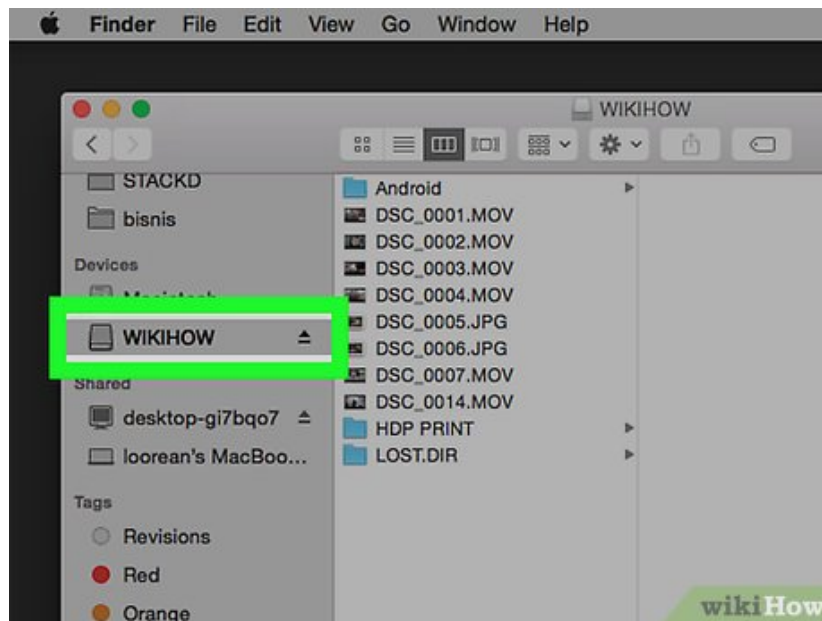


How to Place a Google Doc on a Flash Drive

This wikiHow teaches you how to download a Google Doc document and place it on your flash drive. You can do this on both Windows and Mac computers. Plug your flash drive into your computer. It should insert into one of the thin,...

Part 1 of 3:

Downloading the Document

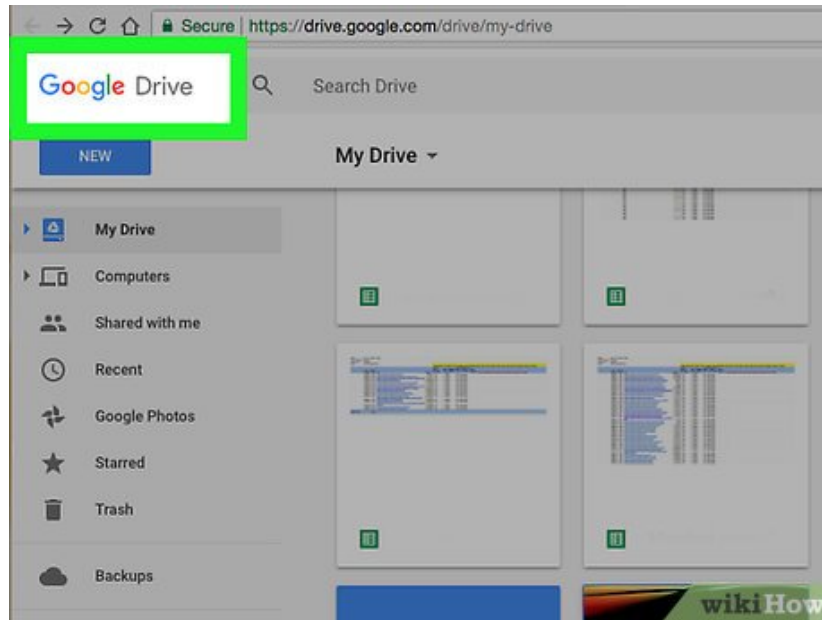


1.

Plug your flash drive into your computer. It should insert into one of the thin, rectangular slots in your computer's casing.

1. If you're using a Windows desktop computer, USB ports are typically in either the front or the back of the computer's CPU box.
2. If you're using an iMac, you may find the USB ports on the side of your keyboard or on the back of the iMac's screen.
3. Not all Macs have USB ports. If you're using a newer Mac that doesn't come with USB ports, you'll need to purchase a USB-C to USB adapter.

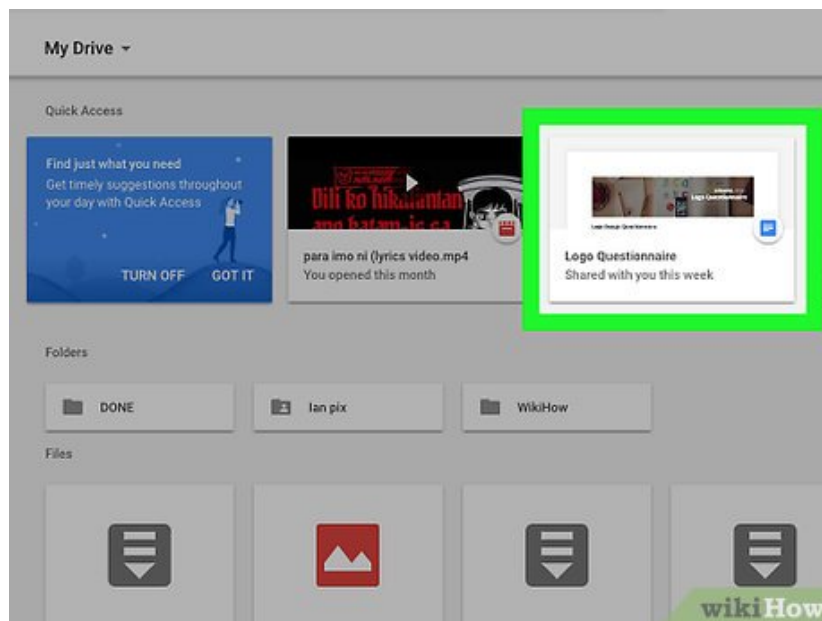
2.



