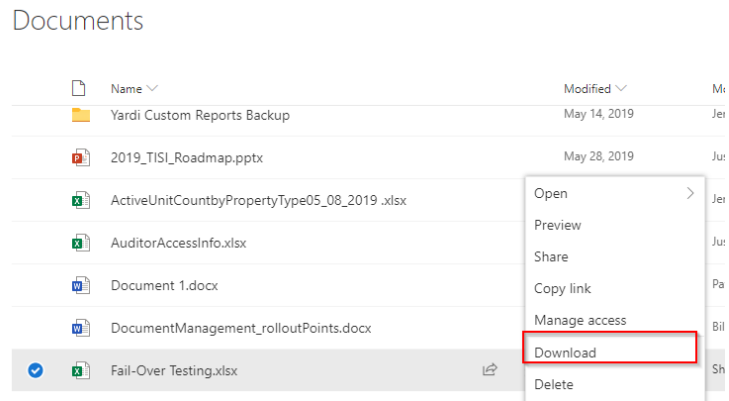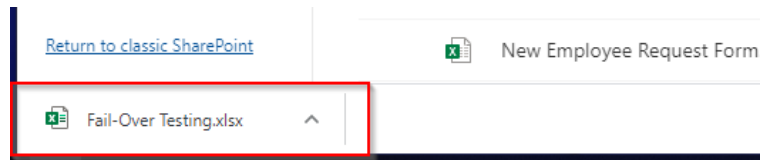# How can I Copy a Document to a USB drive?

There are two approaches to this depending upon how you have SharePoint configured on your PC. If you have gone through the SharePoint "Sync" process, then this is simply a drag and drop from the Towne Properties Sync folder to the USB drive. If not, or if you are operating via a web browser on another PC, you can take the following approach:
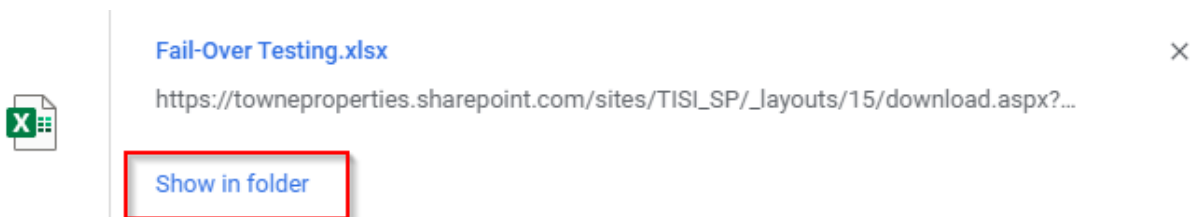
On the SharePoint site, display the documents that includes the document you are downloading. Right click on the "Action List" and select download as shown.

As the file is transferred, you will notice the file name in the lower left hand corner and a progress indicator:

When it is finished, press Control-J (CTRL-J). This will open the downloads screen for your web browser. Click the "Show in Folder" link. The file manager will open displaying your document at the top of the list:

The File Manager will be displayed with the file selected as shown in the next screenshot. You can "drag and drop" or "cut and paste" from this screen to the destination USB drive.

Name	Date modified	Type	Size
☑ Fail-Over Testing	3/25/2020 12:14 PM	Microsoft Excel W...	23 KB
2019_TISI_Roadmap (2)	3/25/2020 10:43 AM	Microsoft PowerP...	774 KB
2019_TISI_Roadmap (1)	3/25/2020 10:41 AM	Microsoft PowerP...	774 KB
2019_TISI_Roadmap	3/25/2020 10:41 AM	Microsoft PowerP...	774 KB

You could have selected multiple files and followed the same steps. The difference is that all of the files would have been grouped in a "zip" file that would have increased the speed of the download.