



## Working with Removable Disks (Flash Drives) at BPL

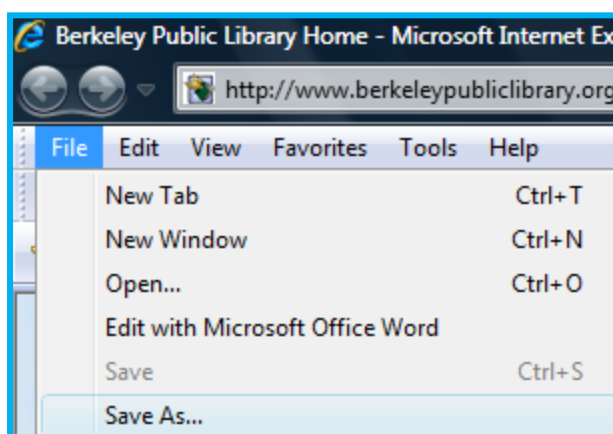
When a removable disk is inserted in the computer, Photo Downloader from Adobe will find all picture files and display them. (If there are no picture files on the drive, nothing happens) Click "Cancel" in the bottom right of Photo Downloader to continue without working with the picture files.




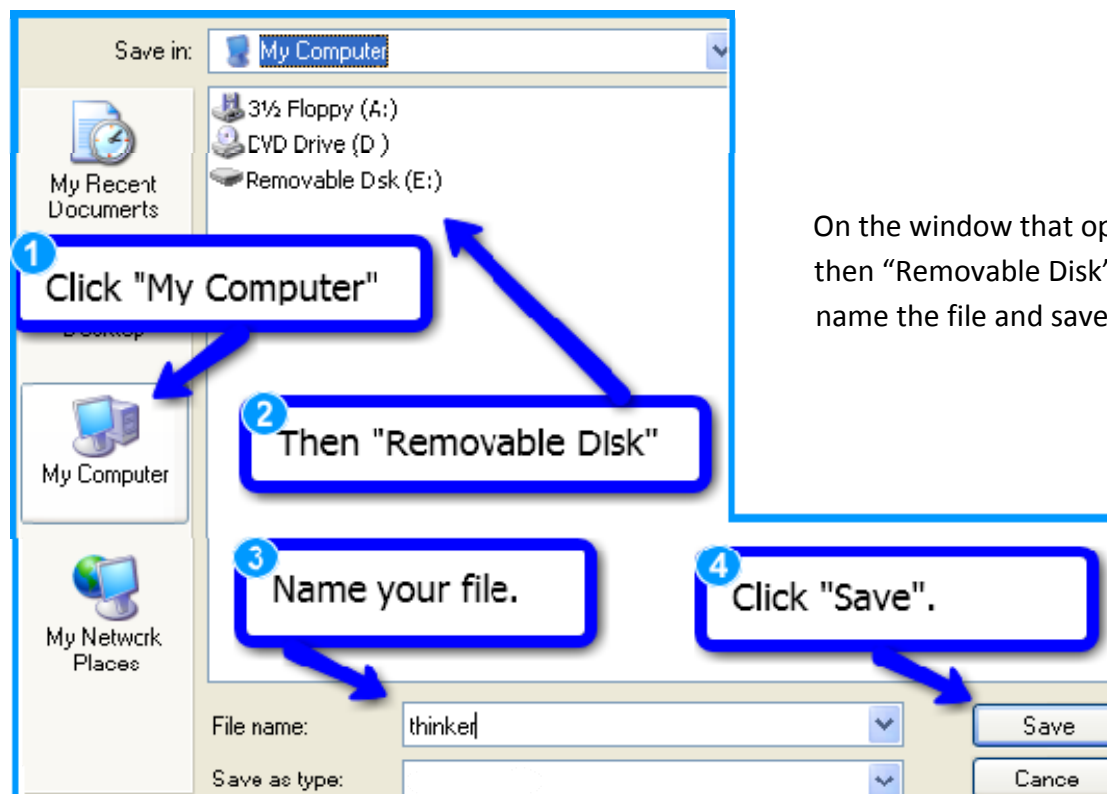
Removing the disk is easy. Simply pull it out of the port. There is no "Safely Remove Hardware" icon to click.

### *Saving anything to a removable disk.*

The "Save," or "Save As" command is located in the "File" menu of most programs. The keyboard command [Ctrl]+S key combination will usually start the save process as well.



In Office 2007, the "Office Start Button"  , in the top left hand corner of the program window, is where most of the commands from the File menu are located, including "Save" and "Save As." (see right)



On the window that opens, click "My Computer," then "Removable Disk". You then are able to name the file and save it.