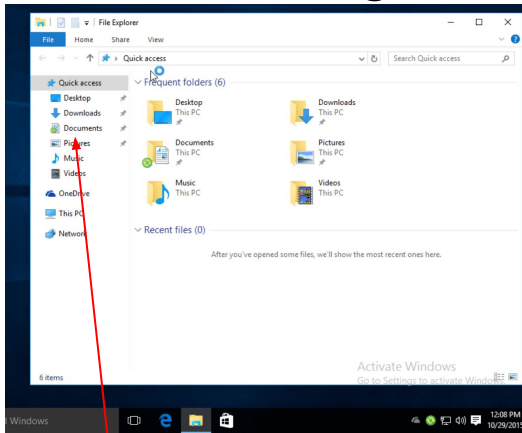


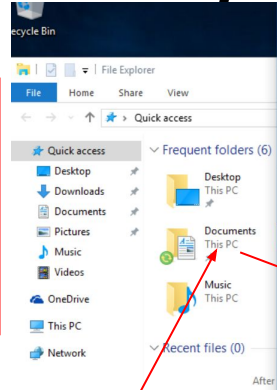
# Backing Up Files to Google Drive



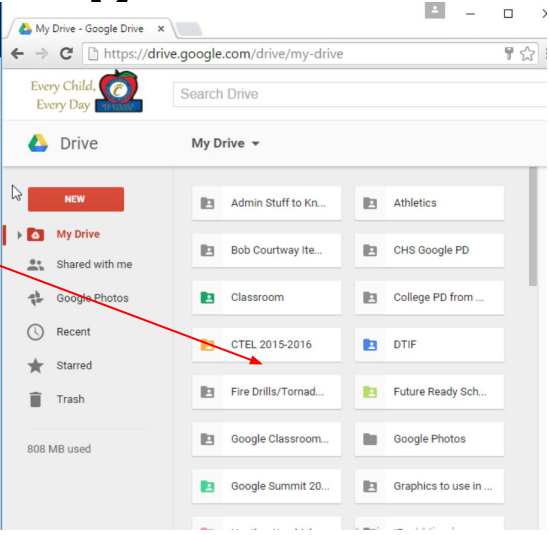
1. Open "My Documents"

4. Minimize your screen so that you can see both windows (My Documents and My Drive open)

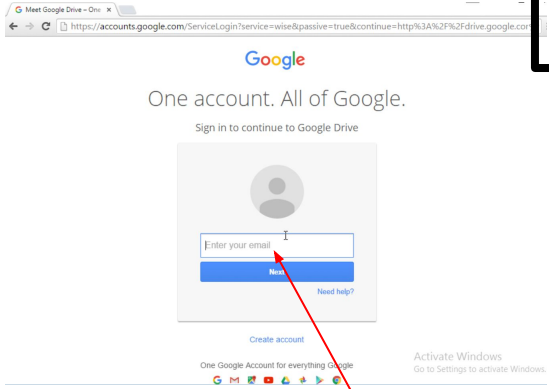
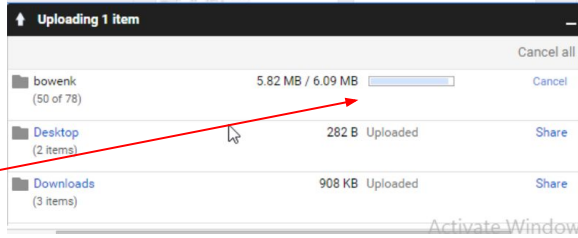
It is recommended you backup your files every few weeks. Follow the same steps when prompted to replace folder allow.



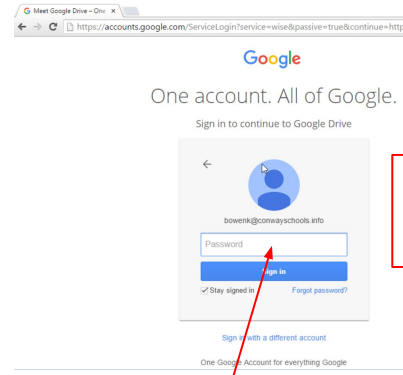
5. Click on the My Documents folder and drag it into My Drive



6. You will see a download progress bar.



2. Open a tab in chrome and go to drive.google.com and enter your email address.



3. Enter your password

7. When complete you will see your folder in Drive

