# BACKING UP GOOGLE APPS FILES

Created By: Technology Services

Overview: GAFE items including docs, spreadsheets, etc. should be backed up. This tutorial will provide instructions for downloading materials created and saved using GAFE, in order for you to protect items that you have been created.

Maintaining Access to Your Documents

Once a student graduates, they will lose access to their GAFE account and all files will be deleted. To maintain access to Google Docs and Google Drive content that was created using a UCPS GAFE account, a download and conversion will be required. The following instructions provided below will guide students through this process.
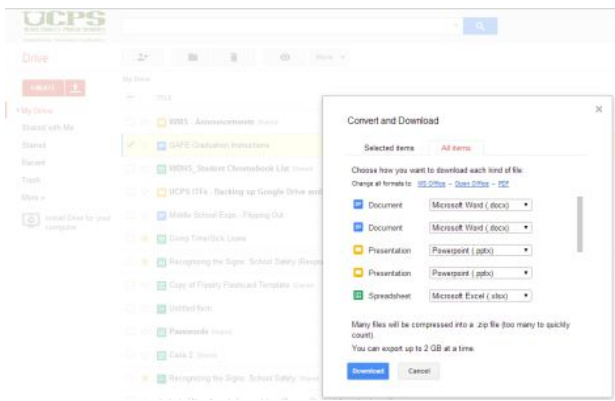

Save Your Google Drive Files (Documents, Presentations, Spreadsheets, Forms, Drawings)

All of the Google Docs that you created as a UCPS student can be downloaded to your home computer or a USB drive with one easy operation. To download these items follow the steps below:

1. Log into your UCPS Google Apps account.

2. Go to the Drive home page. Move your cursor over a document, presentation, or spreadsheet to highlight it, and click on the check box to the left of the item.
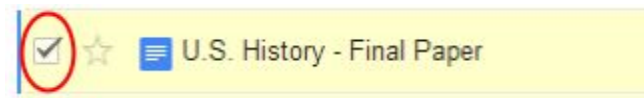
3. Once the check box is selected an "Actions" menu will appear at the top of your drive. From that menu select "More" and then "Download…"
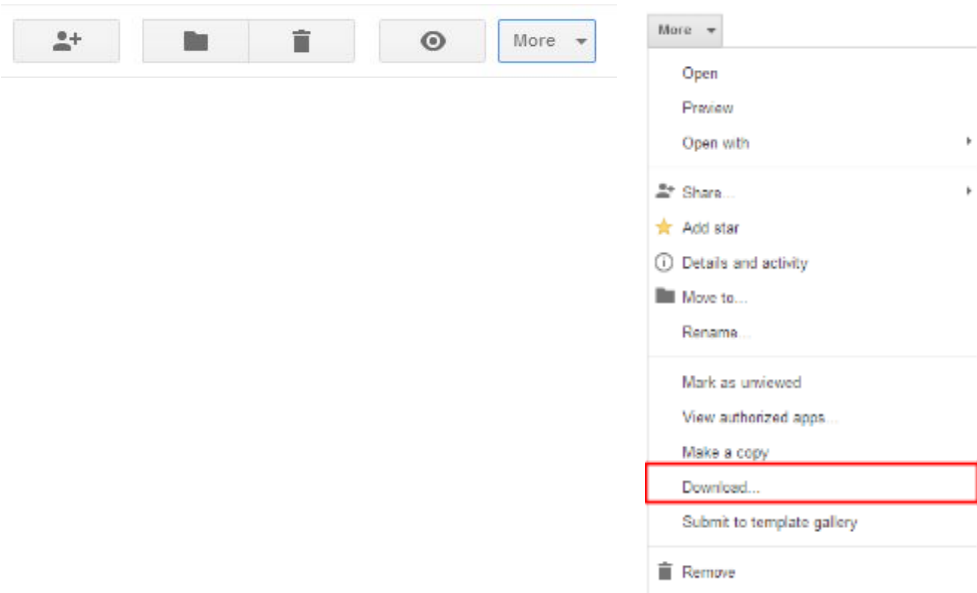
4. When the download dialog box appears, choose the All Items tab, then select the file formats you would like to use to download your documents. In most cases, nothing has to be changed here. Click "Download" to begin zipping your files.
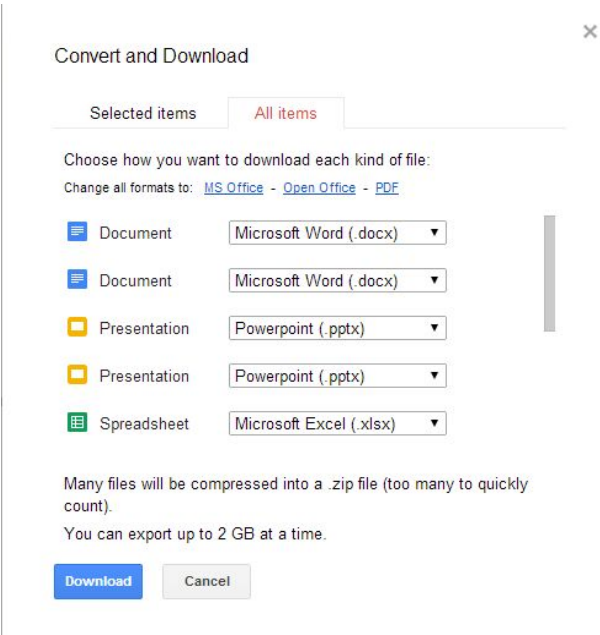
* You can only download 2GB of data at a time.

5. Wait for your files to be downloaded; do not choose any other option. When the files have finished converting they will be zipped in a folder and a dialogue box should automatically download or ask you to save your file; choose Save File. Locate your saved file and unzip it in order to access the files contained in the folder.