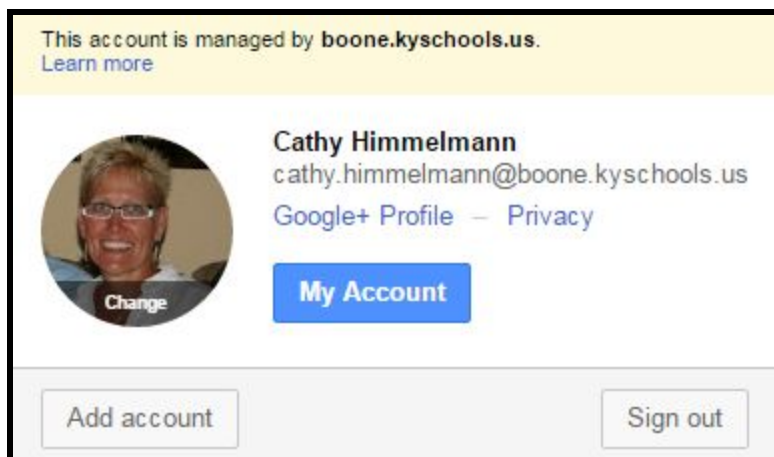


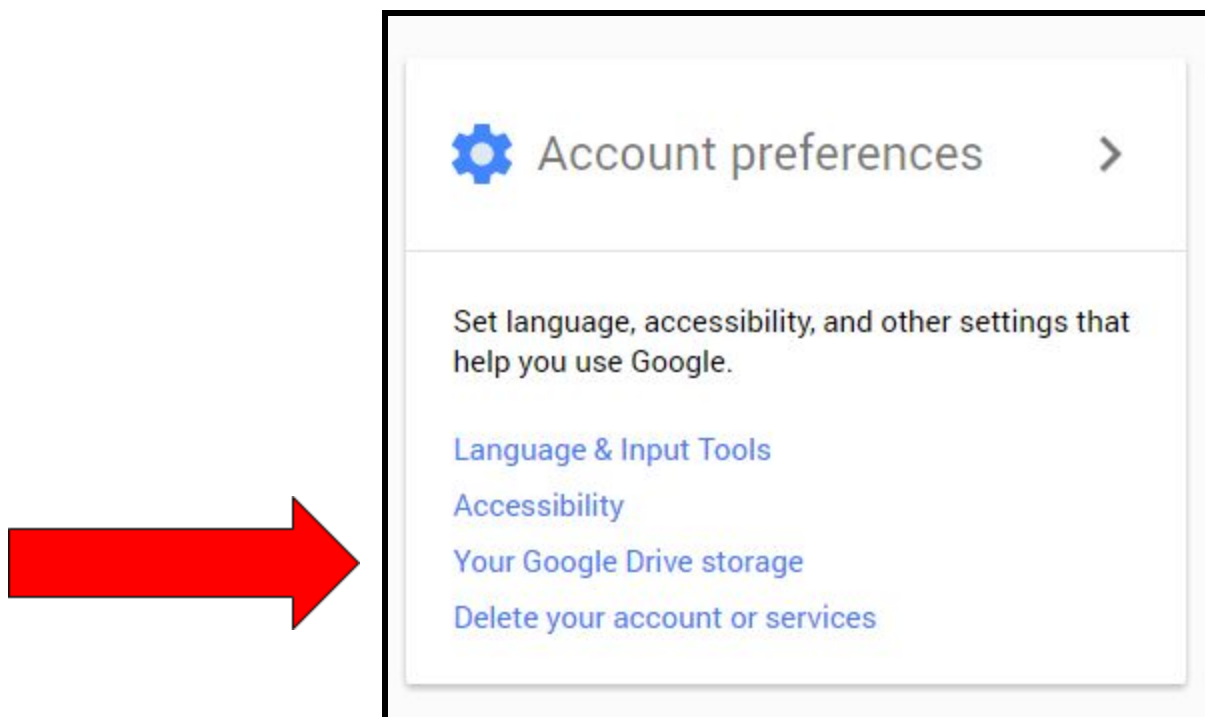
# Download Google Data

## What Size Flash Drive Is Needed?

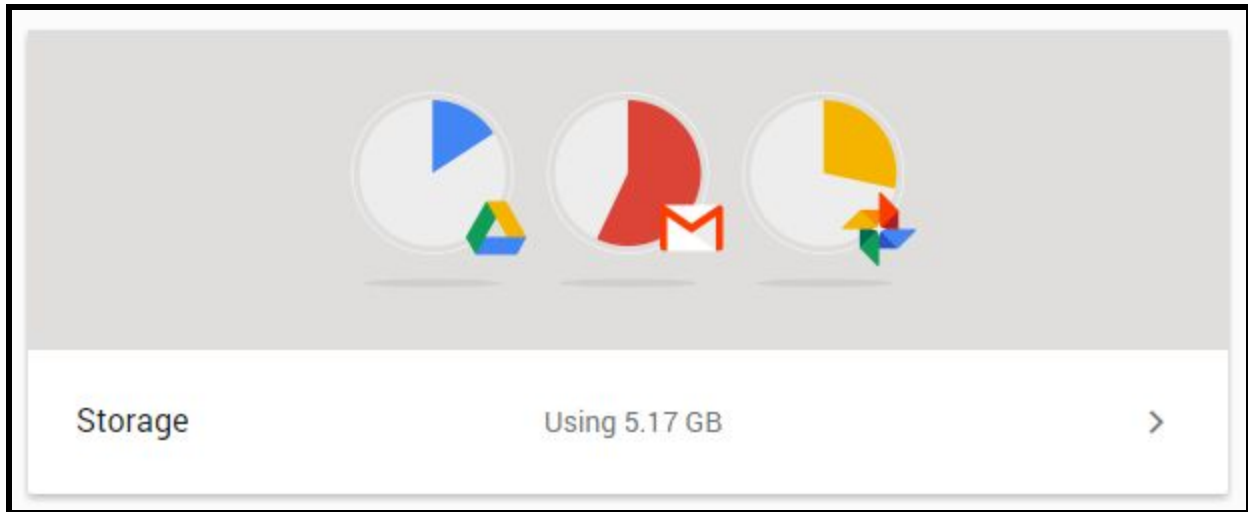
