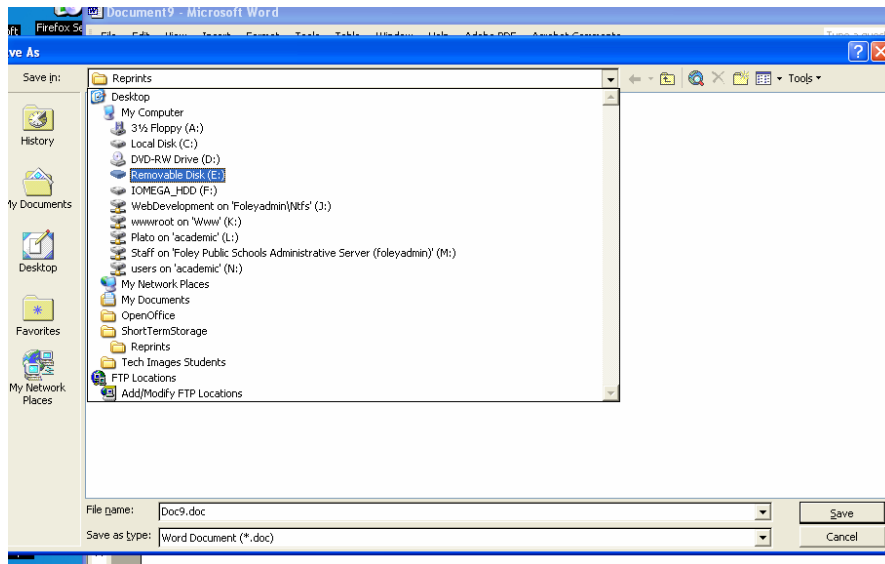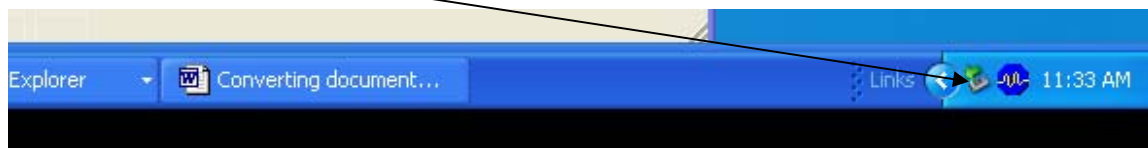# Saving to a Flashdisk

To save your work to a flashdisk (also referred to as removable disk, jump drive, or flashstick), simply insert your flashdisk in a network connection on your computer. Once the computer recognizes the flashdisk, click on FILE, SAVE AS, and you will see something very similar to the diagram below.

At the top you'll see "SAVE IN", arrow down to see all your options. The flashdisk should show up right under the "C" and "D" drives on most computer systems, and typically is labeled as "removable disk" or possibly by the brand of flashdisk you have. Click (or select) the removable disk drive, and save your file.

Remember to close and safely remove your flashdisk before removing the flashdisk from your computer. You may do this by closing the flashdisk, then clicking on the "safely remove disk" icon on the very bottom of your taskbar. It typically looks like this

After clicking on it, you will get a dialogue box which reads "Safe to remove hardware".

If the message you get tells you not to remove the disk now, make sure you close all applications, and log off or shut down your machine before removing the flashdisk. Failure to remove the flashdisk properly could corrupt your files on the flashdisk.

Let me know if you have any problems with this!