Open the Google Drive website. Go to <https://drive.google.com/> in your preferred web browser. If you're already logged into Google Drive on your computer, this will open your Google Drive main page.

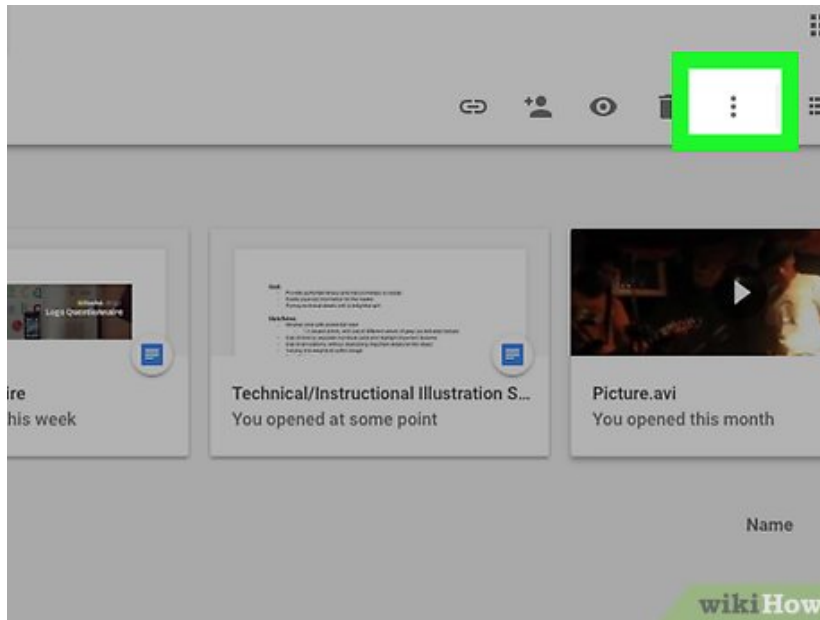
1. If you aren't yet logged in, click the **Go to Google Drive** button and then enter your email address and password to log into your Google account.
2. If you have more than one Google account logged in, click your Google account's profile image in the upper-right corner of the page, then click the account whose Drive you want to use.

3.



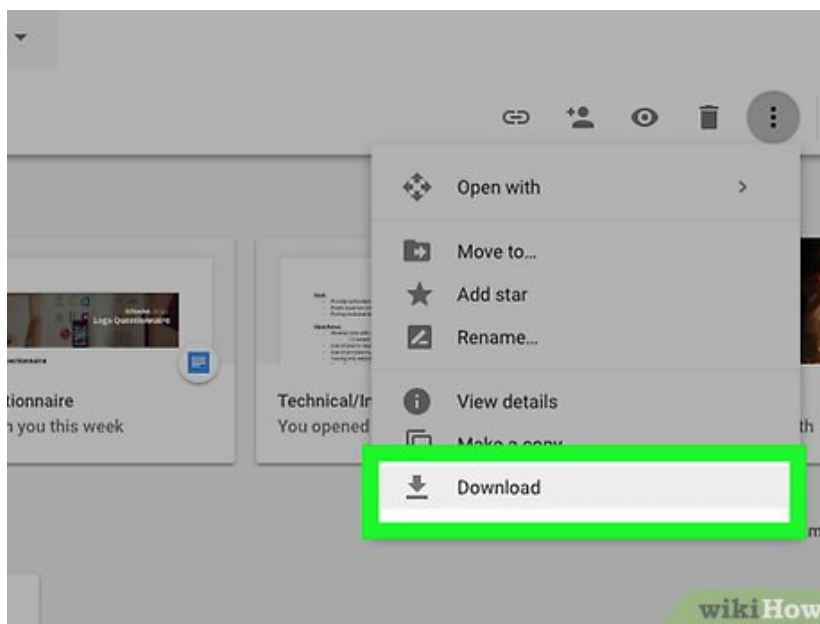
Select the document you want to download. Simply click the document to select it. If the document is inside of a folder, double-click the folder to open the document.

4.



Click **?**. This button appears in the upper-right side of the Google Drive window once you've selected the document you want to download. A drop-down menu will appear.

5.



