

# Google Drive

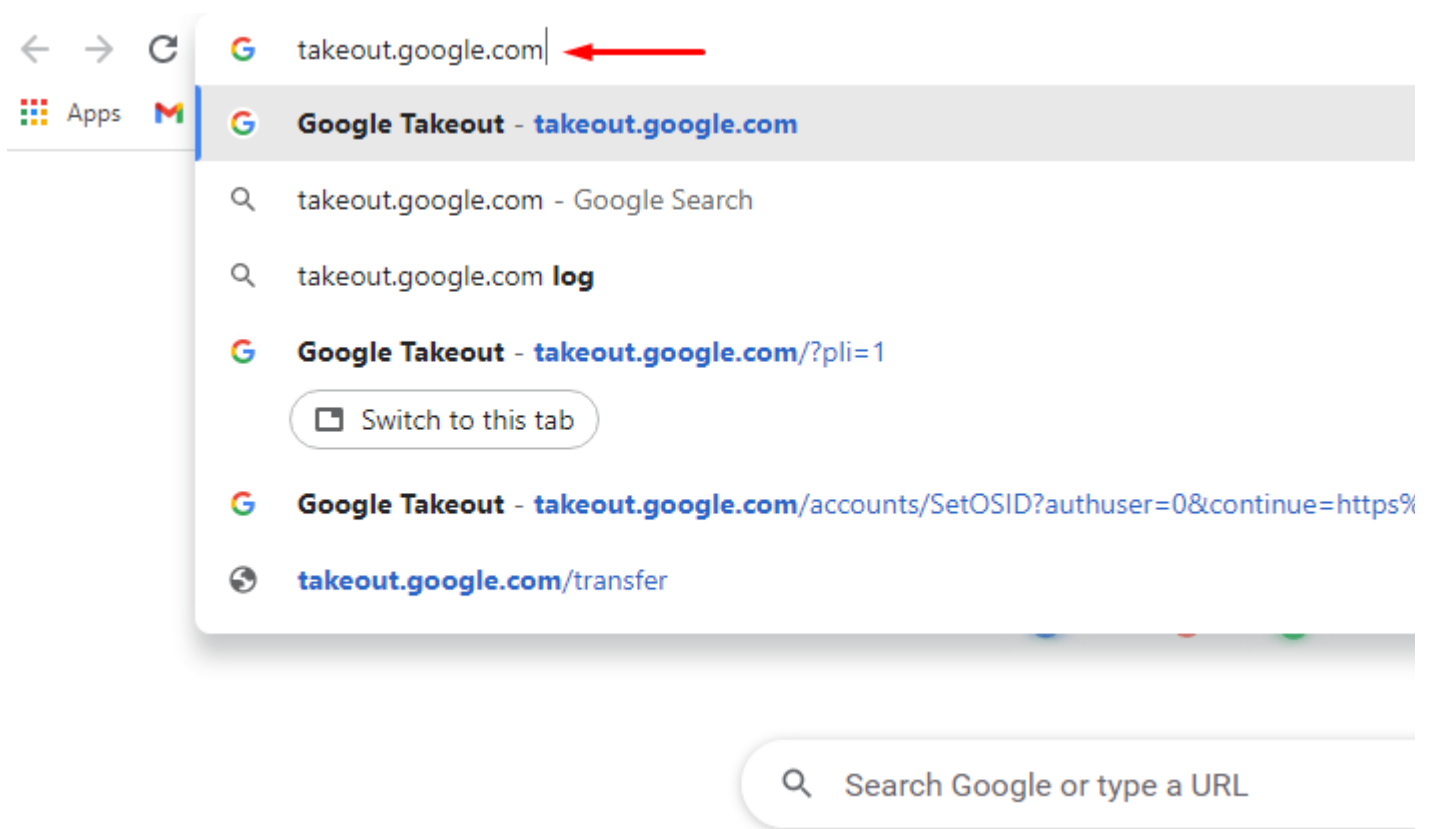
- [How to Move Google Drive Content to Your Personal Account](#)
- [How to Scan Documents for Google Drive with Android](#)
- [How to Scan Documents on your iPhone or iPad](#)
- [How to Sign a Document on your iPhone or iPad](#)

# How to Move Google Drive Content to Your Personal Account

This article will show how to move the contents of your school account to your personal account.

