

## How to Download or Move Files for Backup

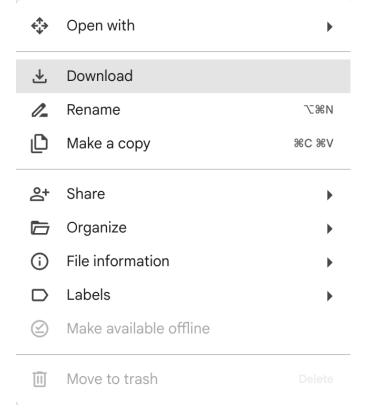
Lilly Cordova - 2024-07-16 - Comments (0) - Email and Collaboration

If you have access to a shared Google file, and want to keep a copy for yourself, it's usually possible to download a copy to your personal Google Drive. Though a file owner can restrict download of a Google Drive file, that is not a default setting, and most file owners do not restrict the access.

## Downloading Files for Backup

If you are unable to contact the current owner or an <u>ownership transfer</u> is not possible, you can download the files to create a backup.

- 1. Go to Google Drive and sign in with your Google account.
- 2. Navigate to the file(s) you wish to back up.
- 3. Download the Files:
  - 1. For a single file or folder: Right-click on the file and select Download.
  - 2. For multiple files:
    - 1. Press and hold the Ctrl key (or Command key on Mac) and select the files you want to download.
    - 2. Right-click on one of the selected files and choose Download.



## 4. Save the Files:

- 1. The files will be downloaded to your computer's default download location.
- 2. Upload them into your own personal or Shared Drive folder.

## Moving Files to Shared Drives

Another effective way to ensure continued access to important files is by moving them to a Shared Drive. If you have editor rights to a Drive File, you can take the following steps.

- 1. <u>Create a Shared Drive</u> if you don't have one already.
- 2. Navigate to the files you wish to move.
  - 1. For a single file, right-click on the file, select **Move to**, and choose the appropriate Shared Drive.
  - 2. For multiple files:
    - 1. Press and hold the Ctrl key (or Command key on Mac) and select the files you want to move.
    - 2. Right-click on one of the selected files, select **Move to**, and choose the appropriate Shared Drive.