

# Saving to your USB device in the computer lab

## **First – connect your USB memory device.**

By doing this, the computer detects something on the E: drive

### **When ready to save data –**

- Select **File >> Save As**
- If the **E:** drive **is** listed in the option, save there
- If the **E:** drive **is not** listed, click on **My Computer in the left frame -- E:** should display

### **If you plug in your USB device after selecting File .. Save As:**

- Plug it in,
- Click on **My Computer** in the left frame, wait a second and it should display the option for saving to **E:**

### **If you don't see the E: drive listed in My Computer:**

Your USB device isn't connected -- the computer won't display "**E**" as an option if the device is not plugged in.