Note: Your personal account must be a Google account. If not, you will need to create one to move the contents.

1. Go to "takeout.google.com".



2. Click "Deselect All".

## ← Google Takeout

Your account, your data.

Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

CREATE A NEW EXPORT


1

Select data to include


45 of 46 selected


Products


Deselect all

 Access Log Activity  
Collection of account activity logs

☐

 Due to the size of content found in the Access Log Activity product, exports may take longer to process.

 Multiple formats

 All activity logs selected

3. Scroll down to find "Drive" and click the checkbox.


Note: If there are other things you want to transfer over, check those boxes as well.

## ← Google Takeout


1


Select data to include


0 of 46 selected

 Drive  
Files you own that have been stored in your [My Drive](#) and [Computers](#). [More info](#)


☐


 Multiple formats

 Advanced settings

 All Drive data included


4. Scroll to the bottom and click "Next Step".


 **Google Takeout**

1 


**Select data to include** 1 of 46 selected


Your saved Google Voice call history, messages and voicemails as well as current linked numbers. [More info](#)

 Multiple formats



**YouTube and YouTube Music**  
Watch and search history, videos, comments and other content you've created on YouTube and YouTube Music [More info](#)

 Multiple formats

 All YouTube data included

**Next step**

5. Make sure the "Export Once" is selected.

CREATE A NEW EXPORT



Select data to include

1 of 46 selected

2

Choose file type, frequency & destination

Delivery method

Send download link via email ▼

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency



Export once

1 export



Export every 2 months for 1 year

6 exports

6. Make sure the "File Type" is set to ".zip".

## Delivery method

Send download link via email ▼

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

## Frequency

☒ Export once

1 export

☐ Export every 2 months for 1 year

6 exports

## File type & size

.zip ▼ 

Zip files can be opened on almost any computer.

2 GB ▼

Exports larger than this size will be split into multiple files.

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Create export

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7. Click "Create Export".

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e opened on almost any computer.

than this size will be split into multiple files.



Create export

8. A screen with the export process will appear.

## ← Google Takeout

Your account, your data.

Export a copy of content in your Google Account to back it up or use it with a service outside of Google.

### CREATE A NEW EXPORT



Select data to include

1 of 46 selected



Choose file type, frequency & destination

Export progress



Google is creating a copy of files from Drive

This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.



Cancel export



Create another export

9. When the export is done, you will receive an email. Click "Download your files"

Note: This may take quite awhile to get if you have a lot of files in your drive.





**Google Takeout** <noreply@google.com>

to me ▾



## Your account, yo

We've finished creating a copy of the Google data you re  
download your files until December 23, 2021.

