

## **Jump drives or Memory keys**

How to access your files on your jump drive or memory key

Open the program that the file was created in.

Click on file

Click on open

Select the B or E drive (that should be your jump drive or memory key)

Saving to a jump drive or memory key

Click on File

Click on Save as

Select the B or E drive (that should be your jump drive or memory key)

C:\My Documents\Staff Instructions\Jump drives or Memory keys