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# How to Save to a USB stick (Flash Drive) & Exit Flash Drive Safely

— NCF-Envirothon 2025 —

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# Naming Format and Where To Save

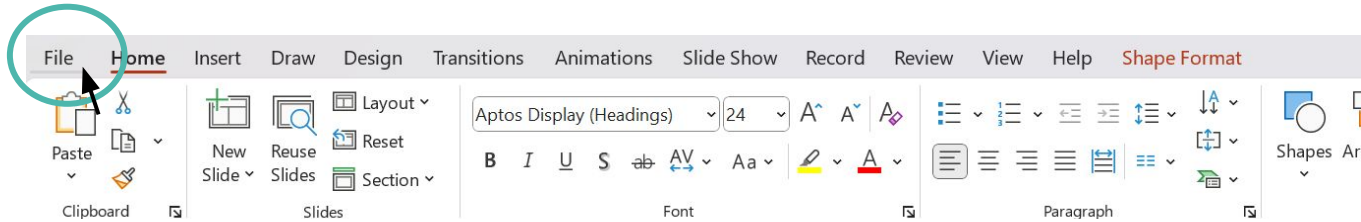
File should be named: Team Number\_OP\_Final

- For example: **2503**\_OP\_Final

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

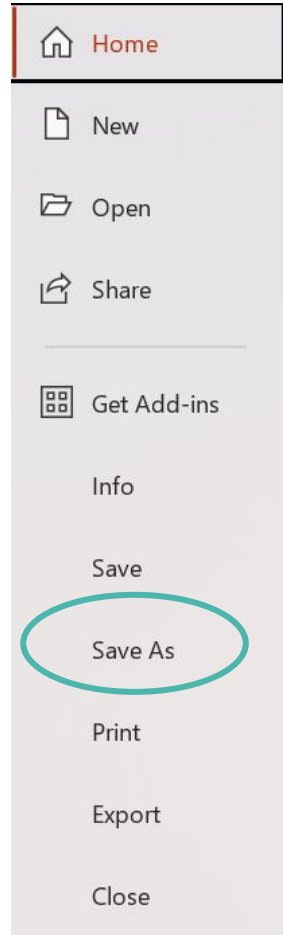
# How to Save a Powerpoint file to the USB stick (Flash Drive)