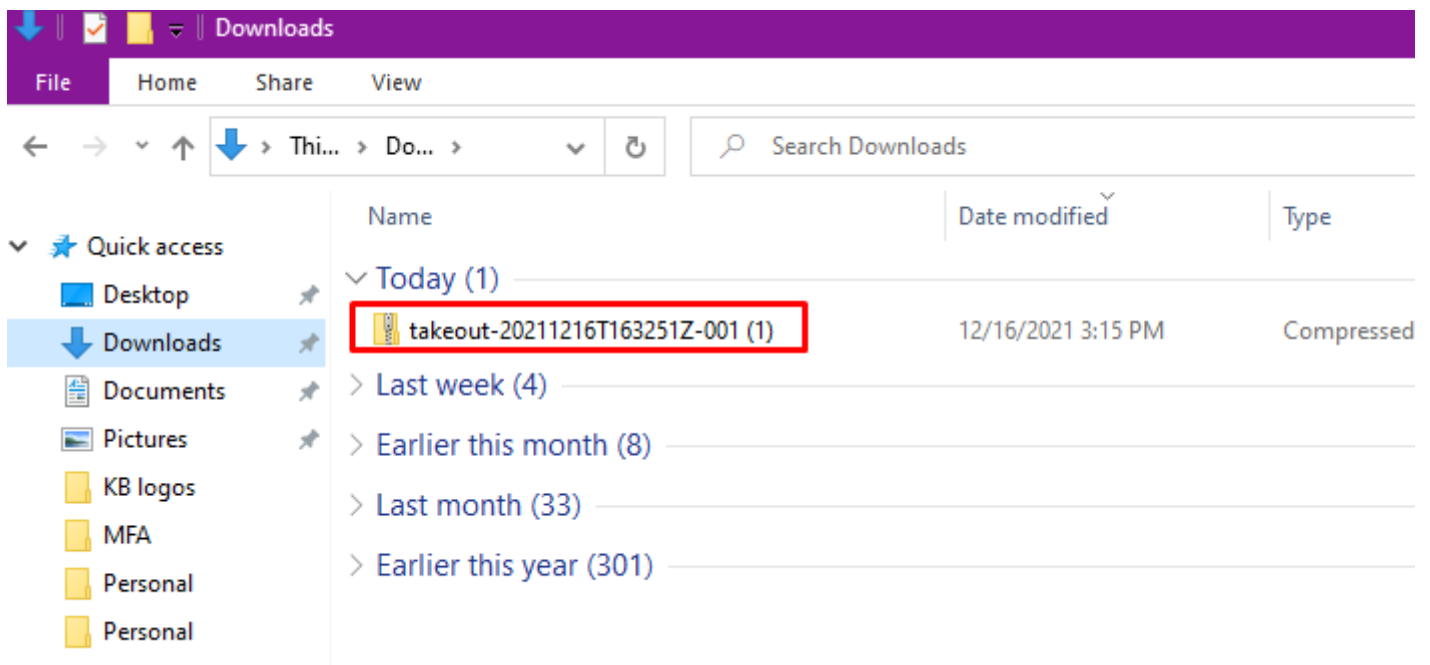
Your download will contain data from:

- Drive

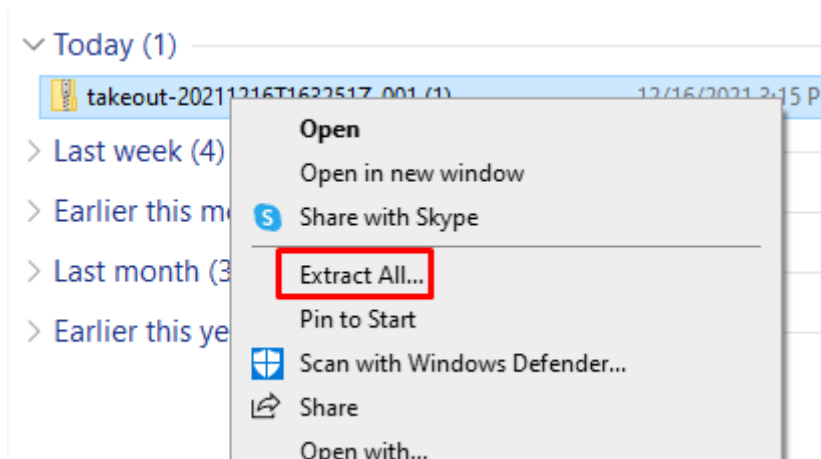
Manage export

Download your f

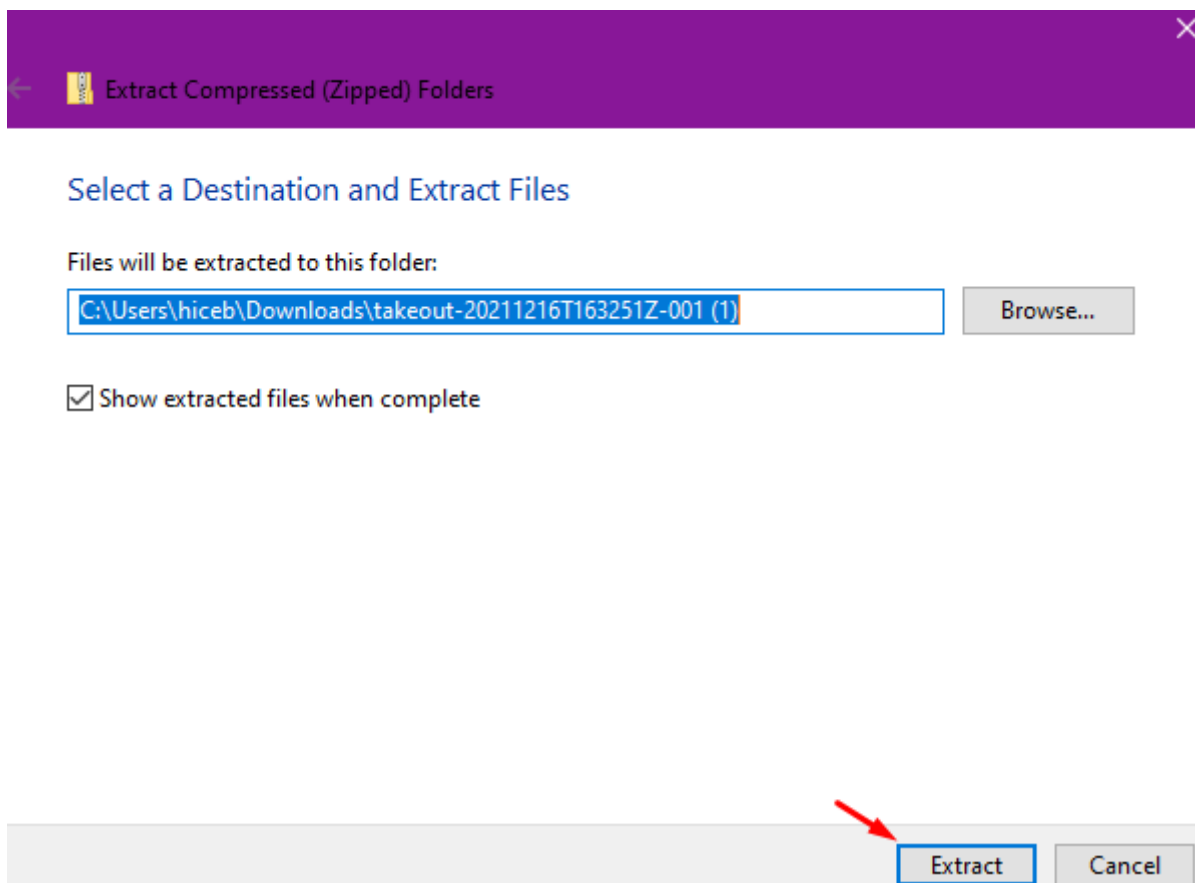
10. Find the file in "Downloads". It will be a zipped file.



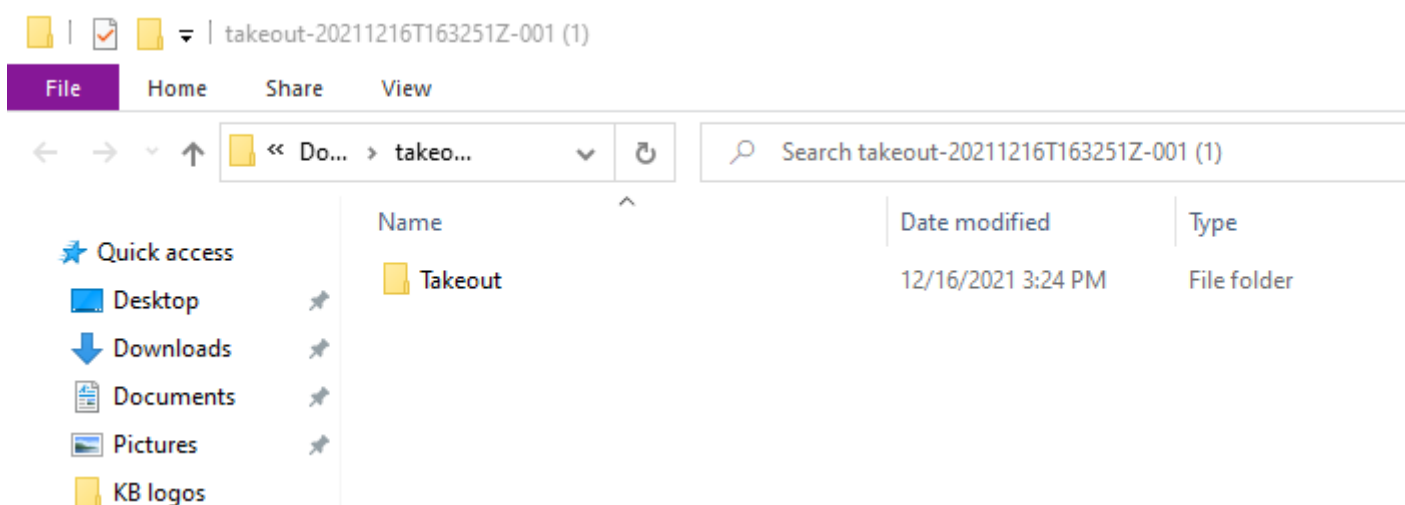
11. To unzip it, right click and select "Extract All".