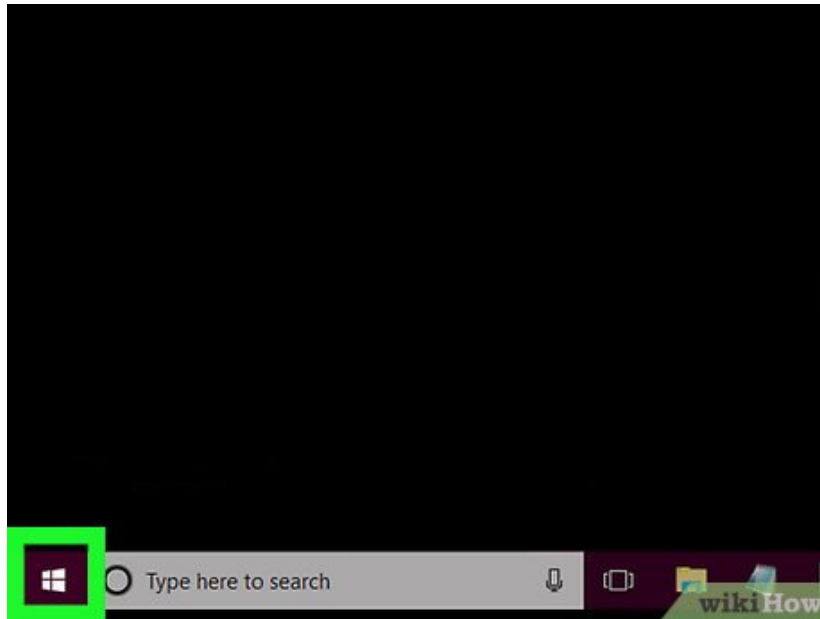
Click **Download**. It's near the bottom of the drop-down menu. This will prompt the document to download onto your computer. Once the download completes, you can proceed to transferring it onto your USB drive.

1. If prompted to select a save location before the file downloads, select your flash drive from the left side of the Save window and click **OK**. This will save the Google document directly onto your flash drive, which means you don't have to proceed.

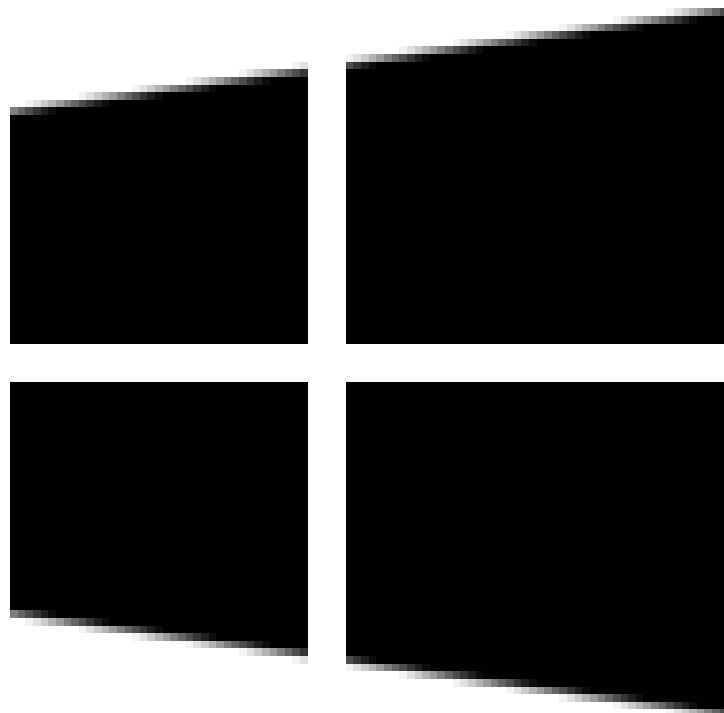
Part 2 of 3:

Transferring to a Flash Drive on Windows

1.

