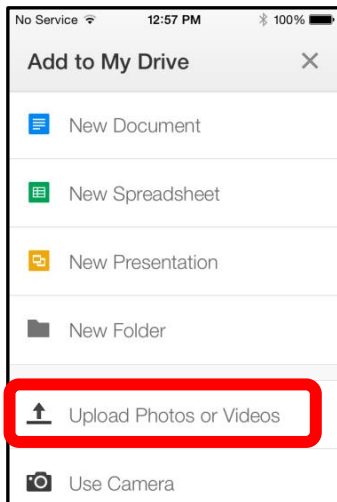
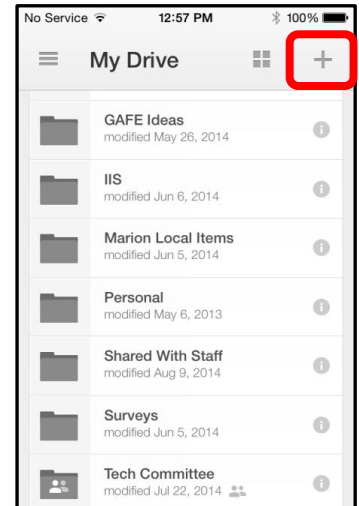


How to Transfer Files from Your Phone or Device to Google Drive

Step #1 – Transfer Files from Personal Device to Google Drive

- Download, install, and then open the Google Drive app for you device.
- When opened, Google Drive will look similar to the image at the right. Click the **plus sign (+)**.
- At the next screen, click the **Upload Photos or Videos** option.



- Find the images or photos that you want to copy to your Google Drive.
- Tap each one to select it (a checkmark will appear on the photo).
- When all are selected, click the blue checkmark button to upload them.

Step #2 – Download Google Drive Files to a PC

- Log into Google Drive on a PC.
- Put a check beside the filenames you want to download.
- Right click and select **Download**.
- Click the blue **Download** button at the next window.
- Select to **Save** or **Open** the file.
- If you download more than one file at a time, Google will zip the file. You will then need to unzip the file using a program such as WinZip.

