# How to Save to a USB stick (Flash Drive) & Exit Flash Drive Safely NCF-Envirothon 2025



## **Naming Format and Where To Save**

File should be named: Team Number\_OP\_Final

• For example: **2503**\_OP\_Final

Final presentation MUST be saved on the USB stick (Flash Drive) outside of any folders.

#### How to Save a Powerpoint file to the USB stick (Flash Drive) Option 1: Save directly to the USB stick (Flash Drive)



Step 1: Click File

Step 2: Click Save As



#### Step 3: Click Browse

Get Add-ins	Show more
Info	Share options
Save	Share
Save As	Copy Link
Print	This PC
Export	Add a Place
Close	Browse

**Step 4:** Scroll down then click USB Drive

**Step 5:** Change the file name to the described naming convention for your team (e.g. 2503\_OP\_Final)

Step 6: Press Save



#### Option 2: How to Save a Powerpoint file to laptop desktop then to USB stick (flash drive) Part A-Save to the laptop desktop



#### Step 1.A: Click File

Step 2.A: Click Save As



#### **Step 3.A:** Click Browse

Get Add-ins			Show more
Info		Share	options
Save		G	Share
Save As		$\bigcirc$	Copy Link
Print			This PC
Export			Add a Place
Close	$\left( \right)$		Browse

#### Step 4.A: Click Desktop

# **Step 5.A:** Click Save. Remember to change the file name.

Your powerpoint should now be saved to your desktop!





# Part B: How to Save a Powerpoint file from the laptop desktop to a USB stick (flash drive)

Step 1.B: Click File Explorer

Step 2.B: Click Desktop



Step 3.B: Scroll down and see USB Drive

Step 4.B: Drag the powerpoint to the USB Drive

Your powerpoint should now be saved on the USB Drive

Open the USB Drive and check

		<b>7</b>	Messenger	$\odot$	202
>	o Creative Cloud F	7	Netflix	$\odot$	202
>	💻 This PC	2	Norton Installation Files	$\odot$	202
/	📜 Libraries	2	Office	$\odot$	202
>	Documents		Welcome to PowerPoint [Autosaved] [Autosa	C2	202
>	🙍 Music	5	WhatsApp	$\odot$	202
>	Rictures	5	WhatsApp-DESKTOP-E5MR9H7	$\odot$	202
>	📘 Videos				
	USB Drive (D:)				
>	Network				

## How to exit flash drive safely

**Step 1:** Click on the triangle on the bottom right of your screen

Step 2: Click the USB icon

**Step 3:** Click "Safely Remove Hardware and Eject Media". Make sure that everything is closed before you eject the USB.

**Step 4:** Remove USB stick from laptop