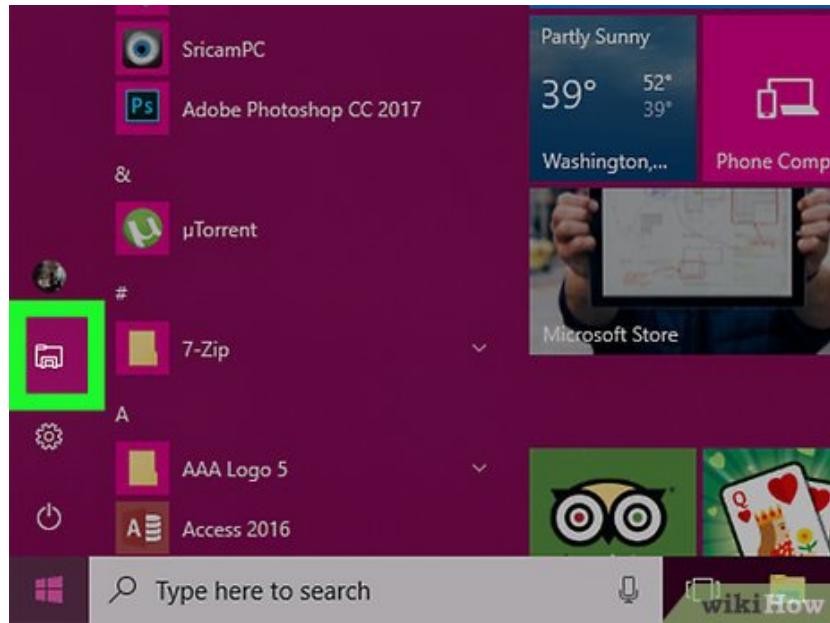


Open Start

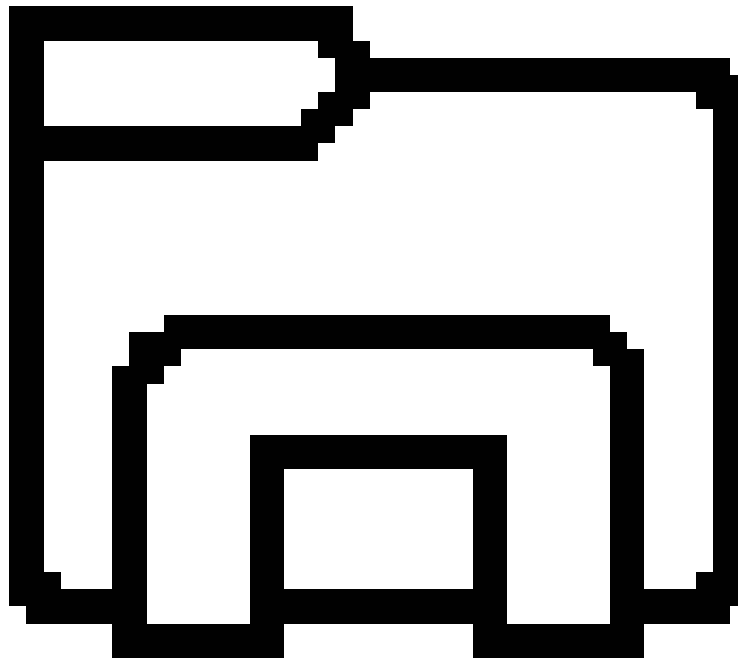


. Click the Windows logo in the bottom-left corner of the screen. The Start menu will open.

2.

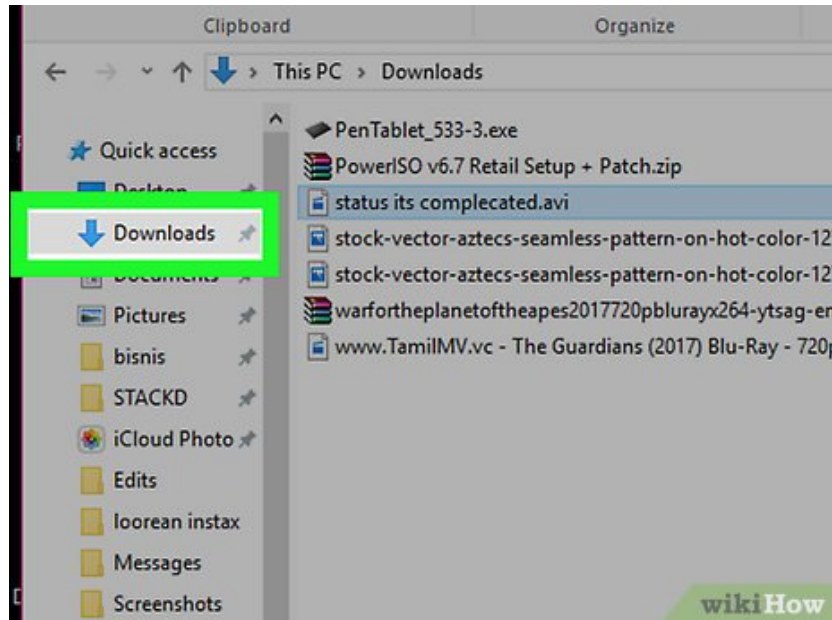


Open File Explorer



. Click the file-shaped File Explorer icon in the lower-left side of the Start window.

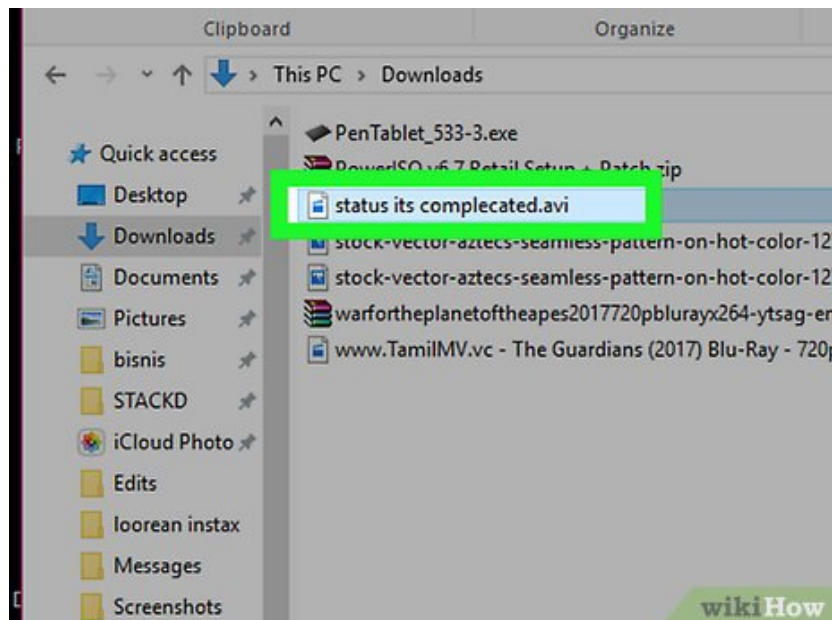
3.



Go to the Google document's location. Click one of the folders on the left side of the File Explorer window (e.g., "Downloads") to open it in File Explorer.

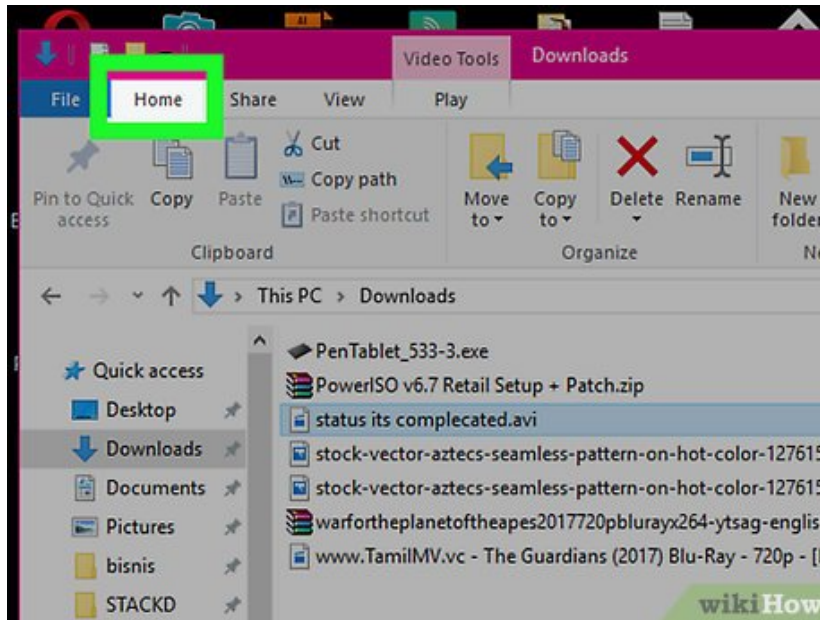
1. For example, if your Google document downloaded onto the desktop, you would click the "Desktop" folder here.

