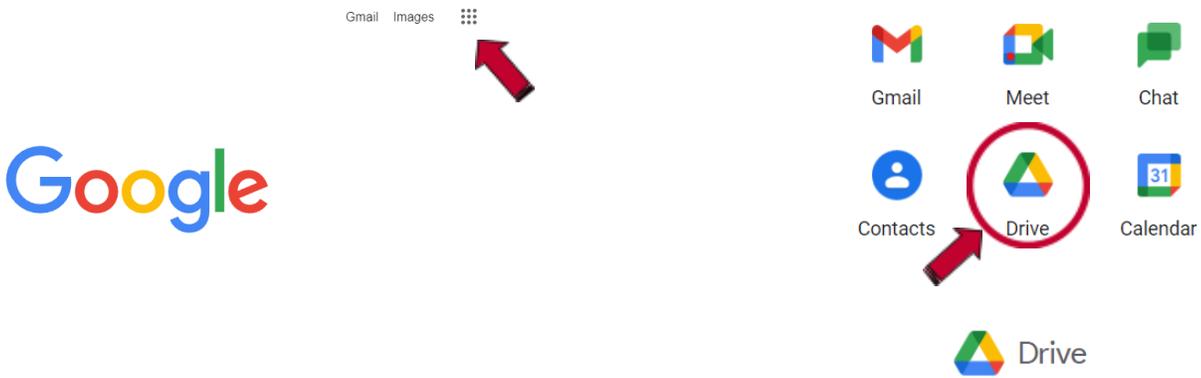
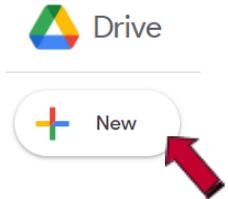


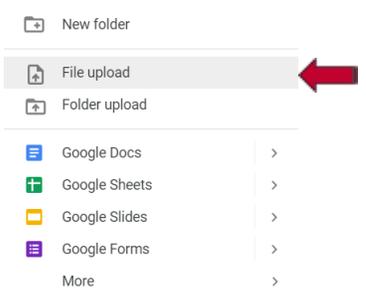
1. Open your Google Drive by clicking on the grid under your profile picture and then selecting the drive icon:



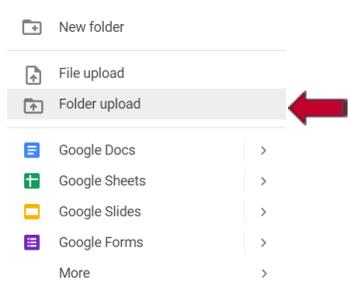
2. Click on the “New” button near the upper, left-hand corner:



If you are saving a single file, choose “File upload” from the menu:

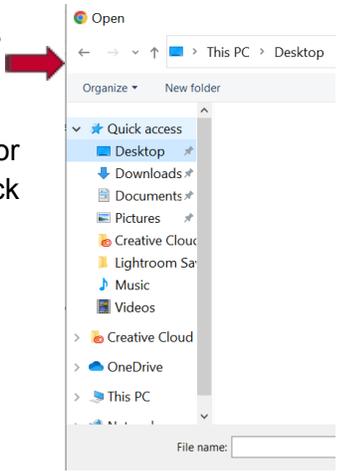


If you are saving an entire folder, choose “Folder upload” from the menu:

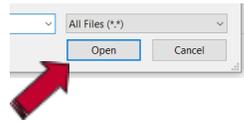


3. On the menu that pops up, choose where you are saving *from*—where the files are currently stored on the old laptop.

A list will pop up that shows all of your current items. You may upload one at a time, or several at a time. Hold down the Ctrl key when clicking to select specific files. Or click on the first desired file, then hold down the Shift key while clicking on the last desired file. This will automatically select all files between the two.



4. Click “Open” at the bottom right-hand corner.



5. The file(s) is/are now saved to your drive.

6. To view your saved files in your drive, open your drive and select “Recent” from the menu:

