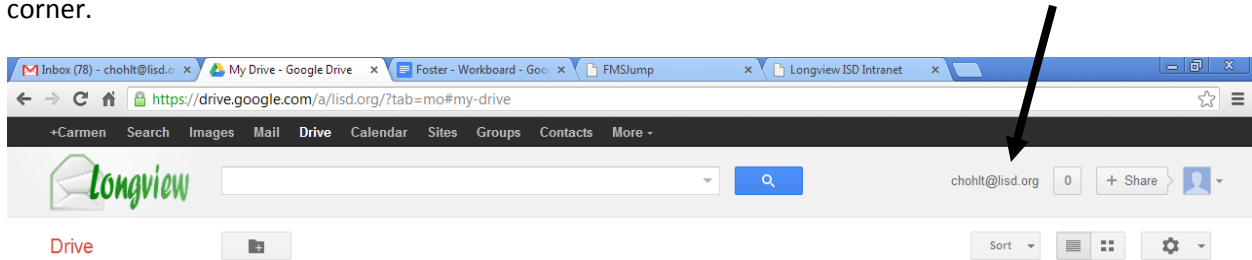


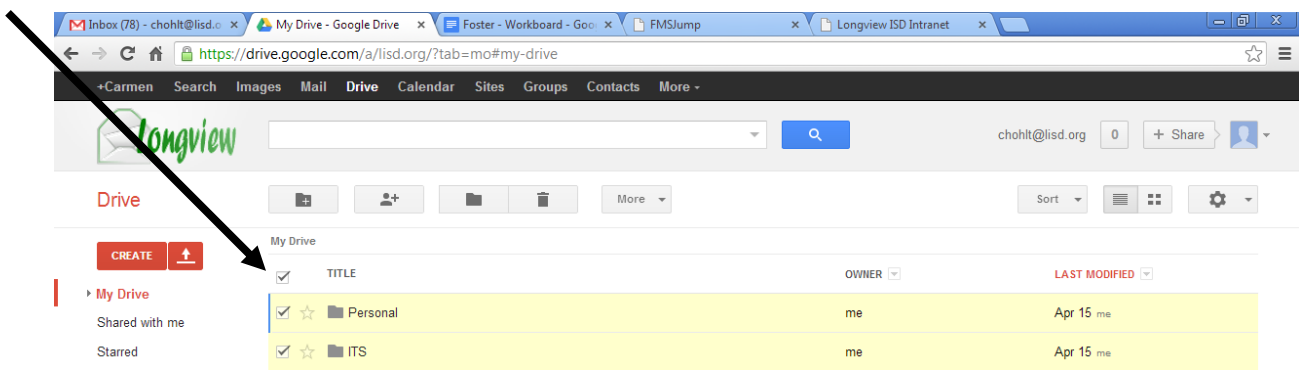
Backing Up Your Google Files / Folders

It is important to back up your Google files / folders periodically. There have been individuals who have suddenly lost the contents of their Google drive. The backing up process is very easy and is outlined below:

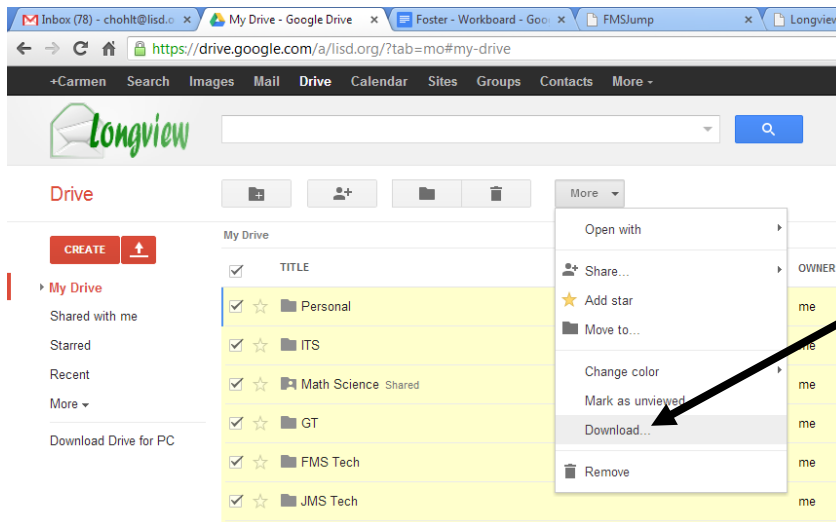
Make sure you are logged into your Google Drive/Docs account. You will see your name in the top right corner.