1. To check the size of your Google Drive, click **My Account**.



2. Under **Account Preferences**, select **Your Google Drive storage**.



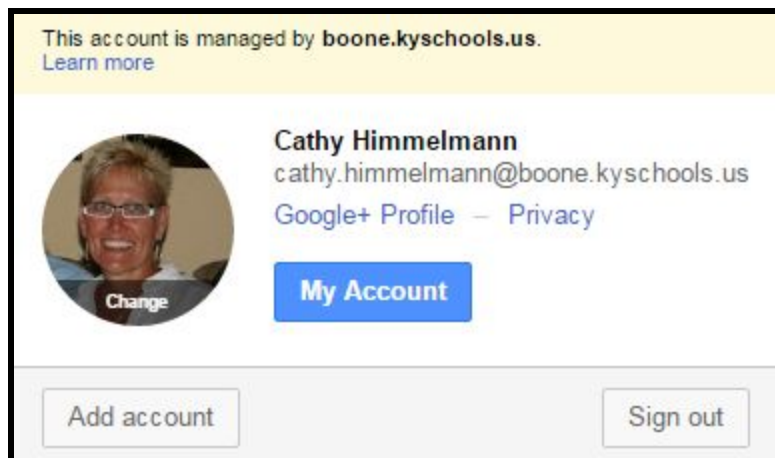
3. Total storage will be shown.



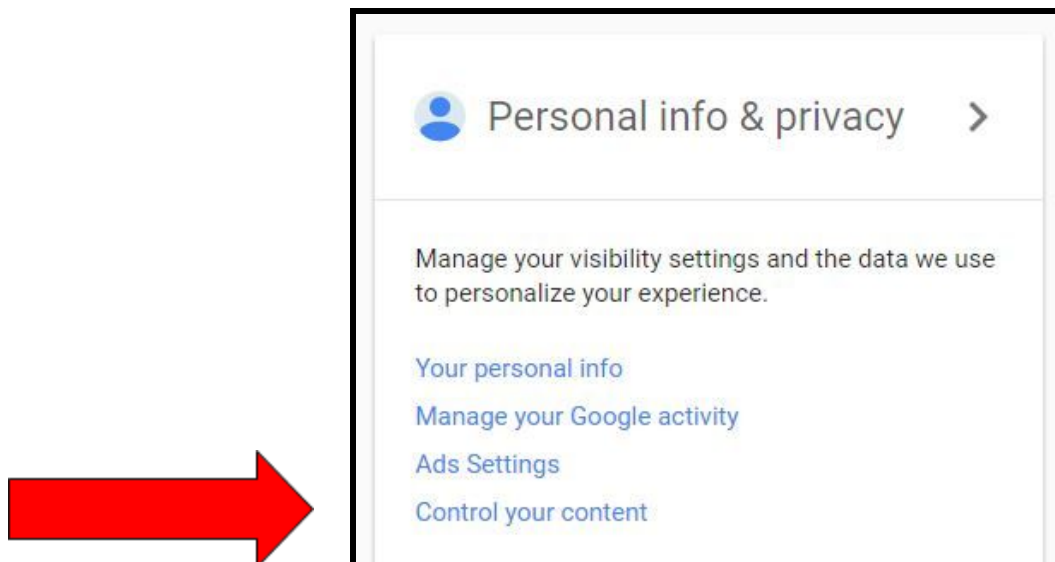
# Download Google Data

## How to Download Your Data

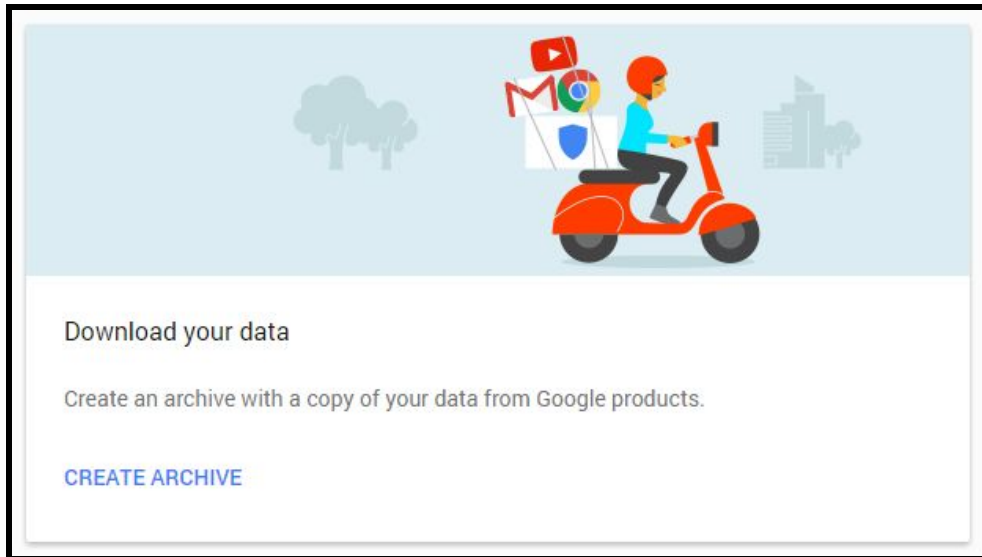
1. To download your Google Drive data, click **My Account**.



