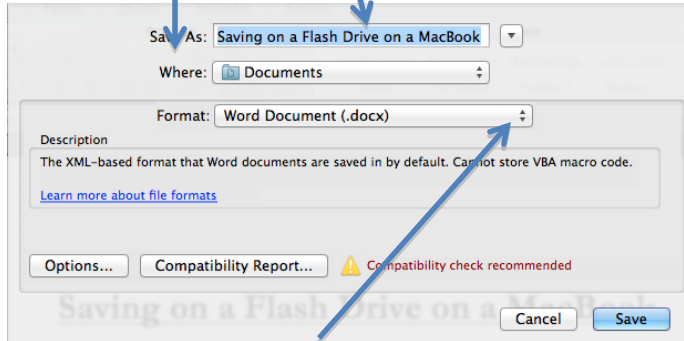


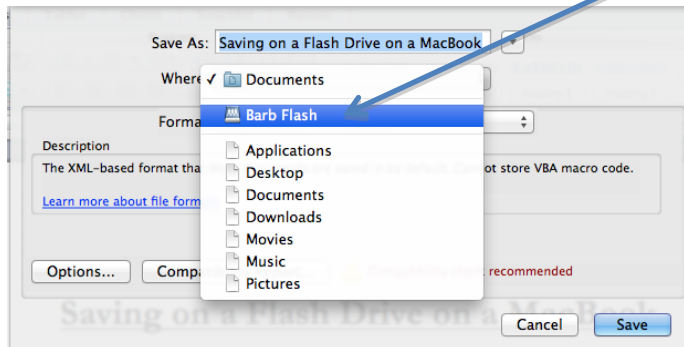
# Saving on a Flash Drive on a MacBook

When working in Word, Excel, or PowerPoint:

- On the top of the screen hit **File**
- Select **Save**, name your file
- Select Where



- Hit the drop down arrow and select your flash drive

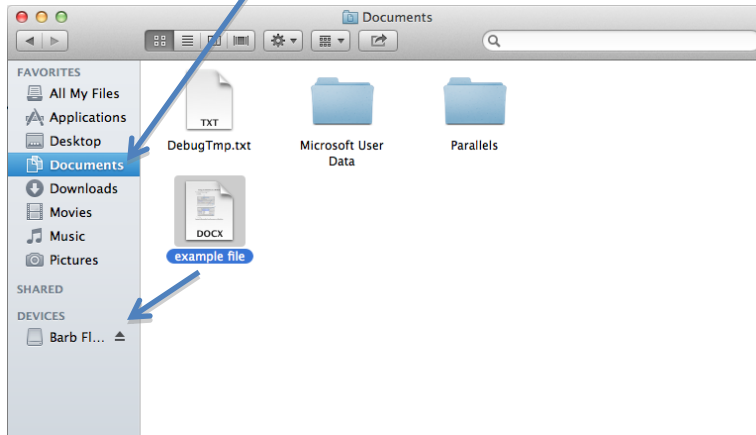


- Select **Save**

## Copying Files From Documents To A Flash Drive

To save a file in your Documents and put a copy of it onto your flash drive:

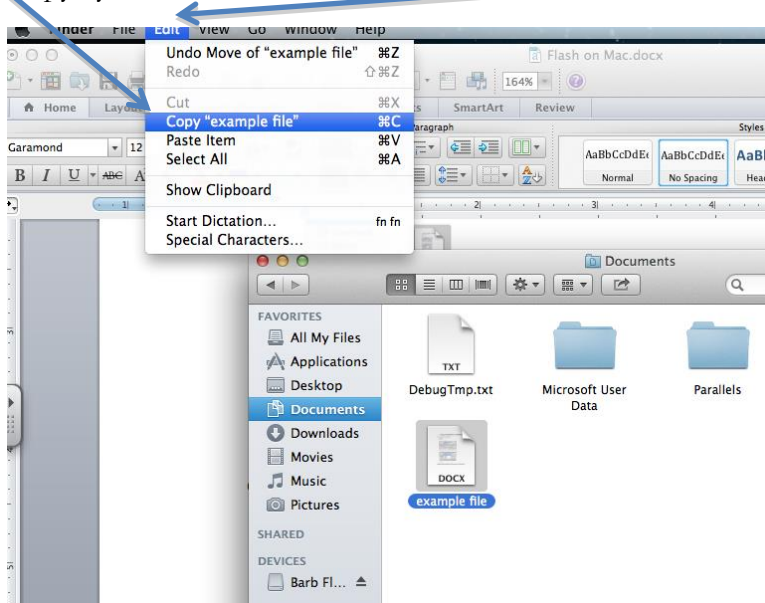
- Open **Finder**
- Select **Documents** on the left



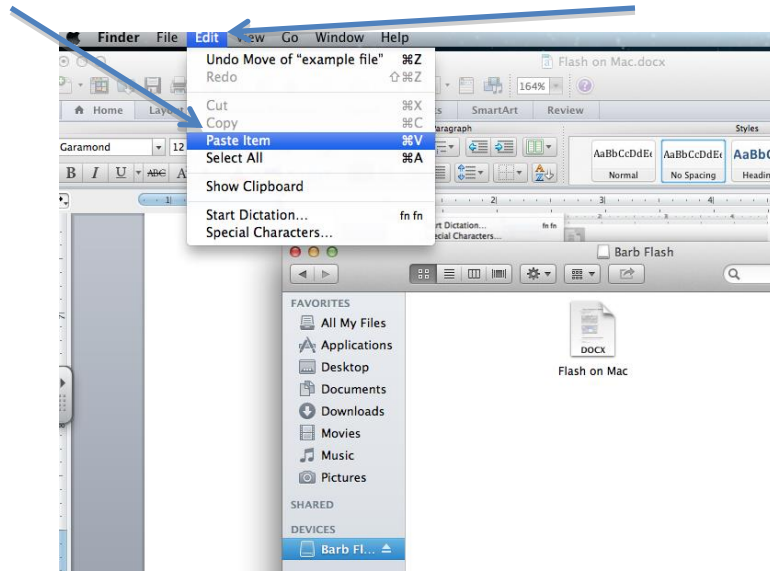
- Click on your file once. While holding that click, drag the file into your flash drive on the left, which can be found under **Devices**.

OR:

- Open Finder, select documents, select your file, as above
- Once your file is selected, go to the top of the screen and select Edit, then select Copy "your file name"



- While still in Finder, select your flash drive. Select Edit from the top, then Paste Item



A copy of your document will now be on your flash drive.