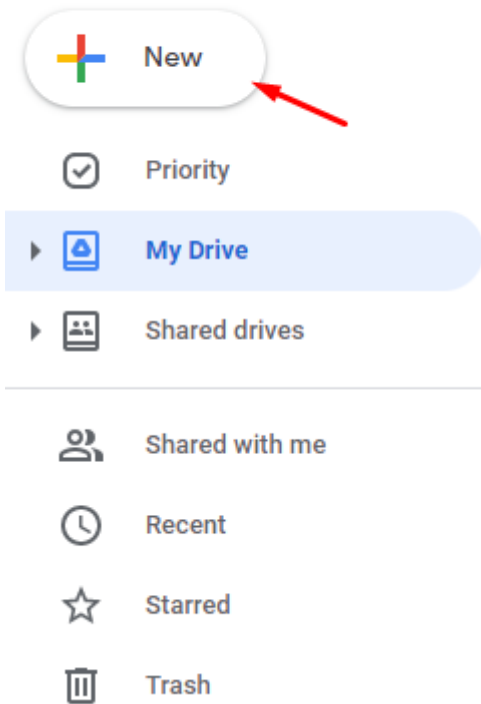
12. Click "Extract".



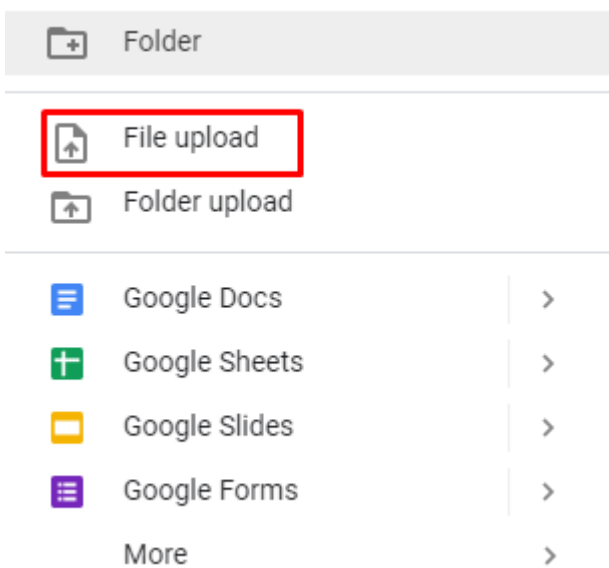
13. The file will open in a new folder window location. You will see the file is now unzipped.



