

# How do I save data and create folders on USB thumb drives?

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# Do Now

- Take out USB thumb drives and composition notebooks.
- Add a correct heading to your page and be prepared to take notes.

# Objectives

- I can save files on to USB thumb drives.
- I can create new folders in my USB thumb drives.

# Saving Files in Microsoft Word

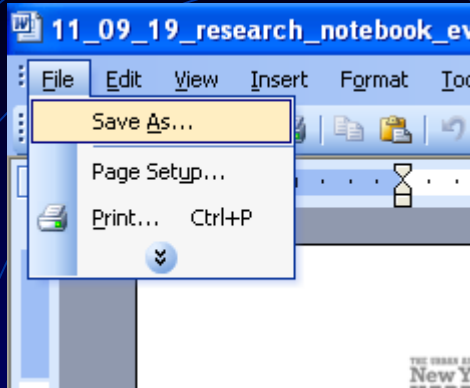
- Under the “File” menu click on “Save As”
- In the “Save As” dialog box click the “Save In” drop down menu and search for your drive letter and name.
- Click on your drive and navigate to the MBRP folder (if you don’t have one create one).

# Saving Files in Microsoft Word

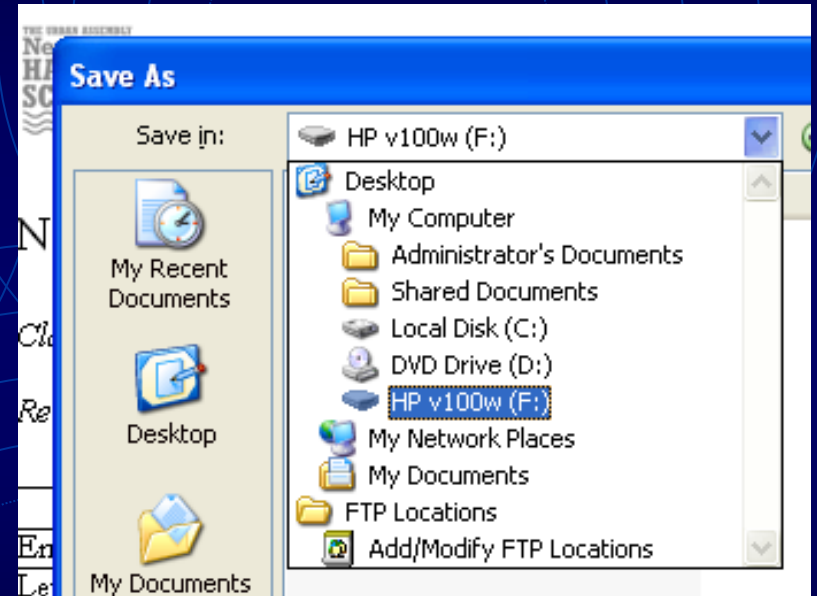
- Save it with the same procedure of Naming your Computer Files.
- Hit “Save” and it will be saved on that drive in your specific folder.

