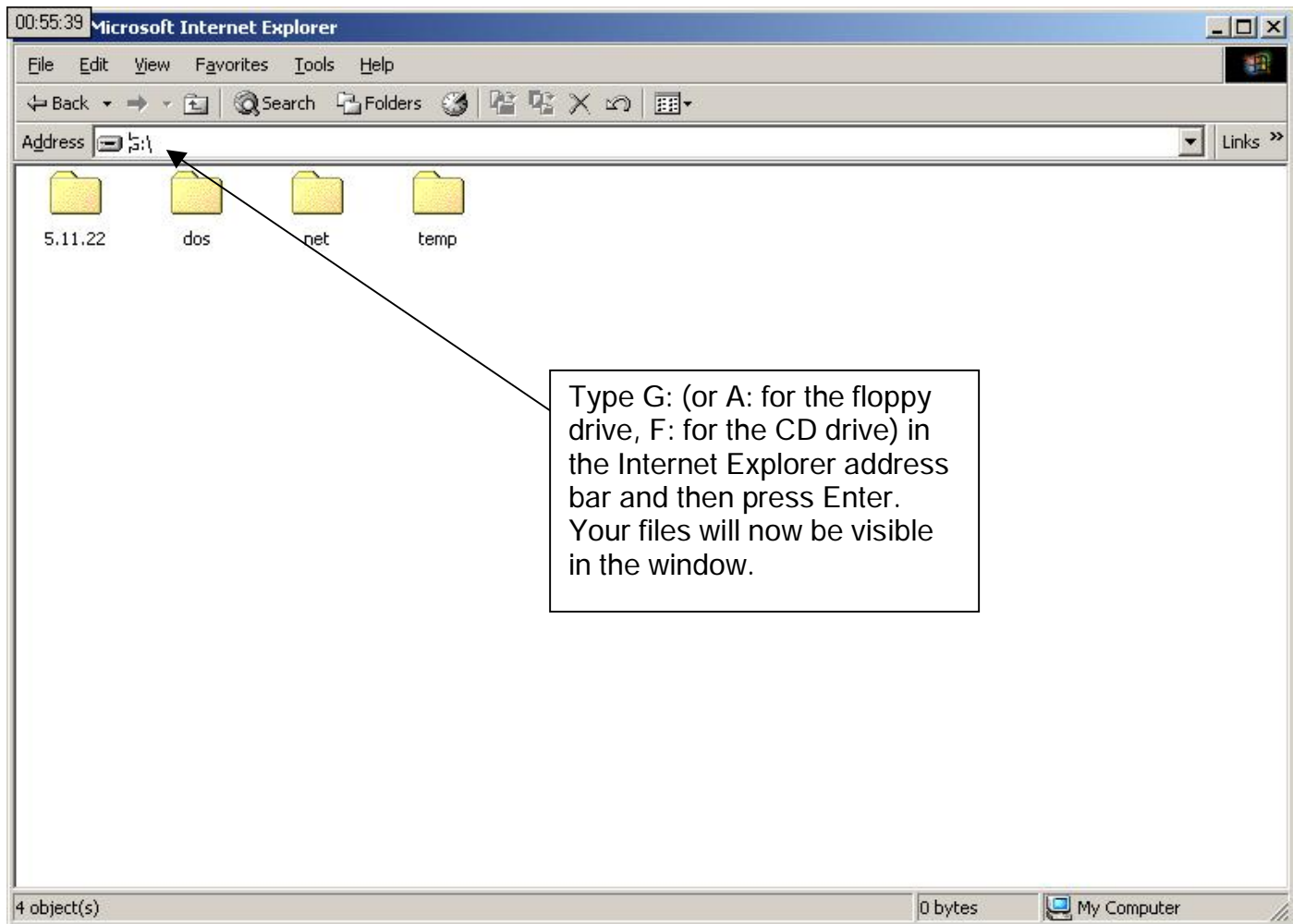


## How to Save Files or Upload Files on Public PCs

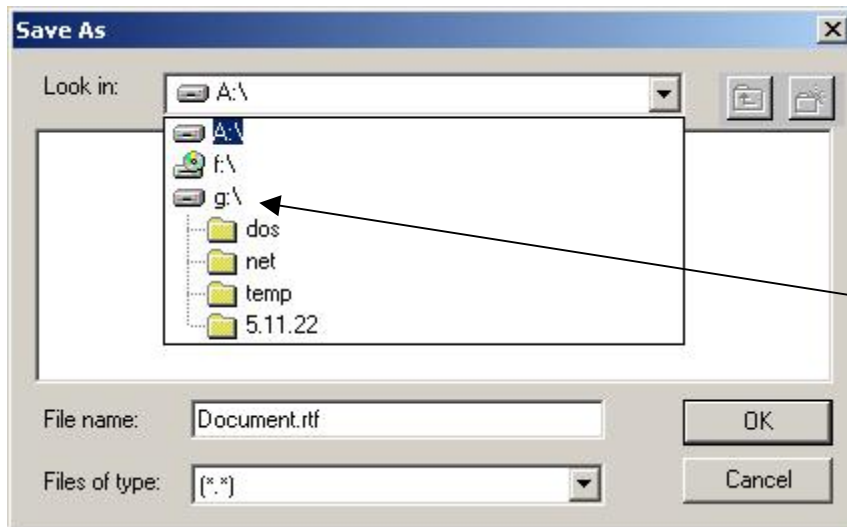
To use a USB device, simply plug your device into one of the USB slots on the front of the PC. The PC will recognize it as a new drive and assign it the drive letter G:. The easiest way to access the drive is by typing G: into the address bar in Internet Explorer, this will open a window that will display the contents of the drive.

To use the floppy drive or the CD Recorder, substitute the drive letter A: for the floppy drive or F: for the CD drive. To open a file, double-click on it.



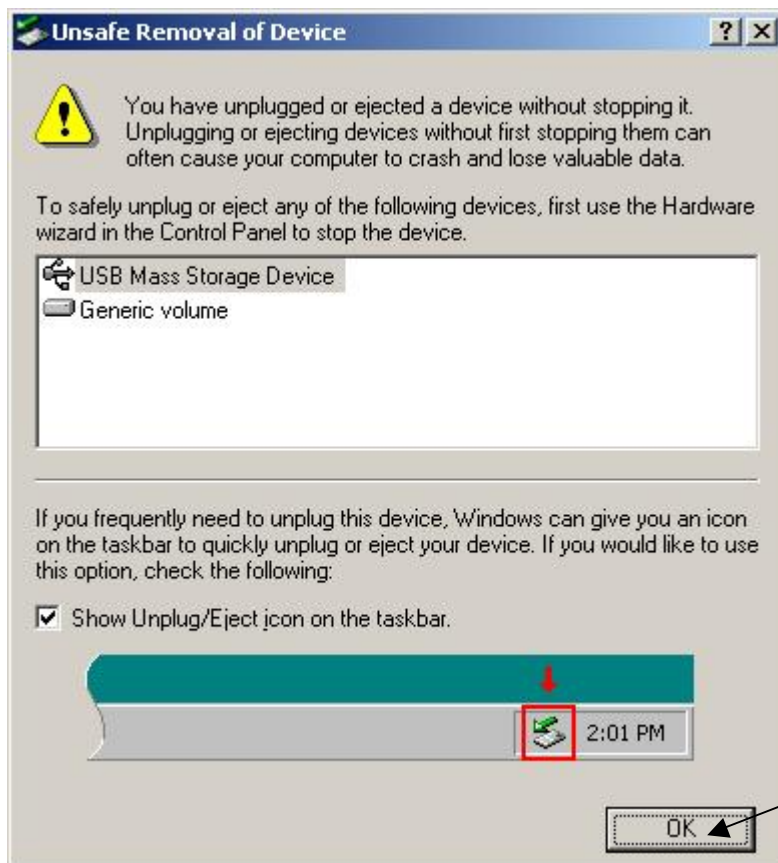
To save files to your USB device, click on “File” on the File Menu bar and then click on “Save As”. Scroll down and highlight the G: drive. To use the floppy drive or the CD Recorder, substitute the drive letter A: for the floppy drive or F: for the CD drive.

Name your file and then click on “OK” to save the file.



Drive G: is the USB device.

When you are ready to unplug your USB drive, wait until all data has been transferred and then unplug the drive. You will receive a warning message about unplugging the drive without stopping it first; click OK on the message. It is safe to unplug the drive without stopping it first, as long as you do not unplug the drive while data is being transferred.



Click on "OK" to clear t informational message