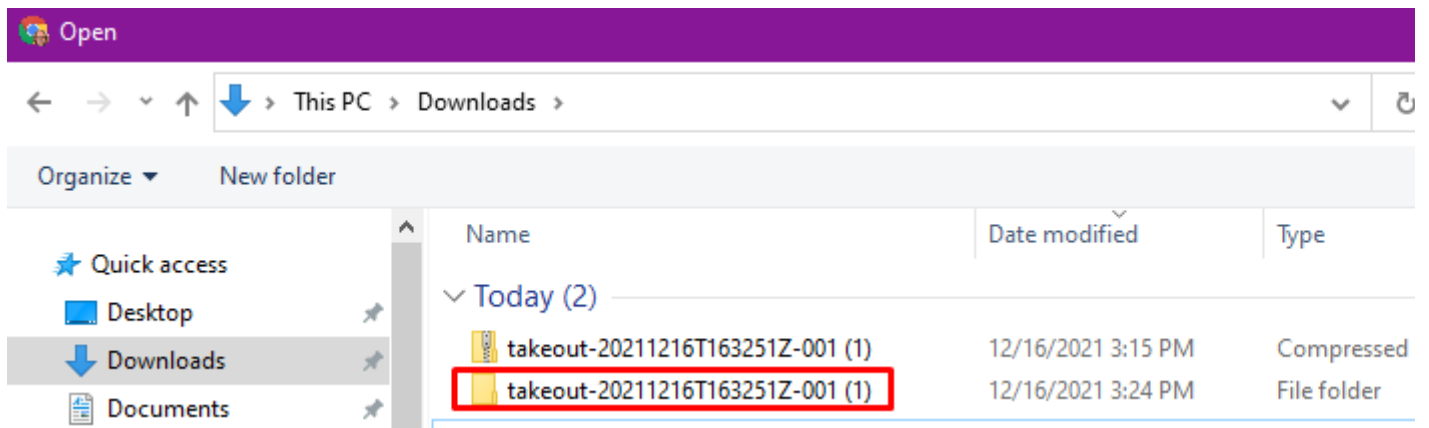
14. Go to your personal account Google Drive. Click "New".



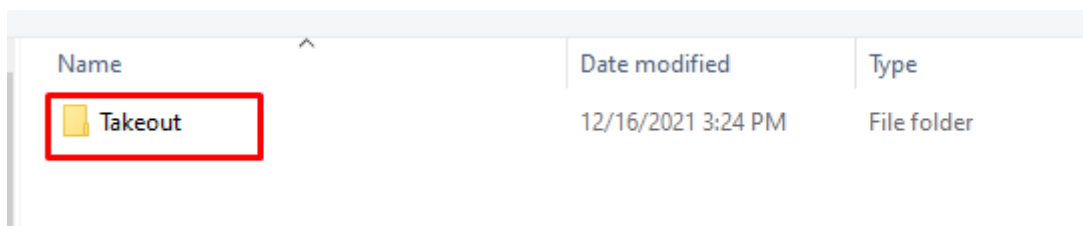
15. Select "File Upload".



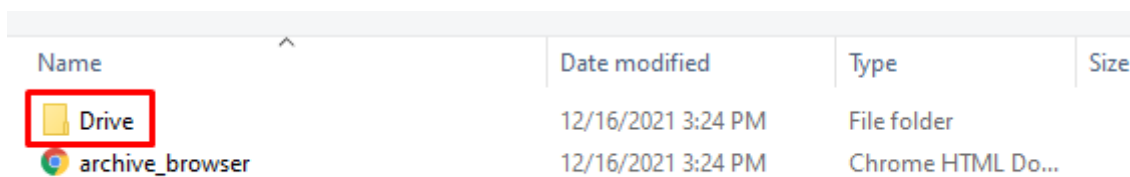
16. Select the unzipped file from your computer, it will most likely be in your Downloads.



