Graduating Seniors - Save Files from Your FCPS Google Drive Account

This document details how to "take your Google Drive files with you" when you graduate from FCPS. Google does **not** allow you to transfer ownership of documents across domains (from a an FCPS GAFE account to a personal Google account), so files must be downloaded to save them out of your FCPS Google Drive. Use one of the two methods below to download your files. **Please do this before the school year ends for students**.

Method 1 - Use Google Takeout to download all files

- Sign into your FCPS Google account
- Go to http://www.google.com/takeout
- Uncheck everything other than **Drive**
- To select just specific folders in your Google Drive, click **All Drive data included**
- Click the **Next step** button at the bottom of the page
- Change "Delivery method" to **Add to Drive**
- Click the **Create archive** button
- Google will build the archive. Be patient. It can take up to 10 minutes or so.
- A folder called **Takeout** will be created in your Google Drive, with a single **zip** file inside
- Right-click on the **zip** file and select **Download**
- If you get a "Can't scan file for viruses" message, click **Download anyway**
- The files will be saved in a **.zip** file in your **Downloads** folder on your computer
- Go to that **Downloads** folder and move the zipped file to another location on your computer if desired
- Right-click on the zipped file and select **Extract All**

Method 2 - To download only select files or folders:

- Sign into your FCPS Google account and access your Google Drive
- Select the individual documents and/or folders you want to download (use **Ctrl-click** to select multiple files/folders), or press **Ctrl-a** to select all files in the current folder
- Click the three vertical dots up top (**More actions**) and select **Download**
- The files will be zipped (be patient) and saved in a **.zip** file in your **Downloads** folder on your computer
- Go to that **Downloads** folder and move the zipped file to another location on your computer if desired
- Right-click on the zipped file and select **Extract All**

Note: Both methods will convert all Google files to MS Office format.