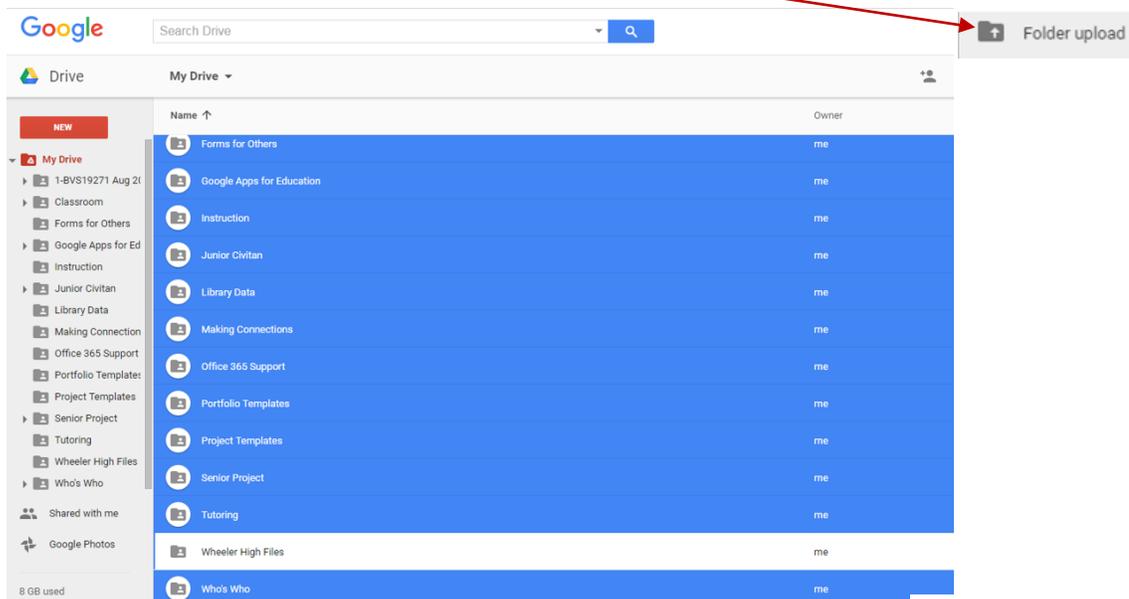


Preserving Your Google Drive Files Saved @WheelerHigh.com

Here are basic steps to efficiently **move your files stored in Google Drive @WheelerHigh.com to your computer and a personal Google account**:

1. Sign in to [Drive.Google.com](https://drive.google.com) with your **@WheelerHigh.com** account
2. Select **New / Folder**, and give it a name such as **Wheeler High Files**
3. **Move** all of your files and folders into the new folder:
 - a. **Click once on any item** in the list
 - b. Press **Ctrl-A** to highlight all items in the list
 - c. Press **Ctrl** and **click once on the new folder** that you plan to move everything else into (your screen should now look like the one below, with all folders and files highlighted except for the new folder)
 - d. **Click and drag to move** the highlighted items into the new folder
4. **Download the folder to make your personal copy**:
 - a. **Right click** on the **folder** that you want to **download** to your computer (i.e. Wheeler High Files) and select  **Download**
 - b. Locate and **open** the **zipped folder** in your downloads (it will have a name similar to the folder from Google Drive, followed by the date)
 - c. Inside the zipped folder, you will **find the downloaded folder with all of your files**:
 - i. **Click once** on the folder
 - ii. **Copy** the folder (Ctrl-C)
 - iii. **Go to the desired location** on your computer (i.e. the C: drive or "My Documents")
 - iv. **Paste** the folder (Ctrl-V)
 - v. **Check** that your files are there (give it time if you have a large amount of data in the folder)
Note: Some file formats may change, for example a Google Doc becomes a Word doc; Google Forms cannot be downloaded; you may share and make a copy in your personal Google account
5. **Upload the folder to your personal Google Drive Account** (optional):
 - a. Sign in to [Drive.Google.com](https://drive.google.com) with your personal Gmail account
 - b. Select **New / Folder upload**



Be aware that **sharing** your folder or files from @WheelerHigh.com with your personal Gmail account **will not preserve the files** once your school account is deleted! In this case you may receive the message at right (if the file is not already gone).

File is in owner's trash

You will soon permanently lose access to this file.
For continued access, please make a copy.
Comments will not be copied to the new document.

Make a copy

Go to Docs home screen