**Moving Your Documents to Another Personal Device**

(SD card, USB, Thumb Drive, Memory Stick, External Hard Drive, etc)

1. Place your personal storage device into the correct port on the side of your computer (SD goes into SD slot, USB and others into USB port).
2. Give your storage device a moment to configure or “talk” to your computer. Sometimes this takes 30 seconds to 2 minutes.
3. Open your File Explorer.



1. Look for your files that are personal files. These could be in the Desktop, downloads, documents, music, photos, or videos files.
2. Open those files one at a time. If you choose to move several files at once, I suggest maybe 10 at a time. If you are moving video files or extremely large files (like a whole book or a large folder of pictures), then do one at a time.
3. Place your cursor over the file you want to move. Right click and then click cut.
4. Move your cursor to your personal storage device and right click and then click paste.
5. Click on your personal device to make sure your file is there.