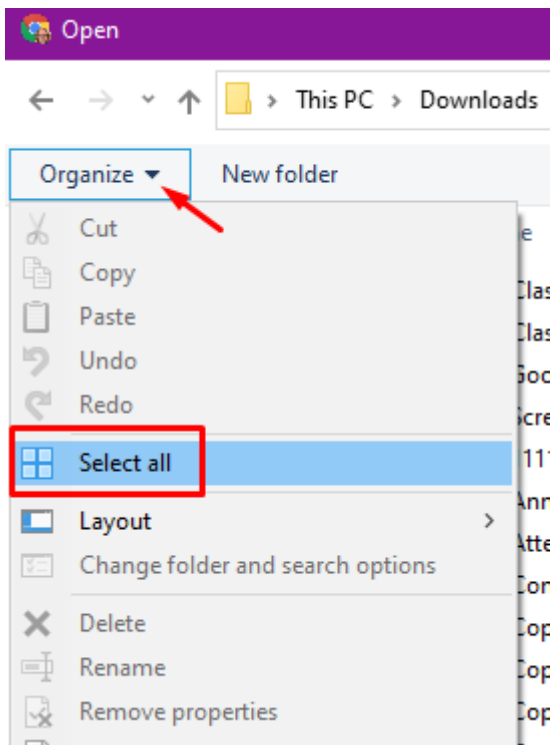
17. Double click "Takeout".



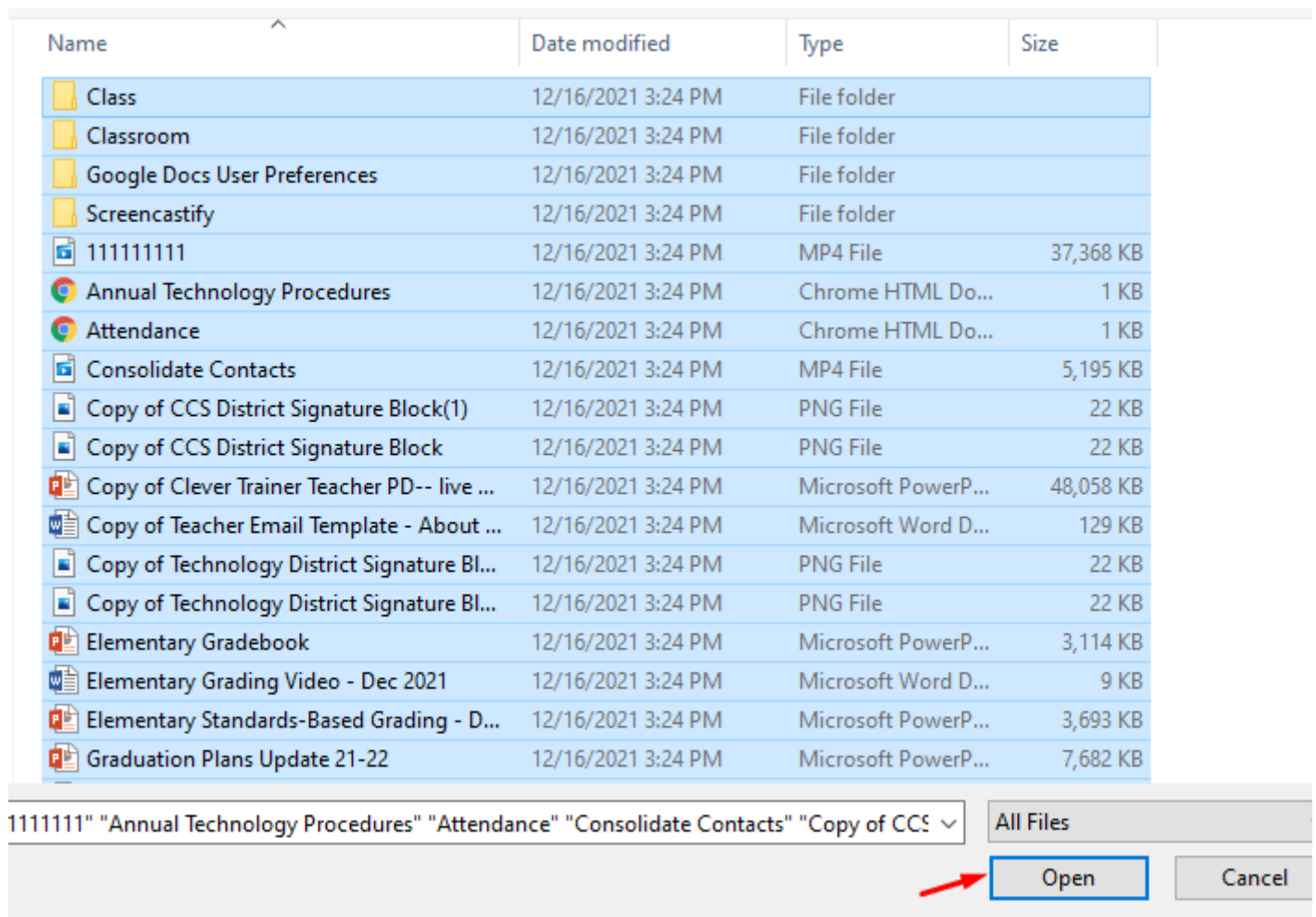
18. Double click "Drive".



