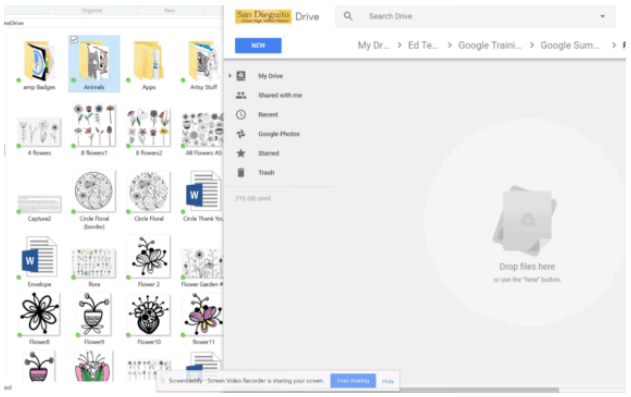
Move files from your desktop PC to Google Drive

Files saved on your computer's desktop, "My Documents", and H: Drive need to be moved to your Google Drive to preserve access from a Chromebook Plus device. You simply drag and drop your files and folders into Google Drive in Chrome. All folder and subfolder organization is preserved.

Locate files you want to move into Google Drive

1. Select files stored on your computer's desktop. Select multiple files using ctrl+click.
2. Drag & drop into your Drive. You can drop them into an existing folder, create a new folder, or just drop them into your Drive.
3. Repeat this process for files stored in your H: Drive, My Documents, etc.

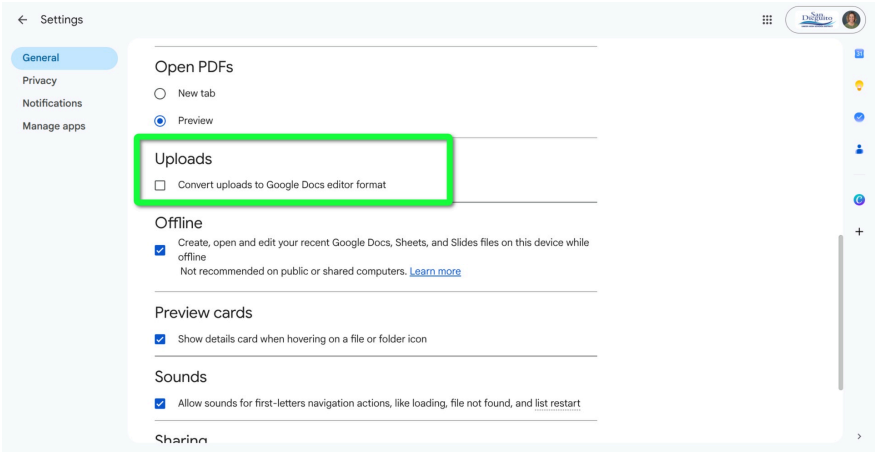


Does this convert my files to Google Docs Format?

No. You have the option to convert them upon importing or individually when you want to.

Check your import settings:

1. Open Google Drive.
2. Click the ⚙
3. Click on Settings.
4. Scroll down to find the Uploads section.
5. Check the box if you want your files converted (.docx -> Google Docs, .pptx -> Google Slides, etc.)



Any files stored in your Drive can be opened in their original file format (ex: Word files stay as .docx files) or converted to Google Docs format. If you choose to convert files once they are in Google Drive, the original file and the new converted file will both be available in Drive.