## Option 1: Save directly to the USB stick (Flash Drive)

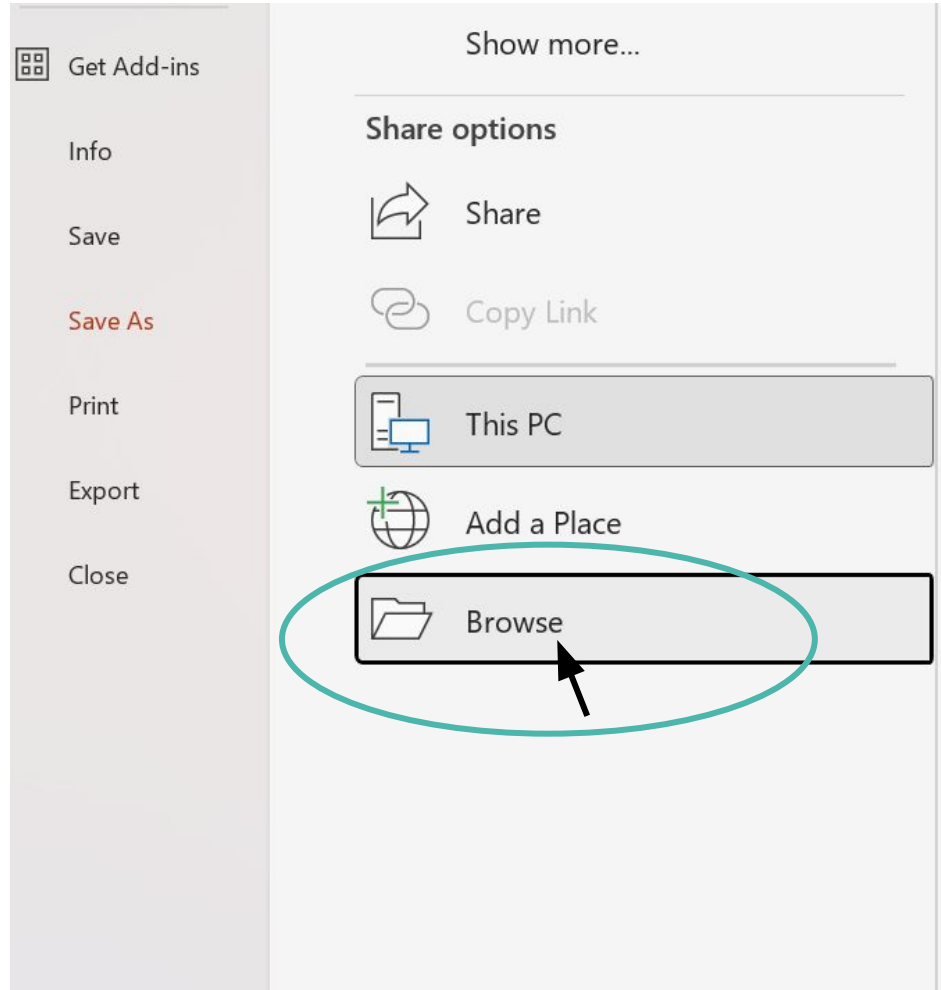


**Step 1:** Click File

**Step 2:** Click Save As



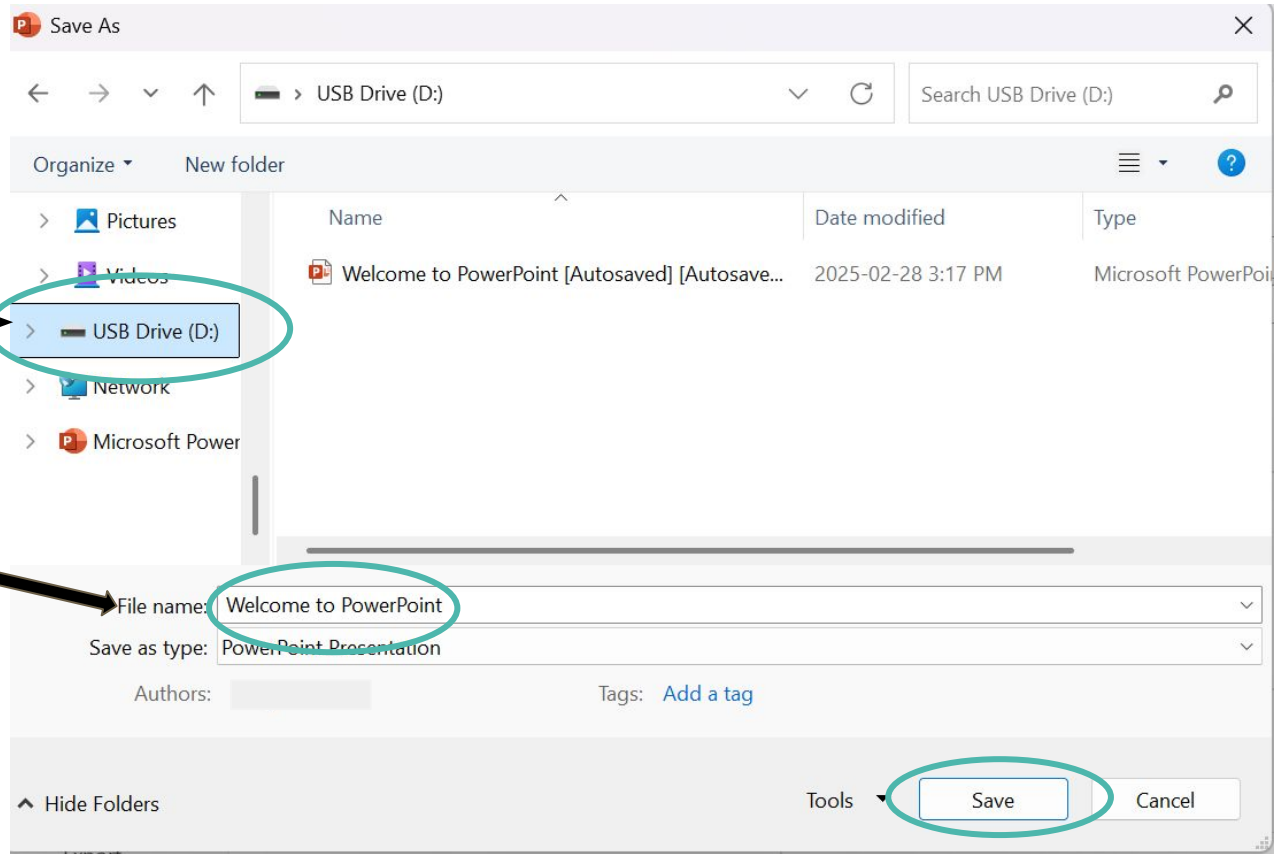
## Step 3: Click Browse



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