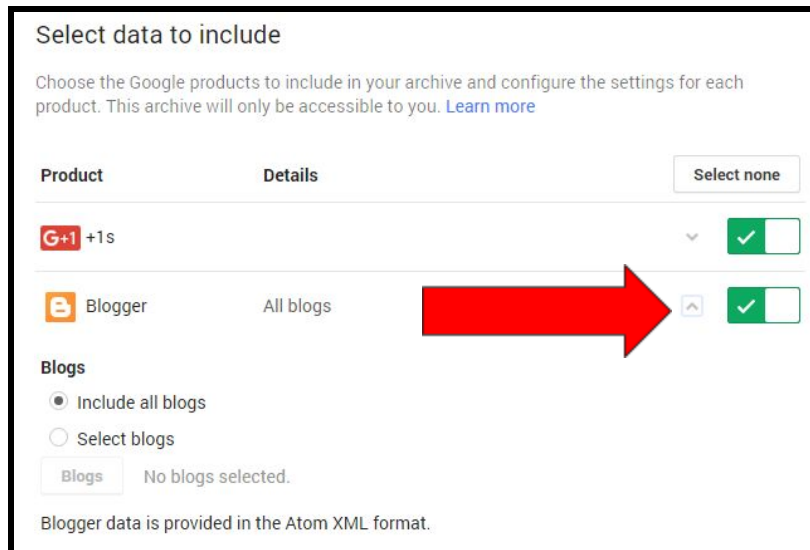
2. Under **Personal info & Privacy**, select **Control your content**.



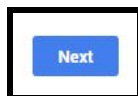
3. Select **Create Archive**.



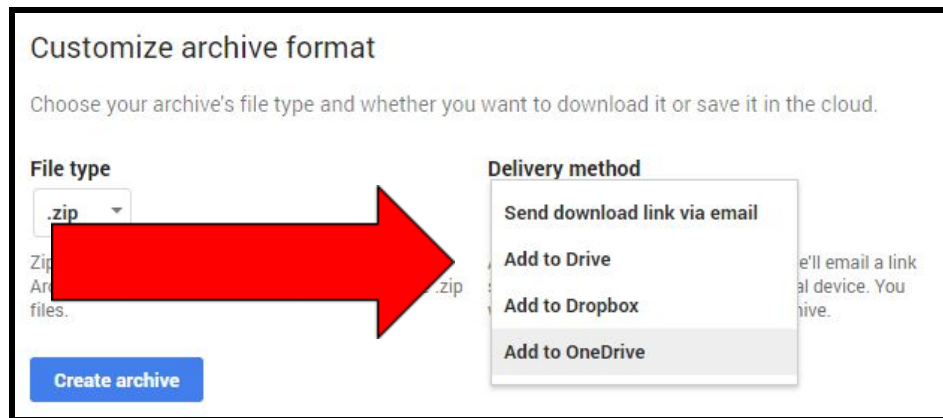
4. Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you.




5. Click




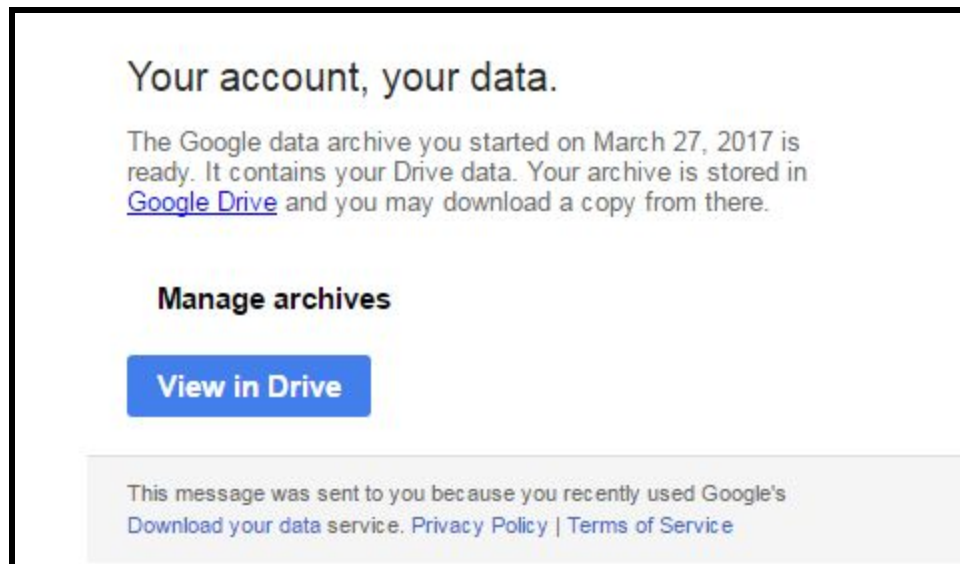
- Under **Delivery method**, select **Add to Drive**. This will add the .zip file(s) to your Google Drive.