4.



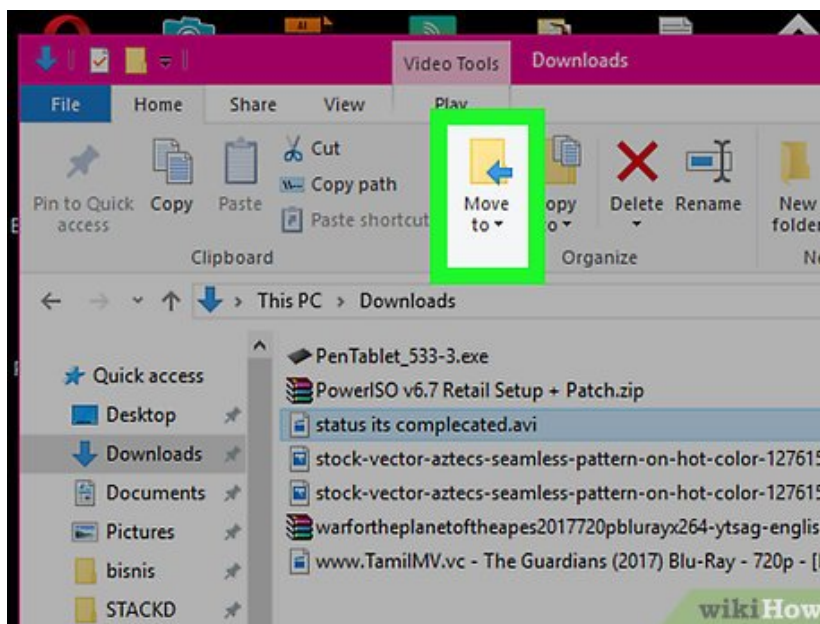
Select the Google document. Click the document to do so.

5.



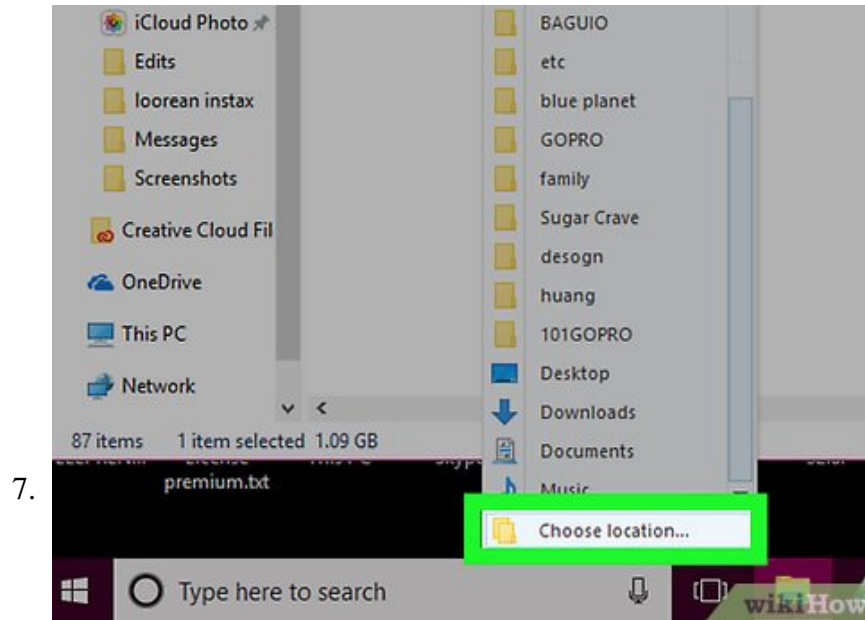
Click the **Home** tab. It's in the upper-left side of the File Explorer window. Doing so prompts a toolbar to appear at the top of the File Explorer window.

6.

