

STUDENTS - Using Howell's Google Drive for File Backup

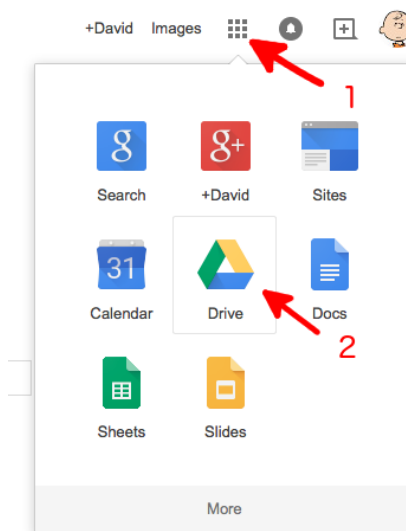
1. Prevent Google From Converting Documents to Google Formats

By default, Microsoft Office files uploaded to Google Drive will be converted to Google formats. You can change this in your Google Drive settings BEFORE you begin uploading documents.

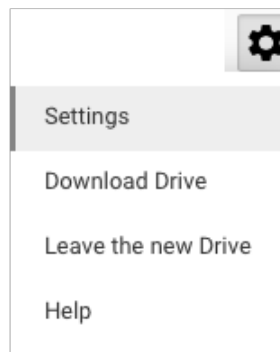
A. **USING CHROME** browser  login to your Howell Google account.

- Go to Google.com or go to your
- Click on the blue "sign in" button.
- For user name: Enter your full Howell email address.
- Enter your Howell Google password.

B. Open Google Drive by clicking the installed apps icon (1) and then clicking the Drive icon (2).

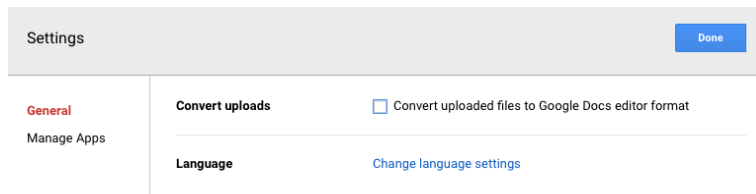


C. Click on the Settings icon in the upper right corner of your browser and select "Settings" from the menu.



D. In the settings window:

- Select “General” on the left.
- Uncheck the checkbox next to the “Convert uploaded files...” statement.
- Click “Done”.



2. Add files to Google Drive

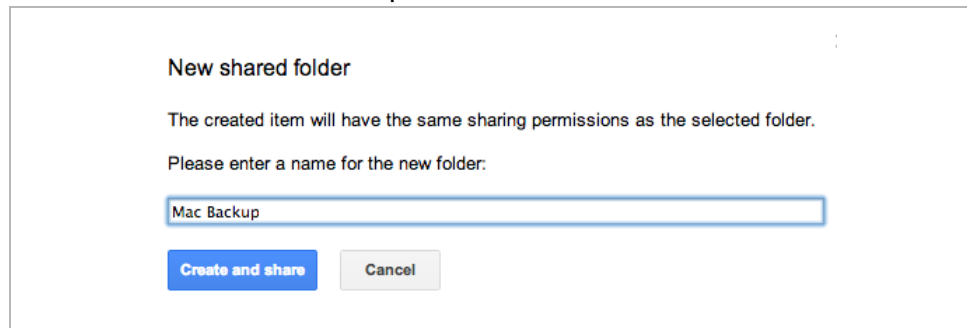
You can upload files and folders easily by dragging them out of Finder and dropping them onto the Drive window.

1. Create a folder for your backup in Google Drive:
 - a. Click the red “CREATE” button or the red “NEW” button.
 - b. Select “Folder”.

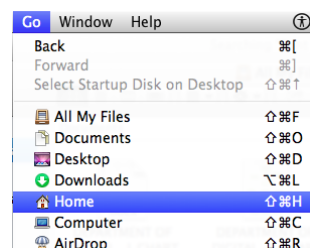


Create and New buttons in old and new versions of Google Drive

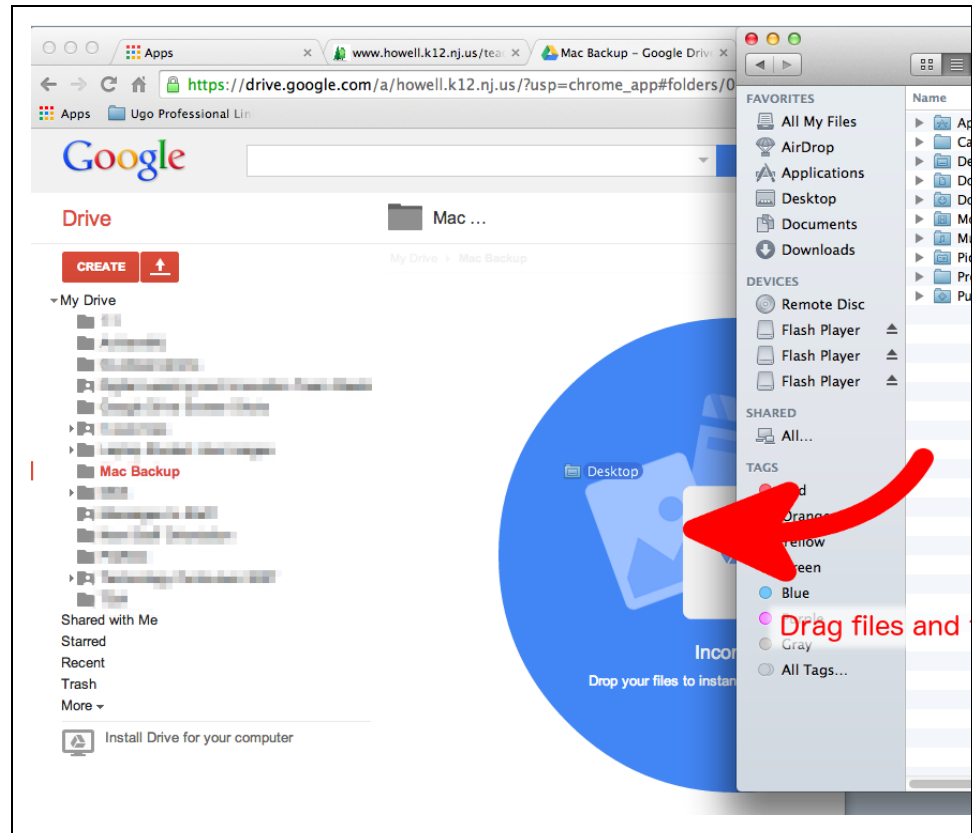
- c. Name the folder “Mac Backup” and click “Create” or “Create and share”.



2. From your Mac’s Dock, open Finder
3. From the Finder menu select **Go → Home**



4. Arrange your browser and finder windows so you can see both on the screen.
5. Drag folders from Finder to Google Drive and drop them.
 - a. You can drop the file or folder when you see the blue “Incoming!” image appear in Drive.
 - b. **DO NOT** drag “Applications”.
 - c. **DO** drag over folders with your files—Documents, Downloads, Music, Pictures, etc.



6. A progress window will show you the status of your uploads.