# Microsoft Word 2003

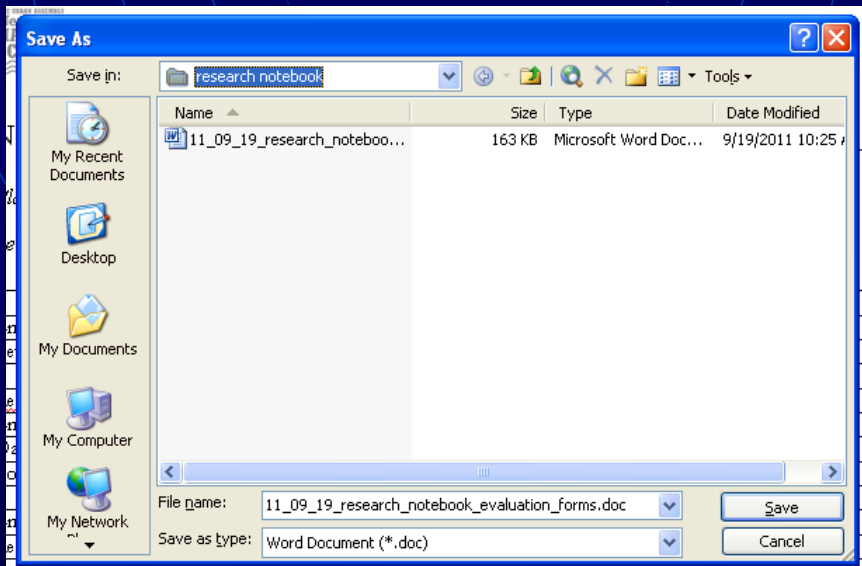
1



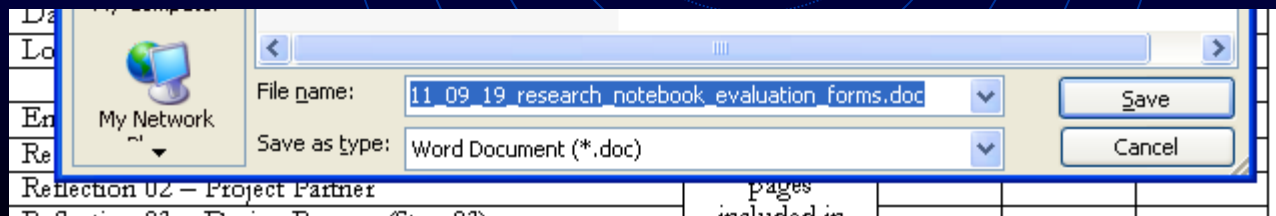
3




2



4



The background is a solid dark blue color. It features several sets of concentric circles in a lighter blue shade, some of which are partially overlapping. A single dashed blue line runs diagonally across the page from the bottom left towards the top right.

Create folders to organize your USB  
thumb drives.

# Creating Folders in your USB Thumb Drives

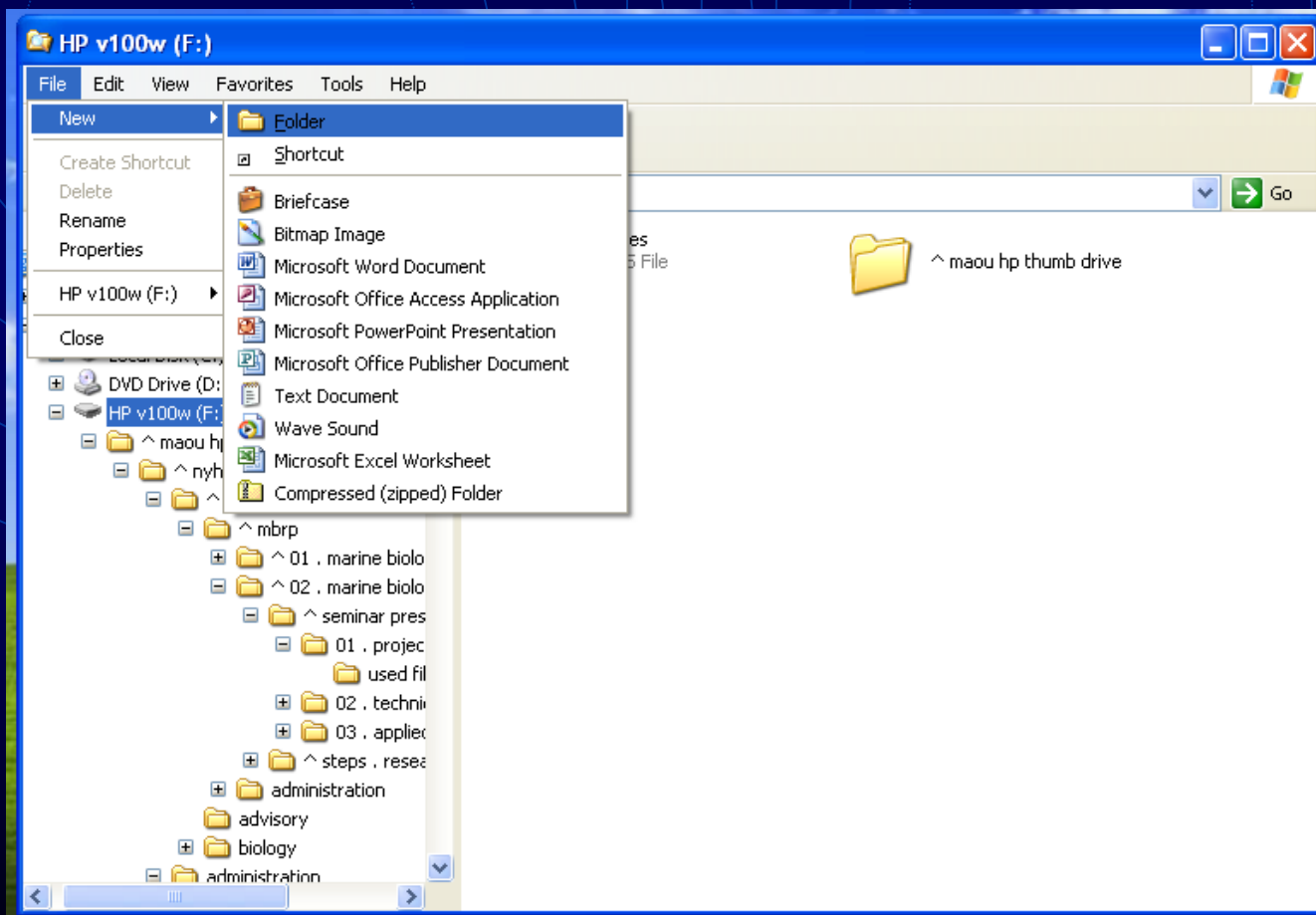
- WINXP - On your desktop you may have a “My Computer” icon that you should right click and left click on “Explore.” If not, this icon is under the “Start” menu.
- In later versions of windows you can find “Explore” in “Computer” under the “Start” menu.
- Find “Explore on your computer.

