

Copying a Document from a Website to Your Thumb Drive

1. Insert your thumb drive into an available USB slot on your computer.
2. Go to the website where the target document is located.
3. Once you find the target document, left-click on it.
4. This action will open the target document temporarily, but will not install it on your computer.
5. From within the target document, click on **Save As** (this action will cause your File Explorer to open.)
6. In the left column of the Explorer, find your thumb drive (it will be listed at the very bottom of the left column).
7. Right-click on the target thumb drive and then left-click on **paste**.
8. Now double left-click on the thumb drive to confirm your success. You will find that the document that you downloaded from the website is now secured on your thumb drive.