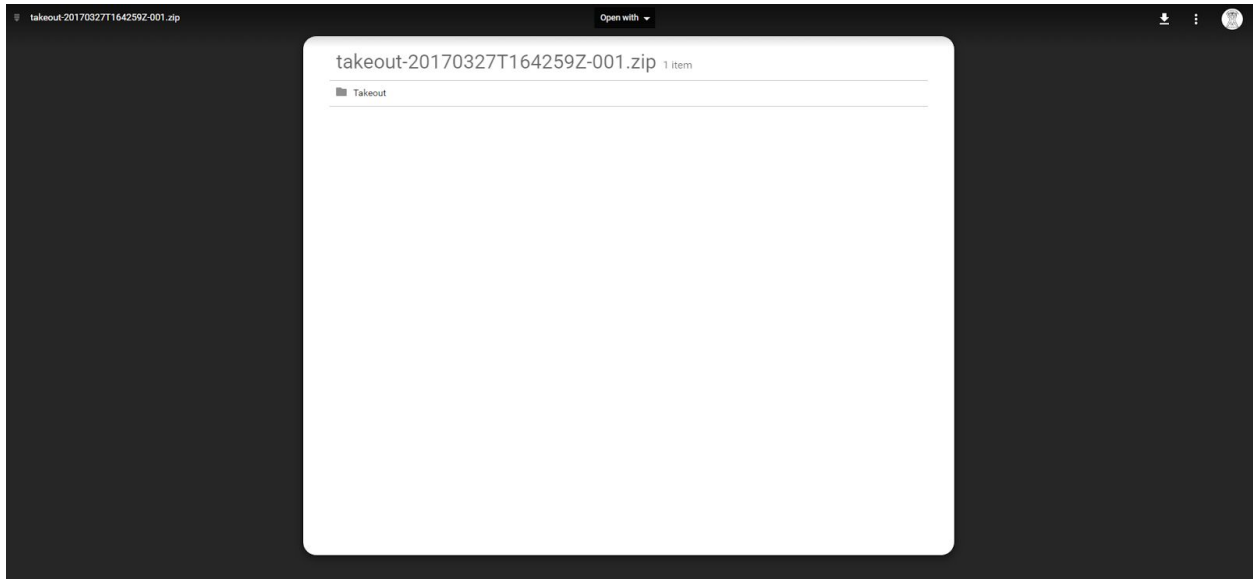
- Click . The creation of the archive will take some time. You can do other things while it works.

- Once your archive has finished, you will receive an email from Google. Click

 at the screen below.



9. The below window will appear.



10. Click the Download button on the upper right-hand side of the above window.



11. Your downloaded folder can be found in the Downloads folder under **My Computer**. Remember that this folder is in a zip file format.

12. You can now copy your downloaded folder to your flash drive.

13. Go to the Downloads folder on the computer and delete the downloaded file.

FYI - Not all formats are compatible outside of Google. To ensure compatibility, it is recommended that you upload your files to a personal Google account.