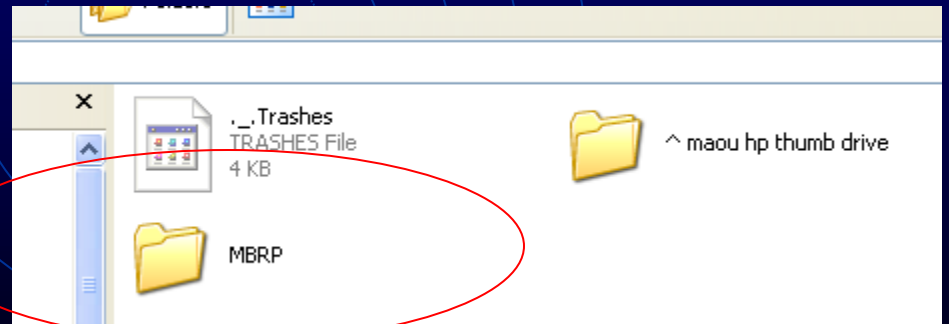
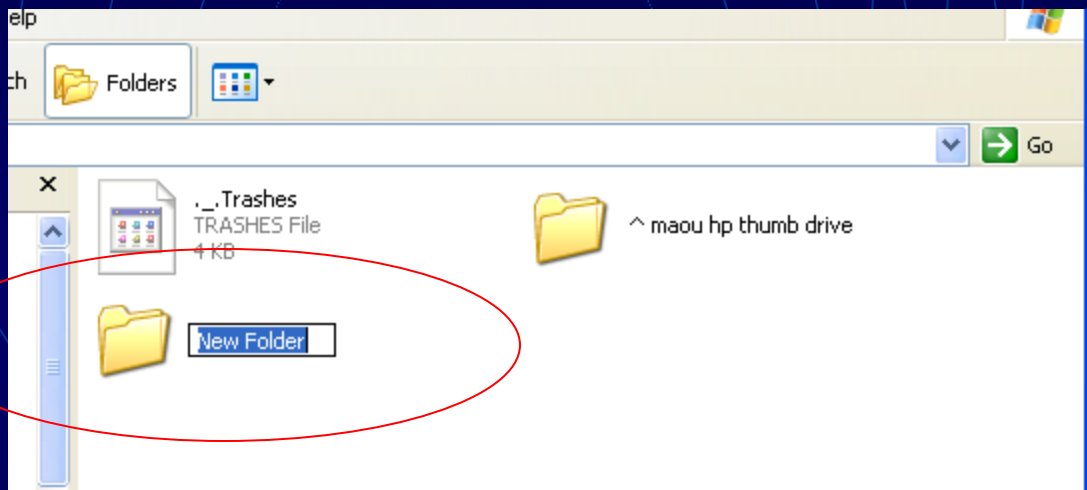


# Creating Folders in your USB Thumb Drives

- In “Explore” find your USB thumb drive as you were taught previously.
- Left click on your drive so it is highlighted.
- Go to File > New > Folder and this will create a new folder.
- Rename your folder “MBRP” for my class.

