

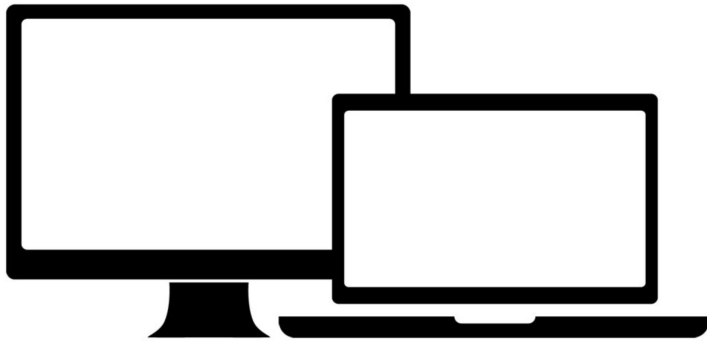


# STUDENT IPAD FILE STORAGE MANAGEMENT

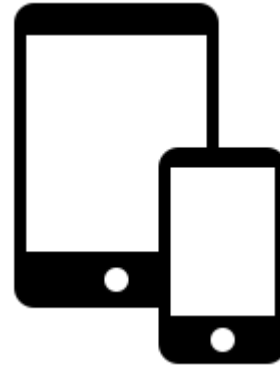
The following tutorial will explain how you can manage your iPad file storage so that your device is functioning at optimum performance. Please perform the following steps on a desktop/laptop computer and not a mobile device.

# STEP 1.

LOG INTO YOUR SAHS GOOGLE ACCOUNT ON  
A DESKTOP OR LAPTOP COMPUTER



**YES!**

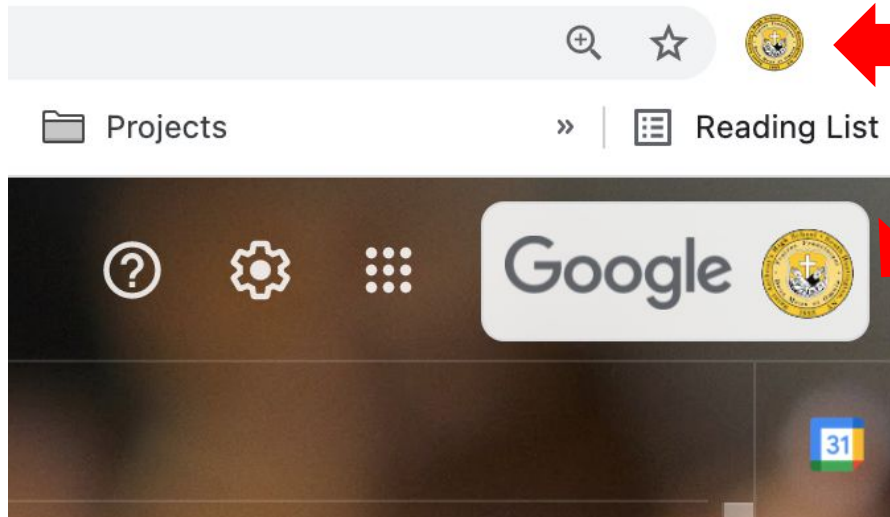


**NO!**



# STEP 1.

WHEN LOGGED IN, MAKE SURE THAT THERE ARE NO OTHER ACCOUNTS BEING ACCESSED IN THE SAME BROWSER WINDOW.



In your gmail account these should be the same account!



## STEP 2.

VISIT GOOGLE TAKEOUT:

<https://takeout.google.com/settings/takeout>



## STEP 3.

Select all desired data to include in your export.  
**At the very least**, export your Google Drive Contents.

The screenshot shows the 'Google Takeout' interface for selecting data to export. The page title is 'Google Takeout' and the breadcrumb is 'Data Backup for Research'. The main heading is '1 Select data to include'. The following categories are listed, each with a checked checkbox and a 'Multiple formats' button:

- Drive**: Files you own that have been stored in your My Drive and Computers. More info. Includes buttons for 'Multiple formats', 'Advanced settings', and 'All Drive data included'.
- Fit**: Your Google Fit data, including your workouts, sleep data, and daily metrics like steps and distance. Includes buttons for 'Multiple formats' and 'All Fit data included'.
- Google Account**: Data about registration and account activity. Includes a button for 'HTML format'.
- Google Cloud Search**: Content metadata ingested as part of Google Cloud Search indexing flow, and user search activity data. More info. Includes a button for 'Multiple formats'.
- Google Help Communities**: Your ask and reply contributions to the Google Help Communities including text and images posted. More info. Includes a button for 'Multiple formats'.



# STEP 4.

Then click  
“Next Step”

Google Account

Street View  
Images and videos you have uploaded to Google Street View

← Google Takeout

1 Select data to include

Tasks  
Data for your open and completed tasks. [More info](#)

JSON format

Voice  
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



# STEP 5.

Configure your  
export settings.

Click “Create export”

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


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.

 [Create export](#)



# STEP 5.

Configure your  
export settings.

Click “Create export”

← 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 EXPORT

Data to include

File type, frequency & destination

Export progress



Google is creating a copy of files from 47 products

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](#)

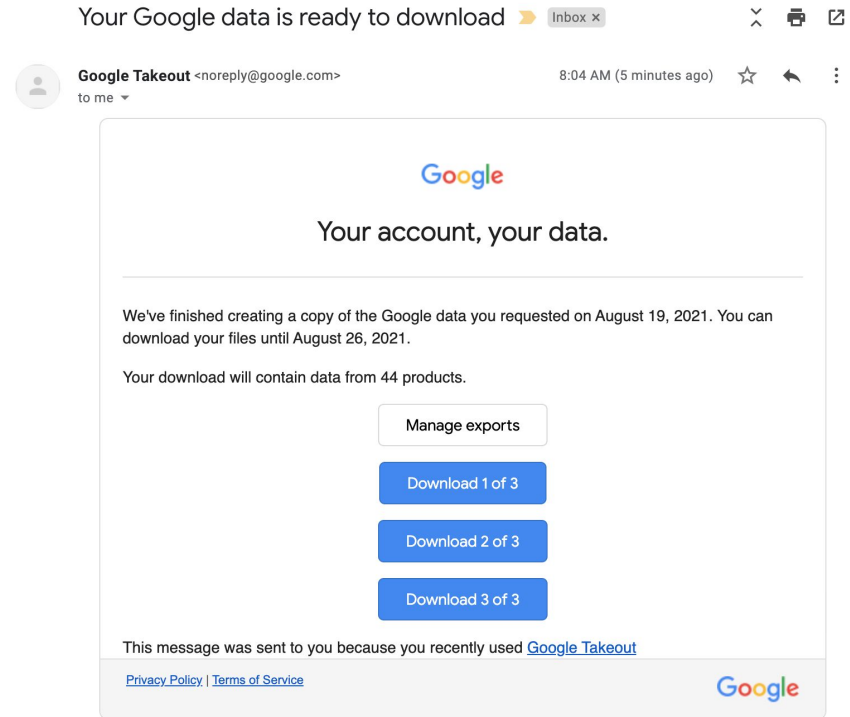




# STEP 6.

You will receive an email that will alert you to the completion of the export.

Download your exports onto your desktop or laptop computer.



## STEP 7.

Once those files have been downloaded, you can now copy them to an external drive or personal NON SAHS google drive.

Be sure to check file accessibility and integrity prior to deleting any files from your SAHS Google Drive.