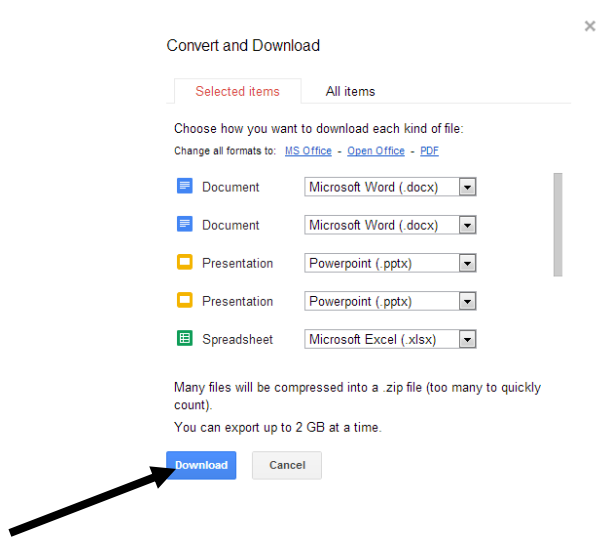
Click the box by the word **title** to select all your files /folders. You can select them individually or in small groups if you prefer by clicking in the box by each individual file.



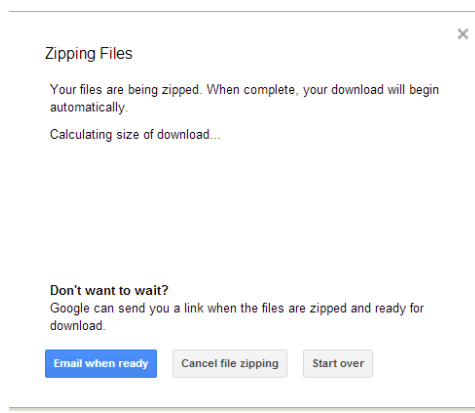
Click the **More** button to see your other options. Come down and click on download.



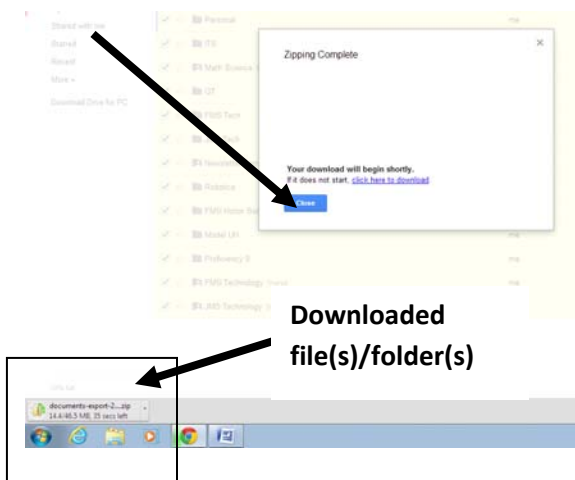
It will open a window with options for file types. I would save them as Microsoft Offices files.



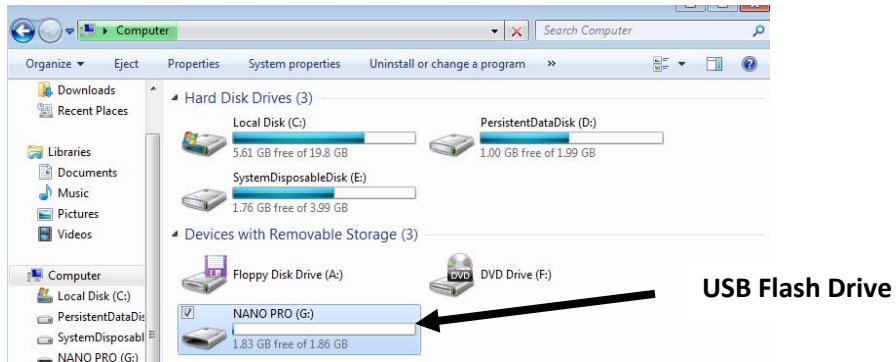
Click the blue download button. You will see a window about it zipping your files.



You will then see a window that it has completed that task and is downloading the file. Click the blue close button. Your zipped file should be in the bottom left corner of your browser window.



Click the downloaded file in the bottom left corner and navigate to your flash drive (removable drive, or brand name of drive). You should do this periodically.



This procedure should be repeated for the **Shared With Me** files, if needed.