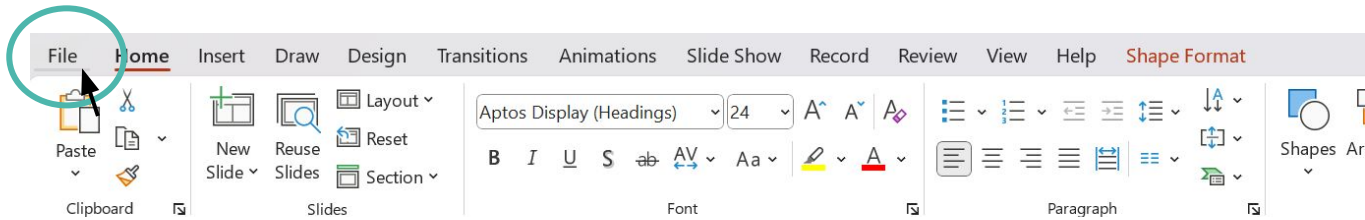
**Step 5:** Change the file name to the described naming convention for your team (e.g. 2503\_OP\_Final)

**Step 6:** Press Save



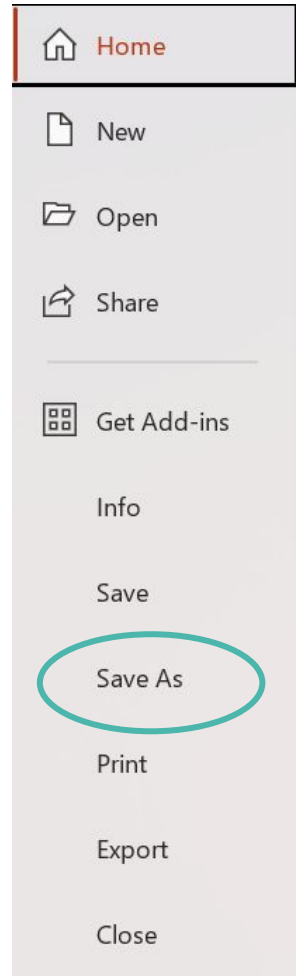
# Option 2: How to Save a Powerpoint file to laptop desktop then to USB stick (flash drive)

