

# HOW TO SAVE FILES FROM YOUR MVSD GOOGLE DRIVE ACCOUNT

**June 2021**

PURPOSE: SAVE FILES FROM  
MVSD GOOGLE DRIVE  
ACCOUNT SO THEY'RE  
ACCESSIBLE AFTER MVSD  
ACCOUNTS ARE DELETED.

OVERVIEW: UPLOAD FILES TO  
GOOGLE DRIVE. SELECT AN OPTION  
TO TRANSFER THOSE FILES TO YOUR  
PERSONAL COMPUTER.

THE NITTY GRITTY

# UPLOAD FILES STORED LOCALLY ON THE IPAD TO GOOGLE DRIVE

Photos/Videos

Explain Everything

Book Creator

Notability

iMovie

GarageBand

Pages/Numbers/Keynote

AND OTHERS!

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CREATE A FOLDER IN  
YOUR MVSD GOOGLE  
DRIVE TO PUT THE FILES  
YOU WANT TO KEEP

MOVE THE FILES YOU  
WANT TO KEEP INTO  
THAT FOLDER

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ON A PERSONAL  
COMPUTER:

1. ACCESS YOUR MVSD  
GOOGLE DRIVE
  2. DOWNLOAD THE  
FOLDER
-

ANOTHER OPTION IS TO  
CREATE AN ARCHIVE OF YOUR  
WHOLE MVSD GOOGLE DRIVE  
- THEN SAVE THAT FROM  
YOUR EMAIL TO A COMPUTER



GO TO:

[takeout.google.com](https://takeout.google.com)

\*Be sure you're logged in  
to your MVSD Google account

TAP "Deselect All"  
(FOR DATA TO INCLUDE),  
THEN SCROLL DOWN  
AND SELECT DRIVE.

BY DEFAULT, AN ARCHIVE  
OF YOUR WHOLE GOOGLE  
DRIVE WILL BE  
INCLUDED.

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IF YOU WANT TO SELECT SPECIFIC FOLDERS TO INCLUDE, TAP "ALL DRIVE DATA INCLUDED," THEN SELECT THE SPECIFIC FOLDERS TO INCLUDE.

TAP "NEXT STEP" AT THE BOTTOM OF THE PAGE.

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'DELIVERY METHOD'  
MEANS THE WAY THE  
ARCHIVE FILE WILL BE  
AVAILABLE TO YOU

YOU CAN PICK EMAIL (YOUR  
SCHOOL GMAIL) OR YOUR  
DRIVE. FOR EITHER, YOU WILL  
NEED TO DOWNLOAD THE  
ARCHIVE FILE(S) TO A  
PERSONAL COMPUTER AFTER  
THEY ARE GENERATED.

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LEAVE THE  
'FREQUENCY' AS EXPORT  
ONCE, THE 'FILE TYPE'  
AS .ZIP,

AND THE  
'ARCHIVE SIZE (MAX)'  
AS 2GB

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TAP "CREATE ARCHIVE"  
AND WAIT PATIENTLY.

AFTER THE PROCESS  
FINISHES, FIND THE  
ARCHIVE IN YOUR EMAIL  
OR DRIVE ON A PERSONAL  
COMPUTER, AND  
— DOWNLOAD.

# QUESTIONS?

COME SEE TECH IN THE LIBRARY:

- THURSDAY, JUNE 3, 2:00-3:00PM
- MONDAY, JUNE 7, 2:00-3:00PM

OR EMAIL [IPADSUPPORT@MVSCHOOLS.ORG](mailto:IPADSUPPORT@MVSCHOOLS.ORG)