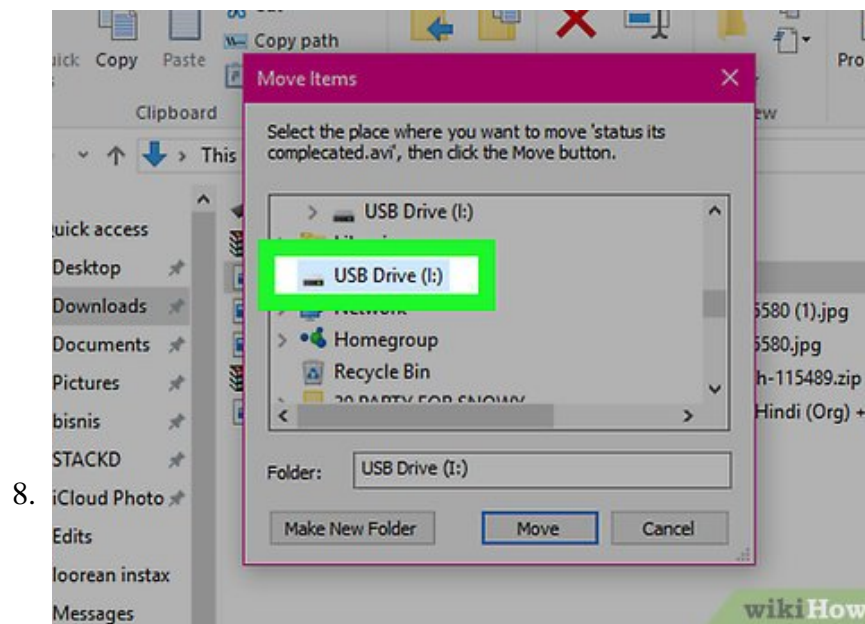


Click **Move to**. This option is in the "Organize" section of the toolbar.

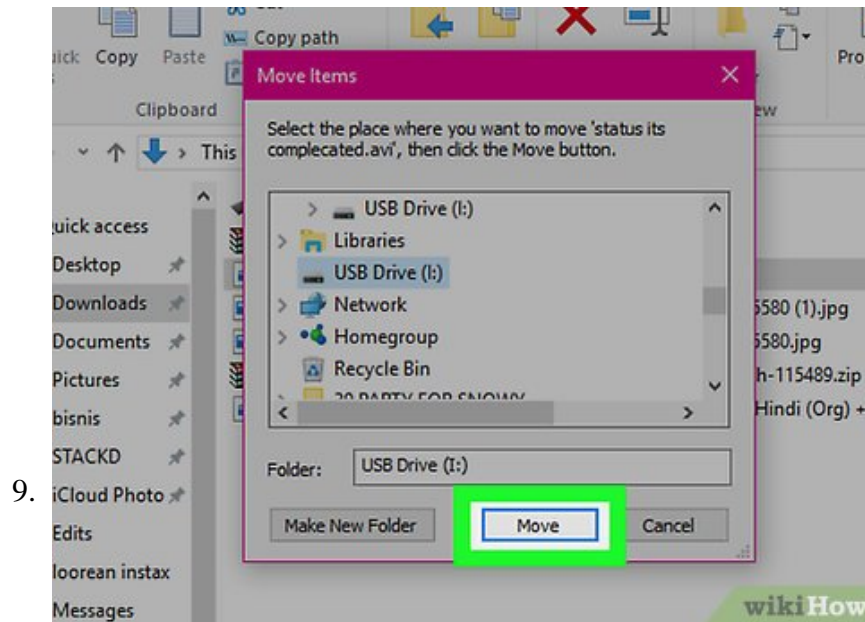
1. You can click **Copy to** right next to this option if you want to keep a copy of the file on your computer when you put the file on your flash drive.



Click **Choose location...**. It's at the bottom of the **Move to** drop-down menu. This prompts a pop-up window.



Scroll down and select your flash drive. You'll usually find the flash drive at the bottom of the page.

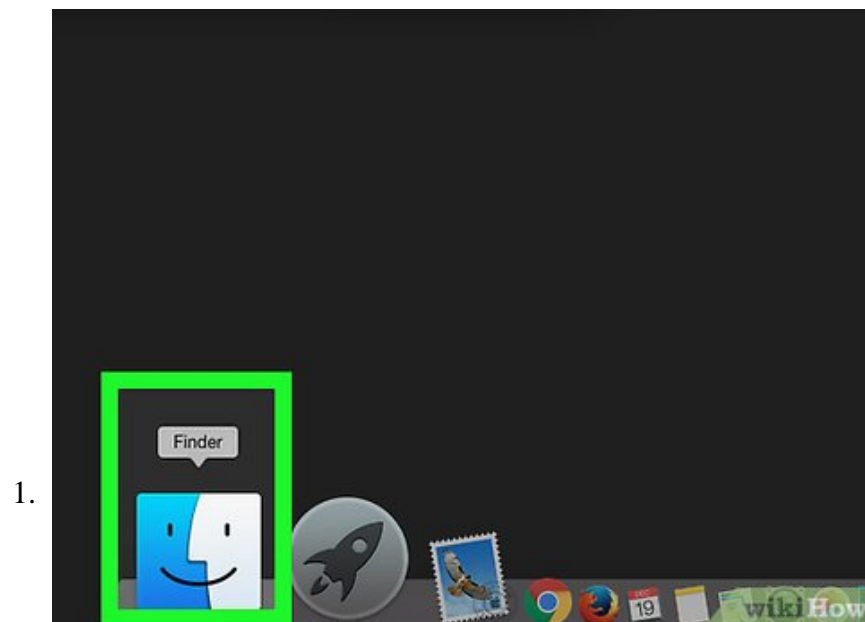


Click **Move**. It's at the bottom of the window. Doing so will transfer the Google document from your computer onto your flash drive.

1. You can check that the file is on the flash drive by clicking the flash drive's name on the left side of the File Explorer window to view its contents.