## Part A-Save to the laptop desktop

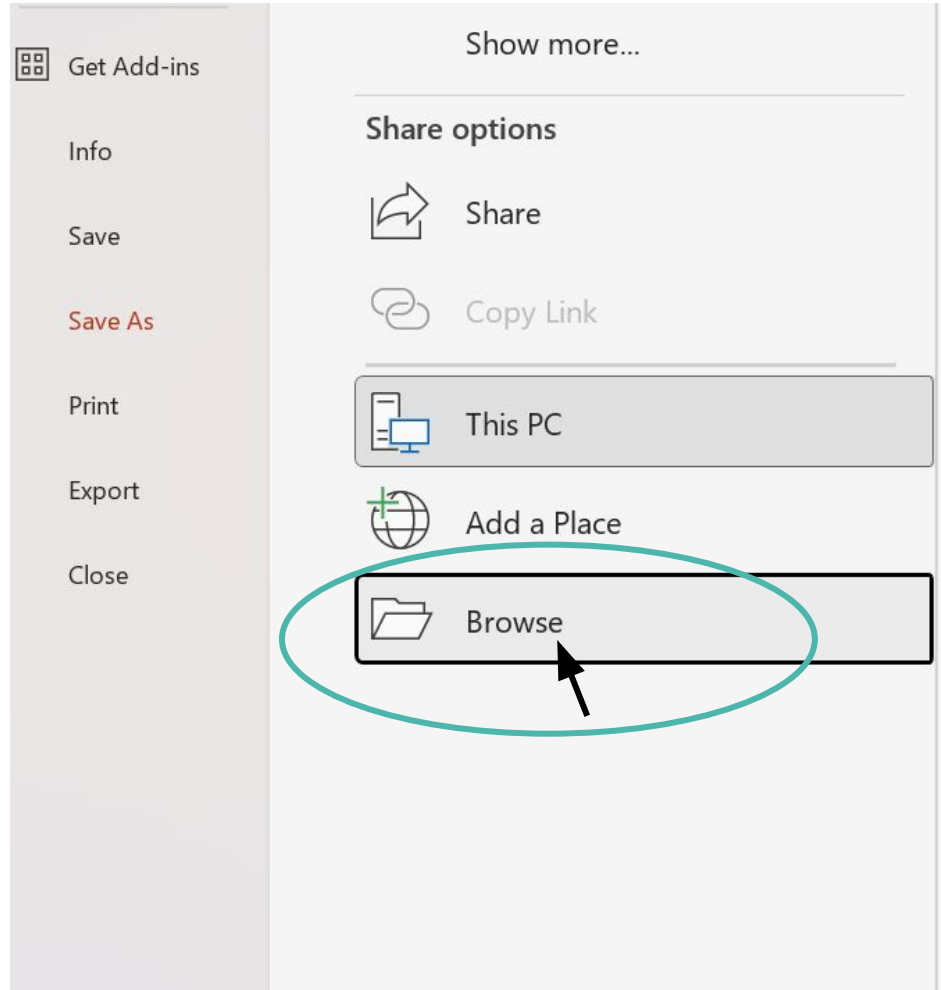


**Step 1.A:** Click File

**Step 2.A:** Click Save As



## Step 3.A: Click Browse

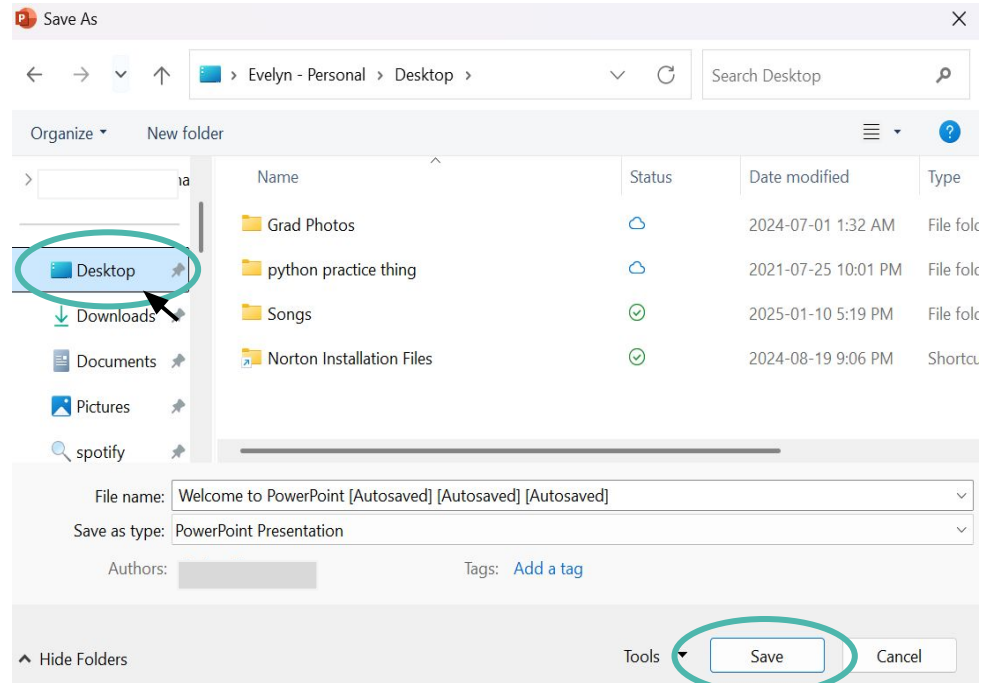
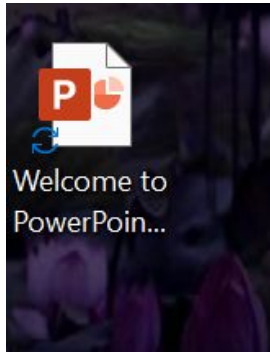


