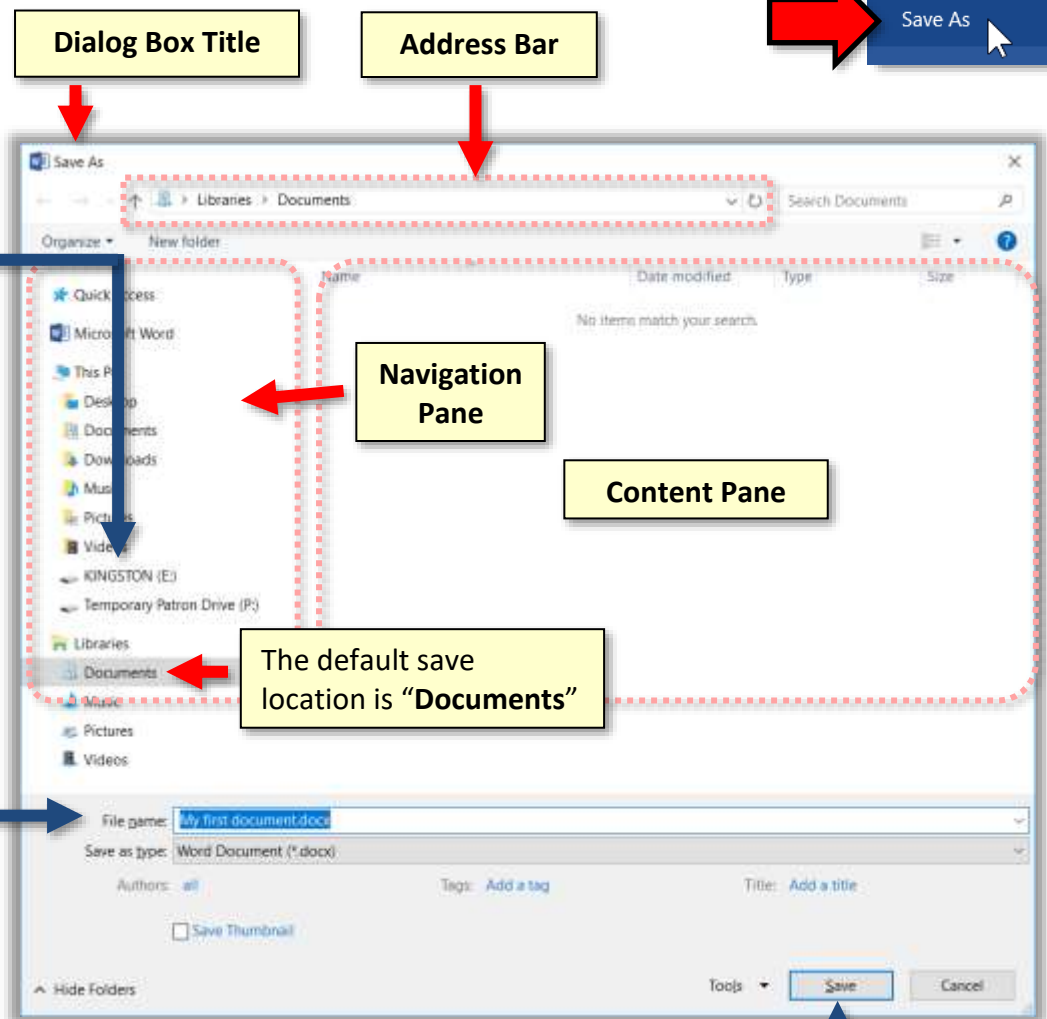
**2** *Open* Microsoft Office Word 2016 and *type* some of words into the blank document.

**3** *Click* on the **File** tab and *click* on **Save As**. This will open the “Save As” dialogue box.



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

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



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

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