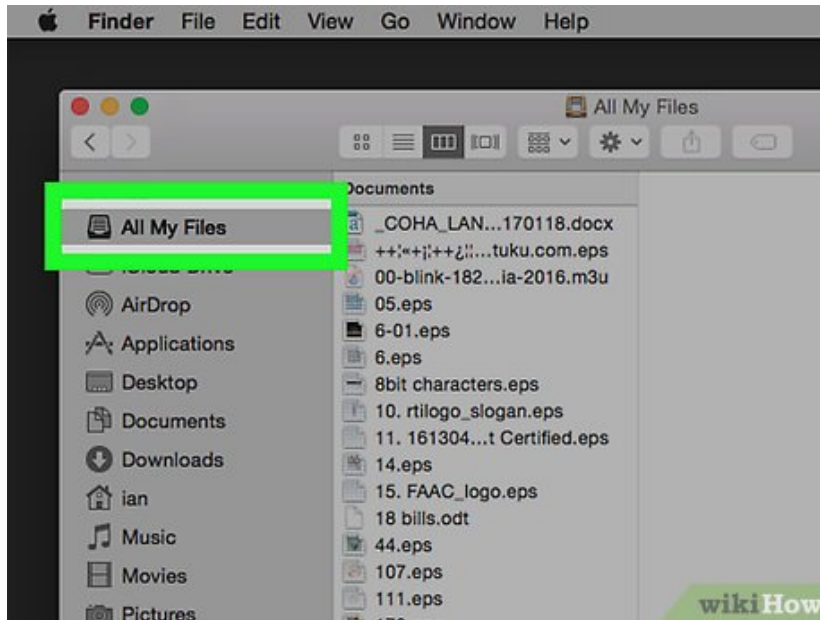
Part 3 of 3:

Transferring to a Flash Drive on Mac



Open the Finder. Double-click the blue, face-shaped app in your Mac's Dock.

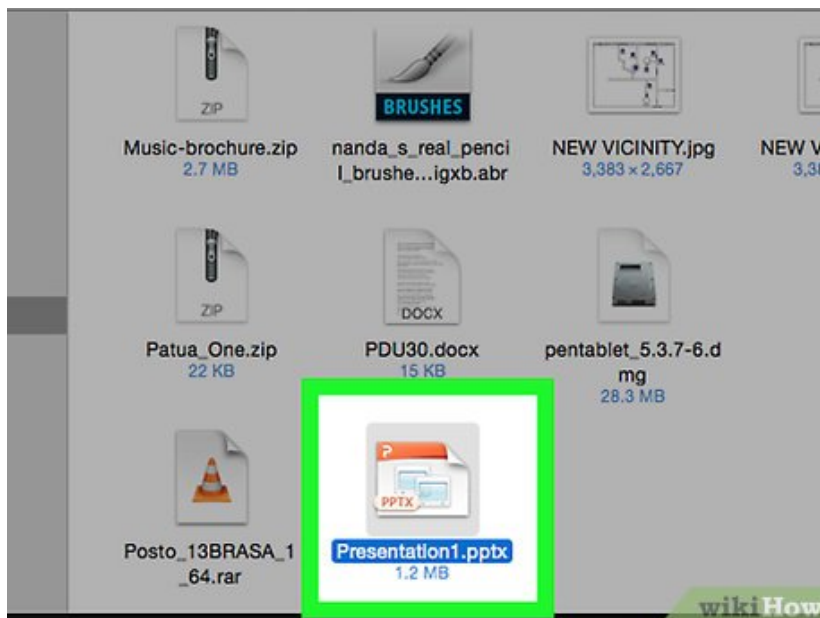
2.



Go to the Google document's location. You'll see a list of folders on the left side of the Finder window; click the folder to which the Google document was downloaded.

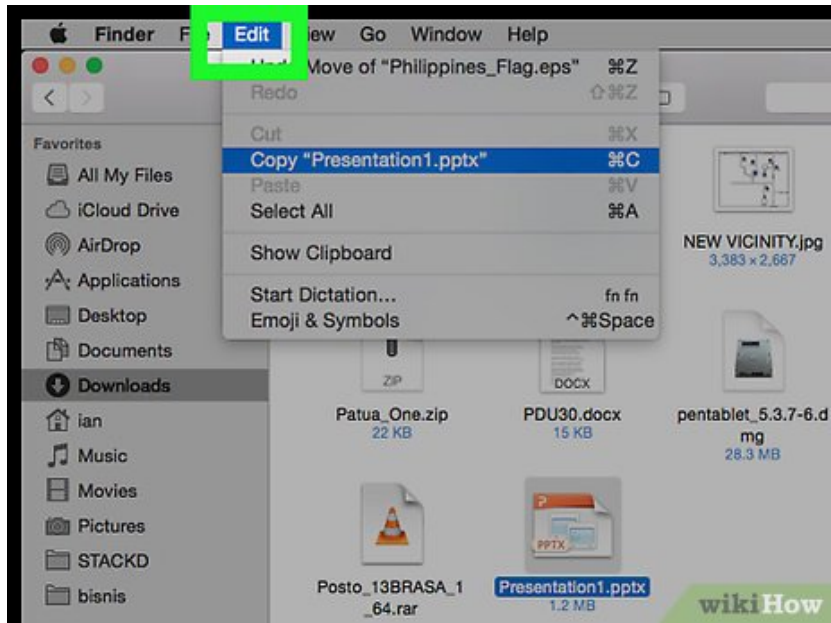
1. For example, if the Google document downloaded to the "Downloads" folder, you would click **Downloads** here.
2. You can also click **All My Files** in the top-left side of the Finder and then search for your Google document.

3.