**Step 4.A:** Click Desktop

**Step 5.A:** Click Save.

Remember to change the file name.

Your powerpoint should now be saved to your desktop!

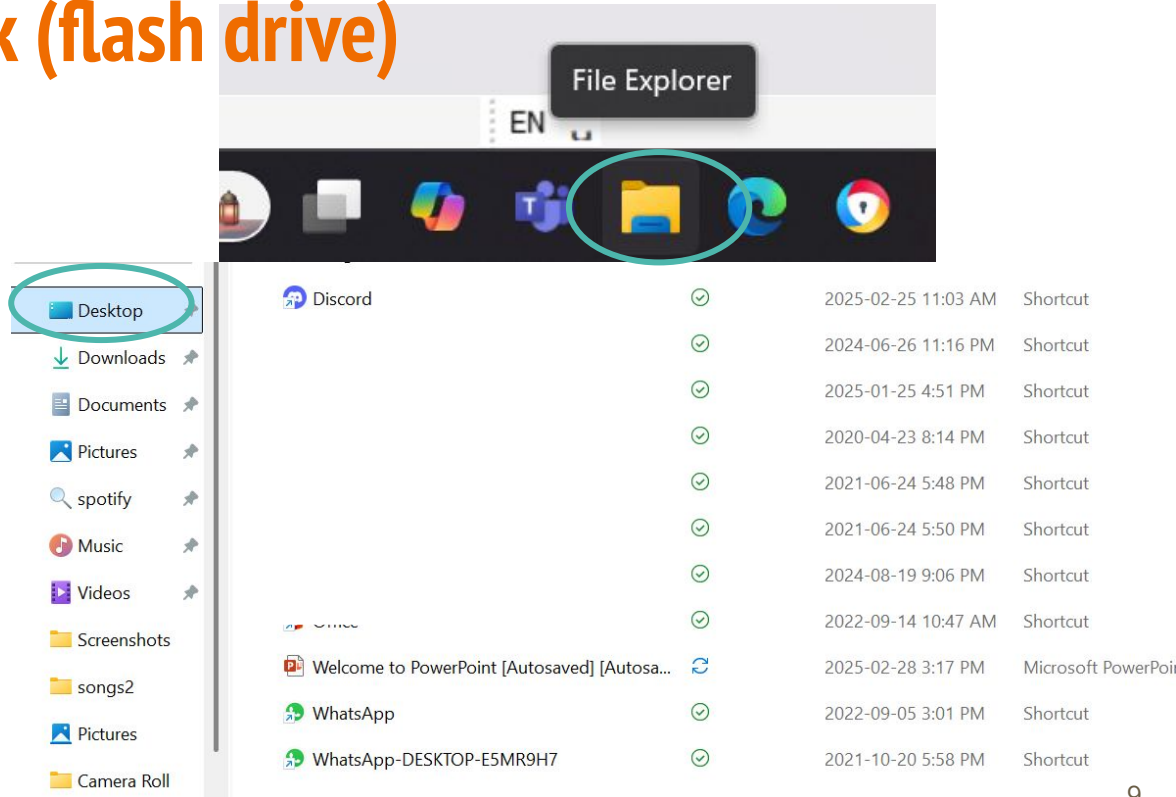




# Part B: How to Save a Powerpoint file from the laptop desktop to a USB stick (flash drive)

**Step 1.B:** Click File