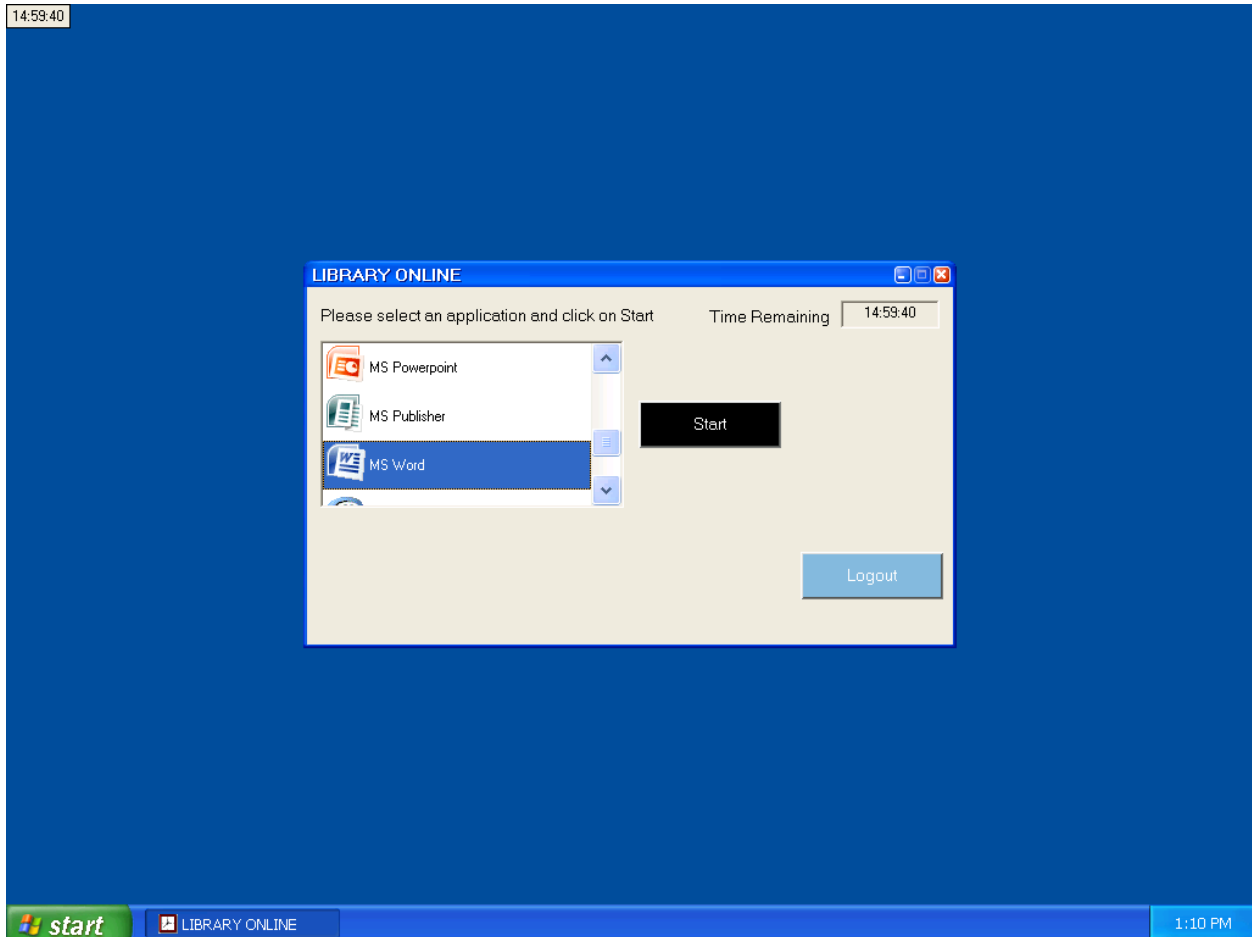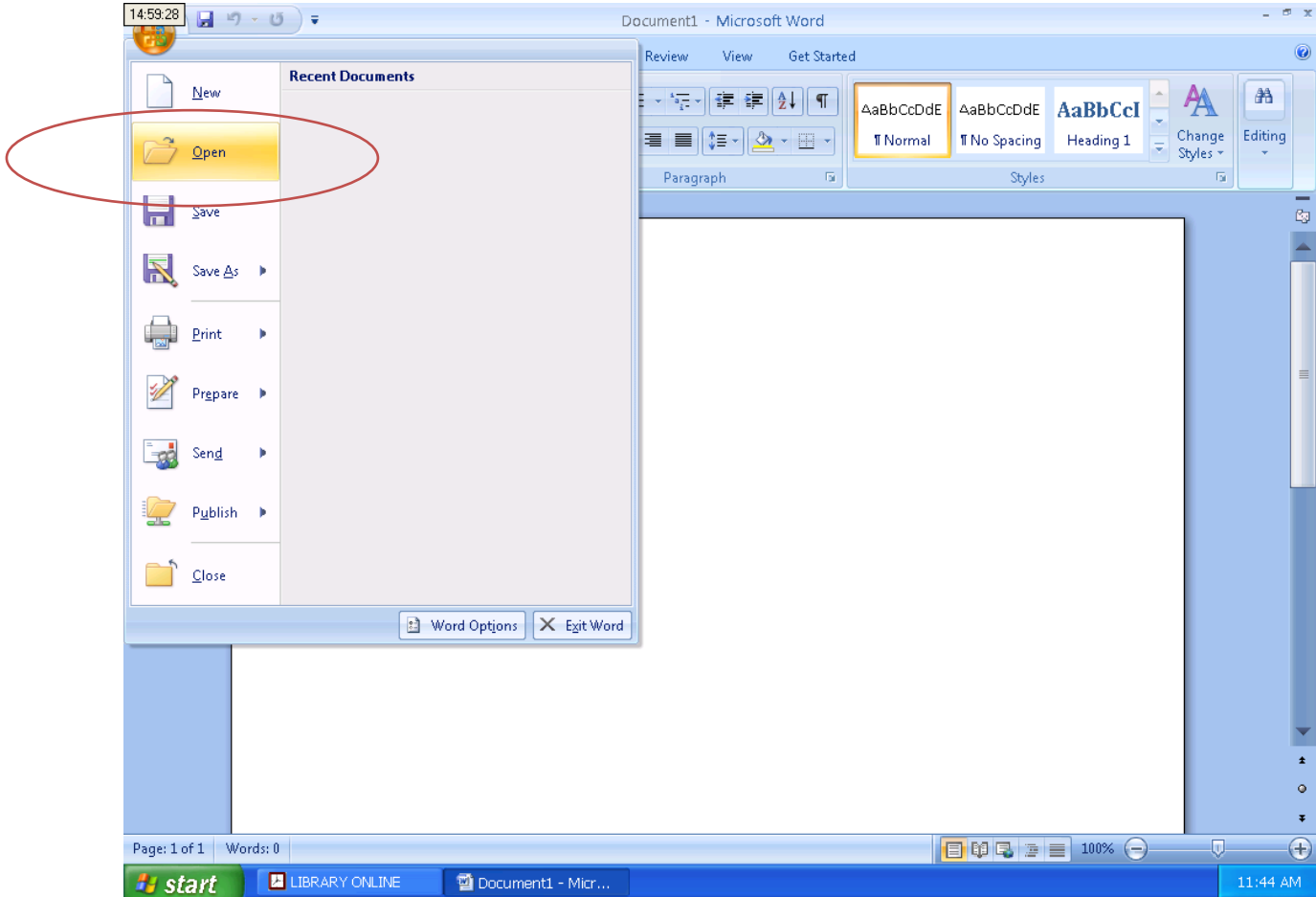