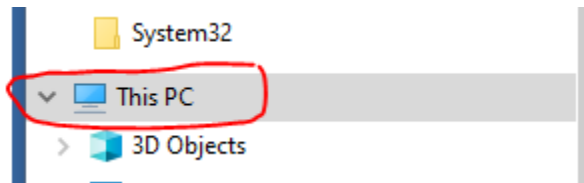


How to copy files to your Google Drive from your computer:

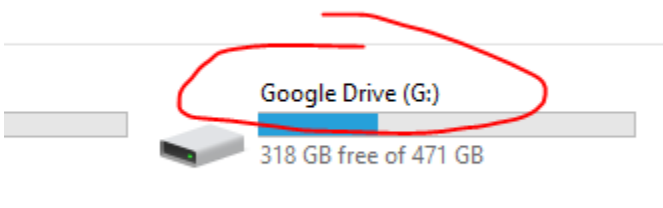
1. Click the file explorer/folder icon near your start button



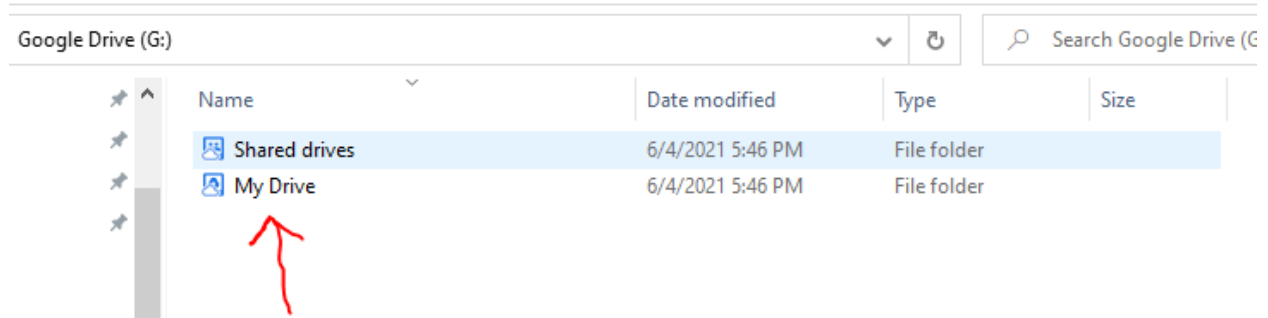
2. This will open file explorer. Click on "This PC" on the left-hand side.



3. This will display all the "Drives" used on your computer. You should see a "G" Drive labeled Google Drive. Double Click it.



4. This will open your Google Drive folder, and you will see a couple items in there. Any file that you want to never lose, you will want to put it in the “My Drive” folder.



To copy and paste files, right click the file/folder/document/whatever and choose **copy**. Then right click the “My Drive” using the steps above and choose **paste**.... This will copy the item you just right clicked and chose copy on, into the “My Drive” folder, which in turn puts it in your Google Drive stored in the cloud. This is the easiest way to protect the important files you don’t want to lose. Any file stored only on your local computer can be lost easily if your computer dies, is imaged, or it gets corrupted. When you store it in the cloud on your Google Drive, it is far better protected.