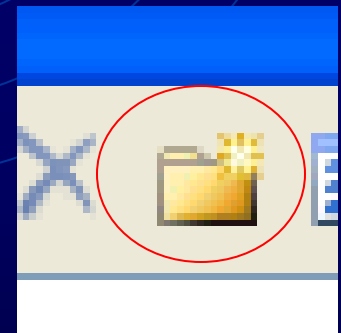
# Creating Folders in your USB Thumb Drives



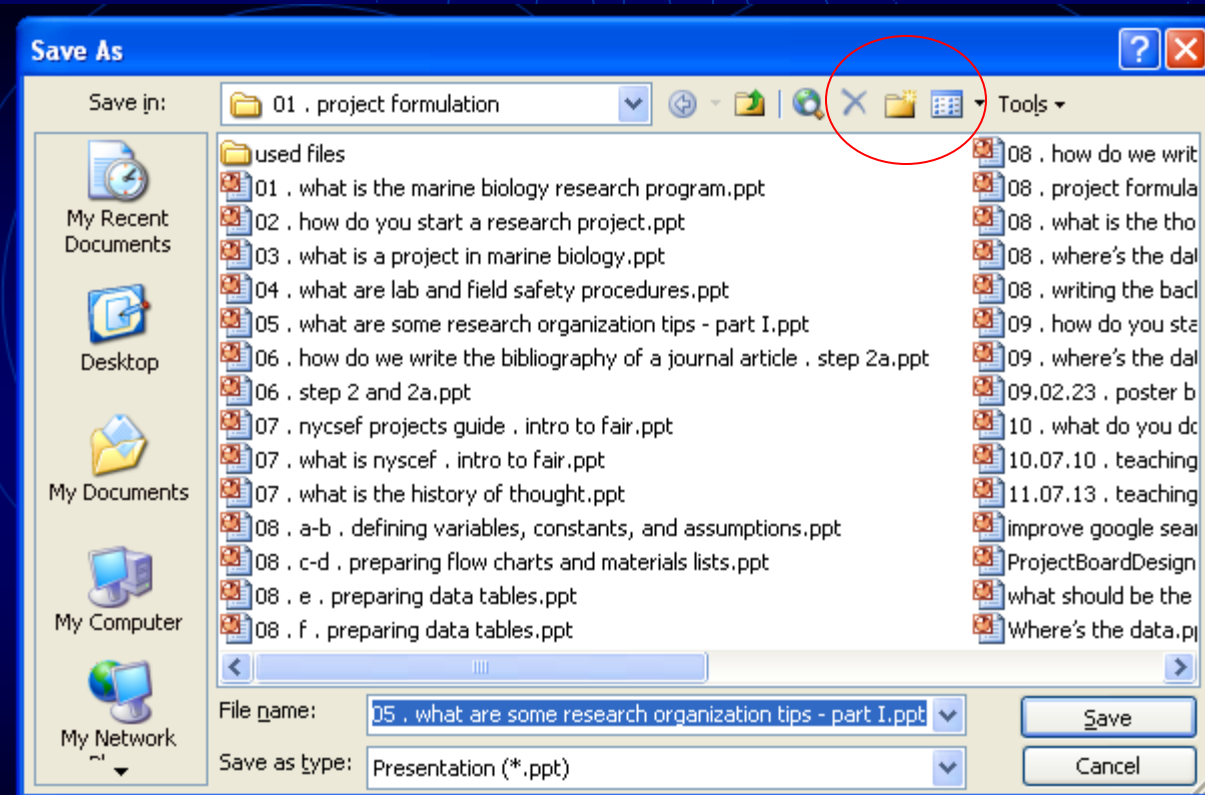


# Creating Folders in your USB Thumb Drives

- There may be a situation when you want to create a folder while you are saving a file.
- For example, when you are saving data using MS WORD go to the “save as” function you learned previously.
- There will be a folder icon on the top menu with a star on its top-right corner.
- Once you’re in the correct folder or drive you can left click on this icon and it will create a new folder.



# Creating Folders in your USB Thumb Drives



# HW

- Create a folder named MBRP in your thumb drive and drag and drop all your MBRP files in there.
- Make a list of different subfolders you may want to create in your MBRP.
  - *e.g.*: lab reports, primary sources, etc...