

# *Digital Ambassador*

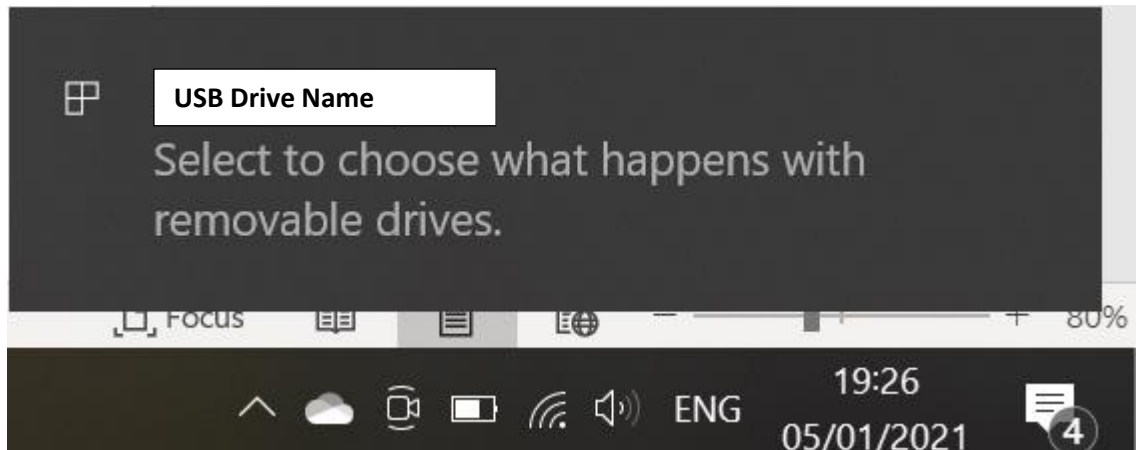
*How to save  
documents to  
computer and usb*



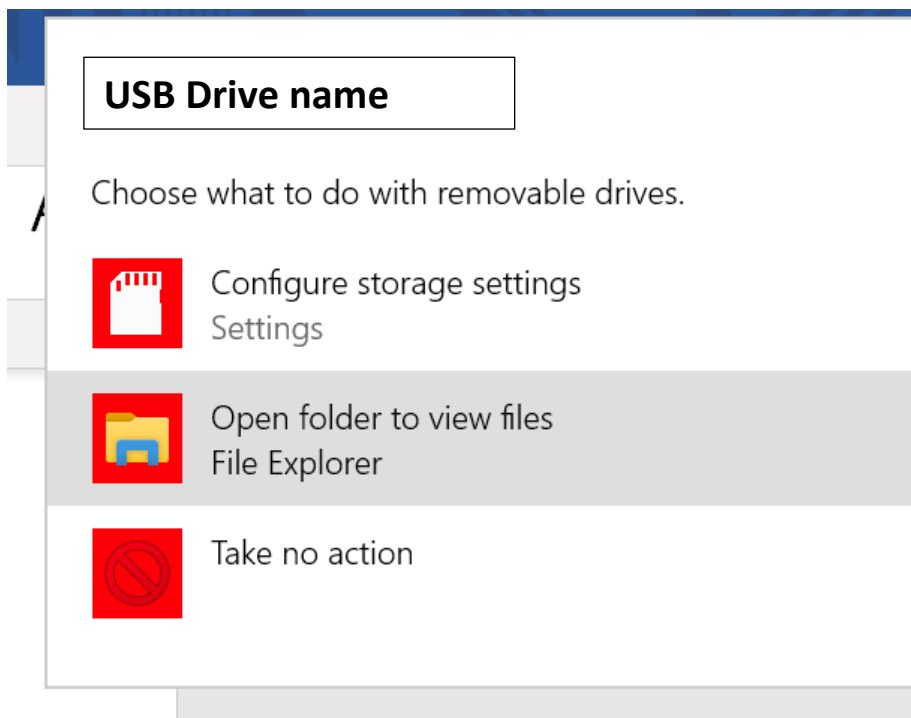
## Saving to a USB

**Step 1:** Insert the thumb drive into a USB slot located on your laptop.

**Step 2:** A notification will appear saying, “Select to choose what happens with removable drives”



To open the USB slot's folder in file explorer, double tap on the notification and the image below will appear.



**Step 3:** Click on the “Open folder to view files” option. File explorer will now open with all the files saved to this USB.

**Step 4:** To save a document from any application to a USB drive. Click **File** then **save as**

**Step 5:** When the window for saving appears, double click on the name of the USB.

**Step 6:** Name the file and save as preferred document type, then save.

## **Saving to computer**

**Step 1:** Press CTRL + S or select **File** then **Save as**

**Step 2:** When the saving window appears, select the folder you wish to save the document, double click on this folder

**Step 3:** Name the document and select the save button.