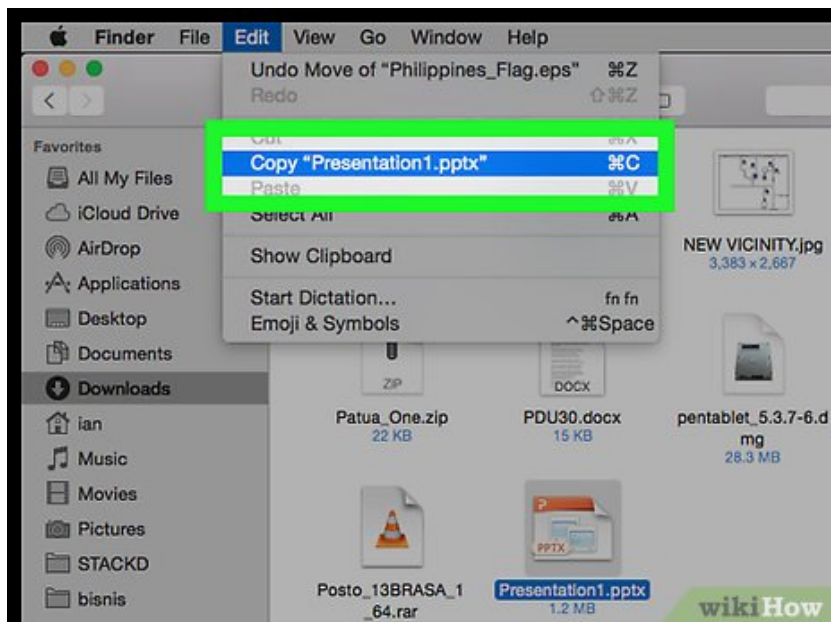
Select the Google document. Click the document to select it.

4.



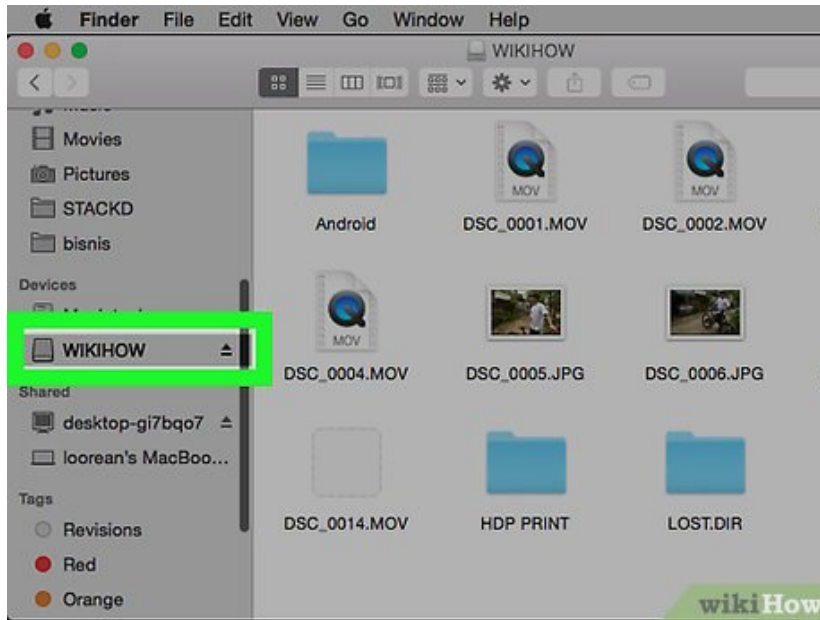
Click **Edit**. This menu item is in the top-left side of the Mac's screen.

5.



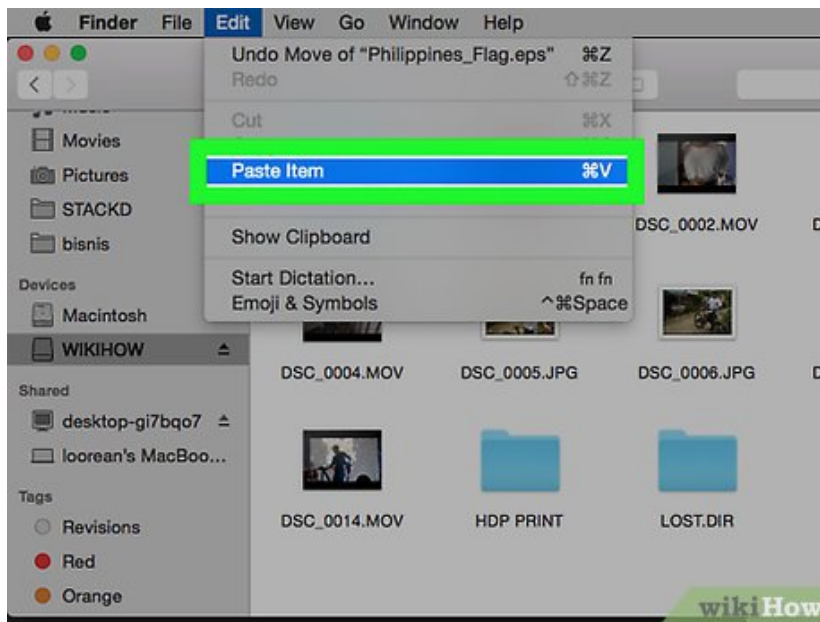
Click **Copy**. It's near the top of the **Edit** drop-down menu.

6.



Click your flash drive's name. You'll find this in the lower-left side of the Finder window beneath the "DEVICES" heading.

7.



Click **Edit** again, then click **Paste Item**. This option is near the top of the **Edit** drop-down menu. Clicking it puts the Google document on your flash drive.

1. You should see the Google document appear on the flash drive.

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