Explorer

**Step 2.B:** Click Desktop

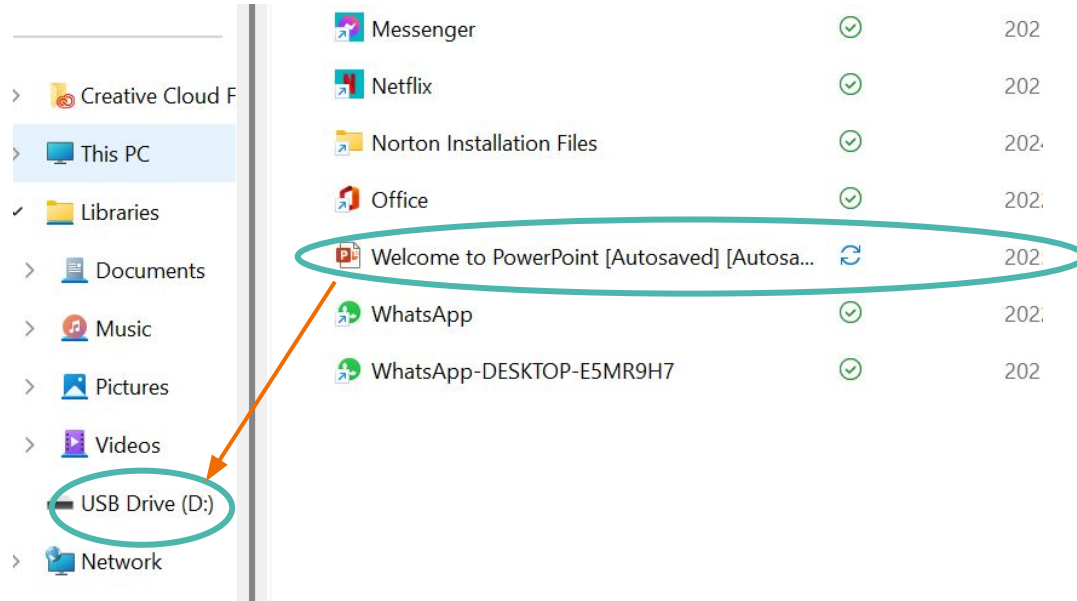


**Step 3.B:** Scroll down and see USB Drive

**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



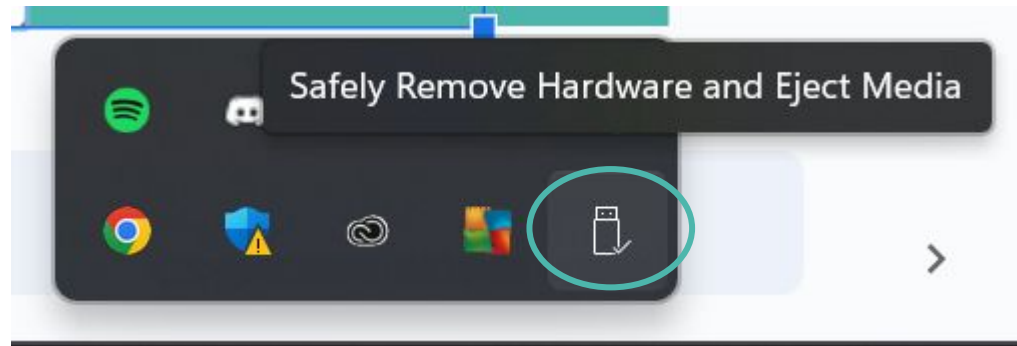
# How to exit flash drive safely

**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