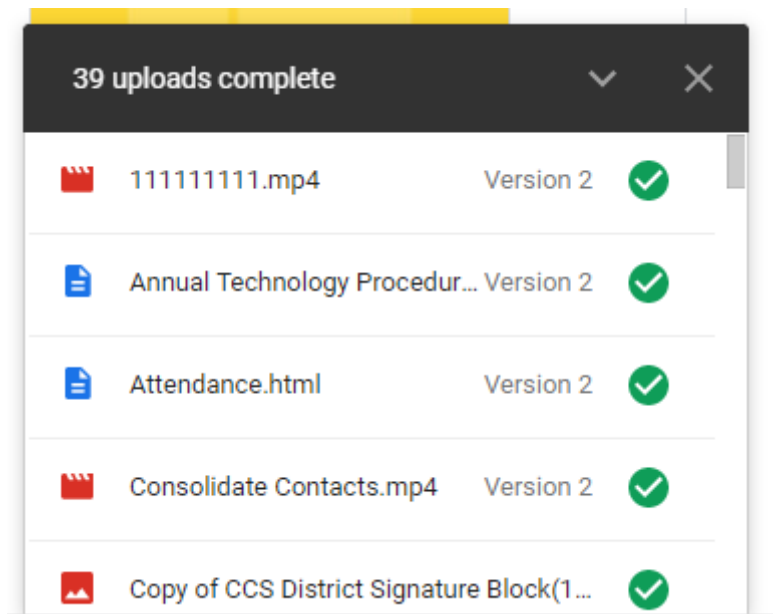
19. Click "Organize" then "Select All".



20. All of the files will be selected. Now, click "Open".



21. An upload status bar will appear in the bottom right.










22. Once complete, you will see all of the files in your drive.

# How to Scan Documents for Google Drive with Android

**This article will show how to scan documents with Google Drive.**

## **Scan a Document**


1. Open the Google Drive app 
2. In the bottom right click "Add" 
3. Click "Scan" 
4. Take a photo of the document you want to scan.
  - Adjust scan area: Click "Crop" 
  - Take photo again: Click "Re-scan current page" 
  - Scan another: Click "Add" 
5. Type in your own title
6. To save the document to your drive, click "Save" 

## **Add a scanning shortcut to your Home Screen**

To set up a shortcut to scan documents:

1. Open your Android phone widgets.
2. Find the "Drive scan" widget.
3. Touch and hold the widget.
4. Drag it onto your home screen. You may be asked to select an account.






5. Choose which folder you want to save the documents to. You can create a new folder by clicking "New Folder" 

6. Click "Select". You will now see your folder name in the widget.

# How to Scan Documents on your iPhone or iPad

**This article will show how to scan documents on your iPhone or iPad.**





1. Open "Notes".
2. Select a note or create a new one.
3. Click the "Camera" button 
4. Click "Scan Documents" 
5. Place your document in the view of the camera.
6. If you are in Auto mode, it will automatically scan. If you would like to manually capture, click the "Shutter" button  or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then click "Keep Scan".



7. Click "Save" or add more documents.

# How to Sign a Document on your iPhone or iPad

**This article will show how to sign a document on your iPhone or iPad.**

1. Open Notes.
2. Select the document in the note.
3. Click the "Share" button 
4. Click "Markup" 
5. Click the "Add" button , then click "Signature"  and add a saved signature or create a new signature.



6. Click "Done".