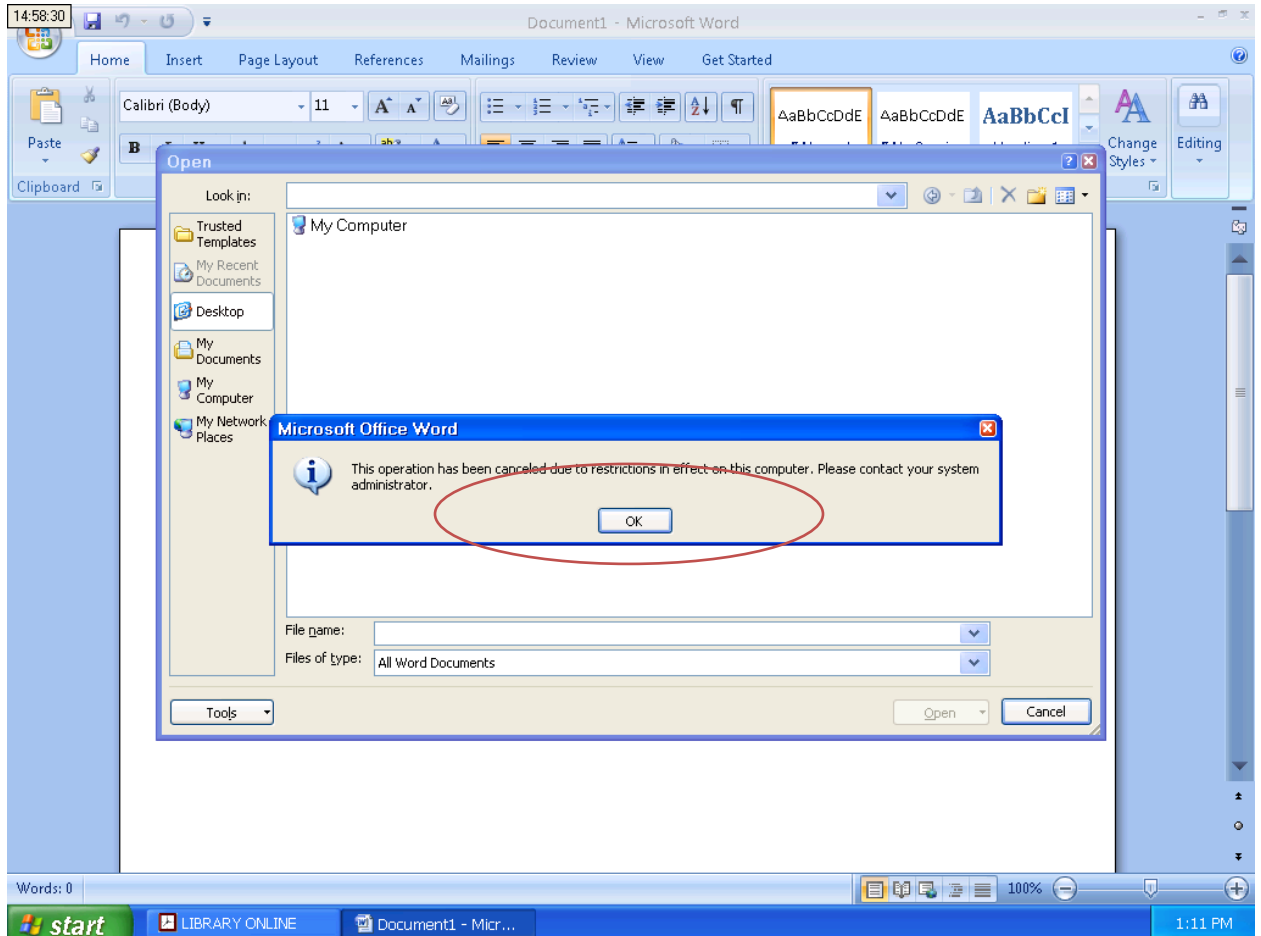1. To be able to open and view your Word document from any removable media (floppy disk, flash drive, ect.), open Microsoft Word.
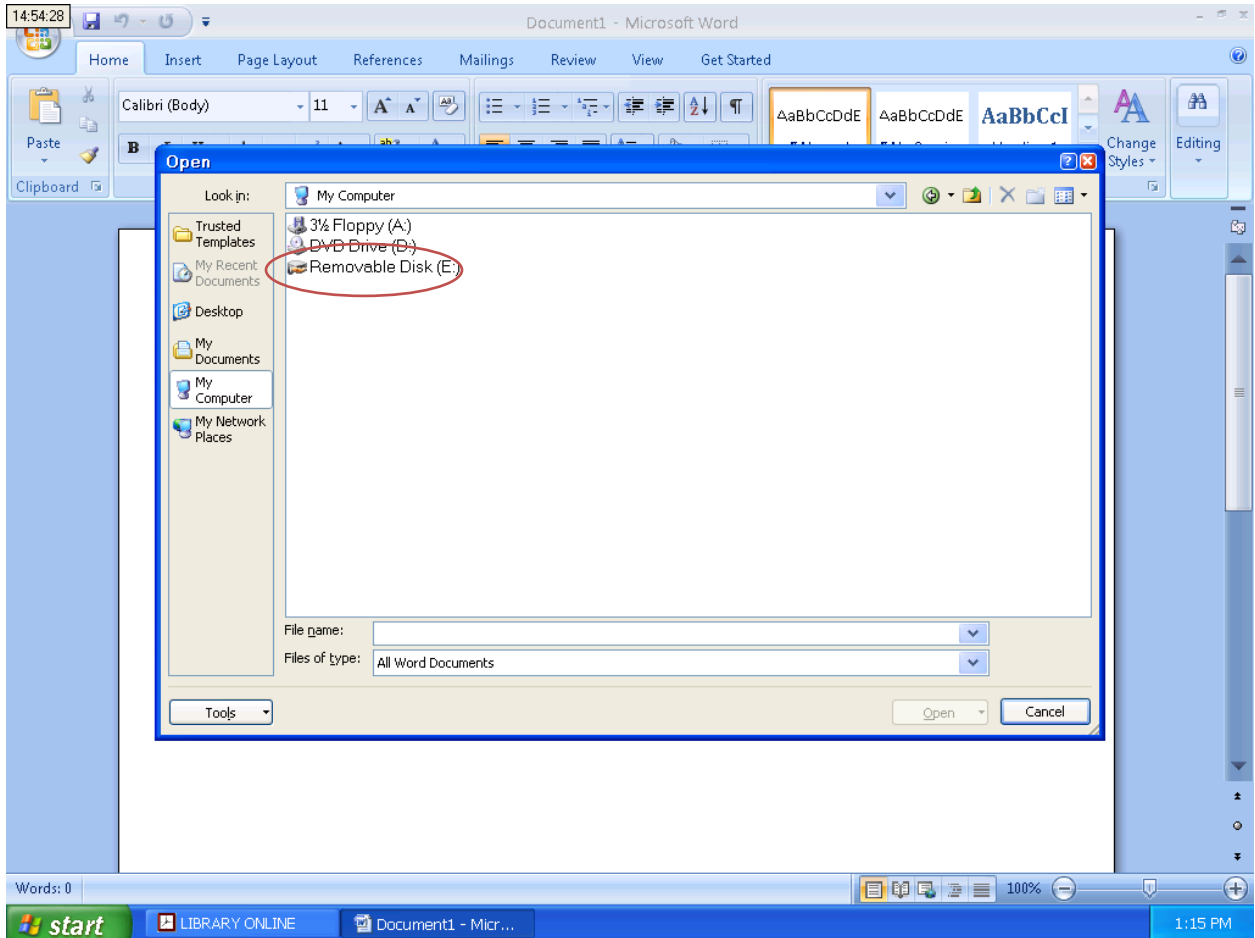
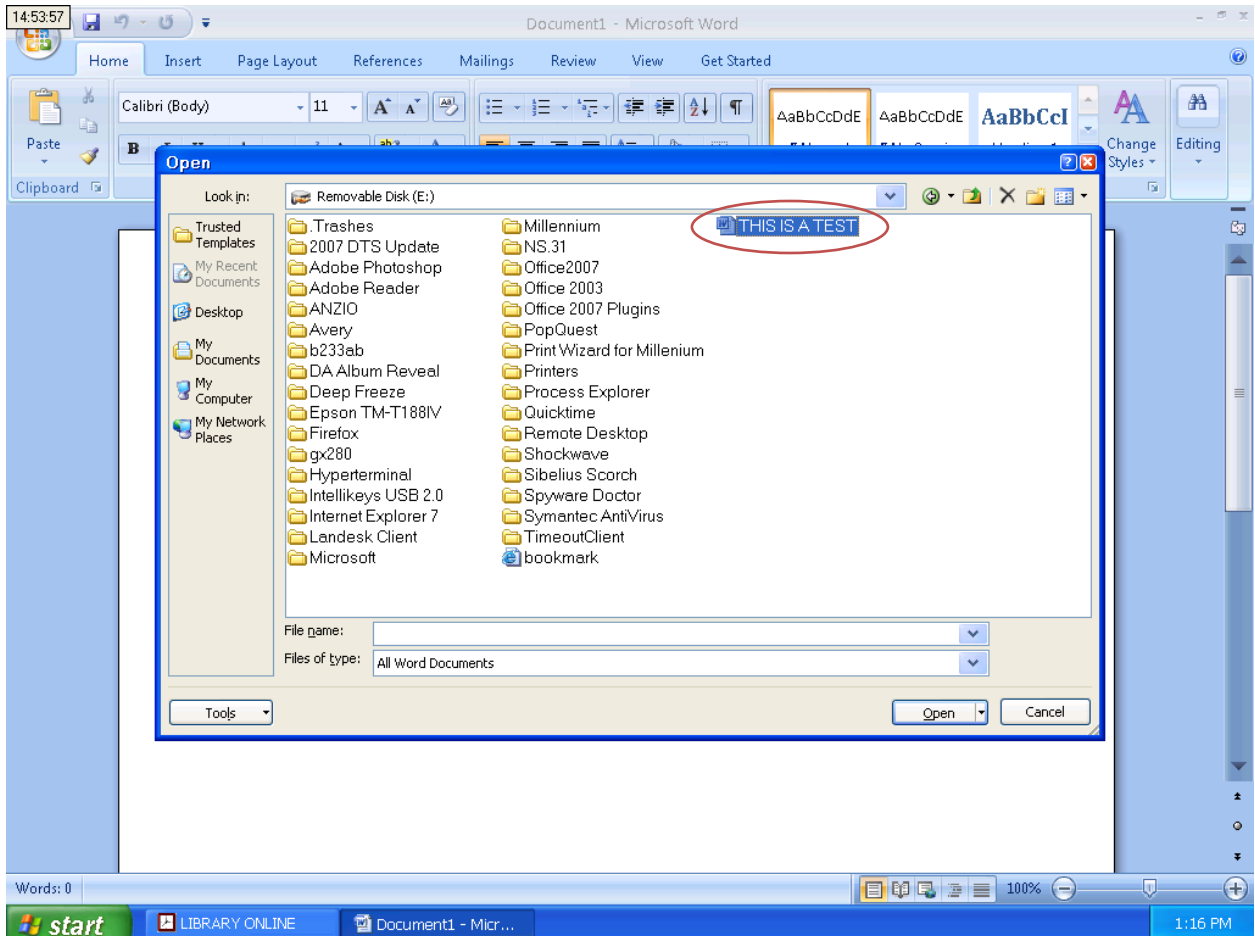2. Click on the Windows symbol and then click Open.

3. Click on ok for the restrictions message that pops up.

4. Click on the My Computer icon on the left then select your drive. (For this example it's the Removable Disk E:)

5. Select the file you want to work on and select Open.

6. You can now work on your document.