

TRANSFER FILES TO GOOGLE DRIVE

INVENTORY FILES

Start by checking common storage places on your machine for files that can be deleted and do not need to be transferred to your new computer.

1. Downloads
2. Documents
3. Desktop

Applications do not need to be transferred. They can be installed again through self-service or other methods.

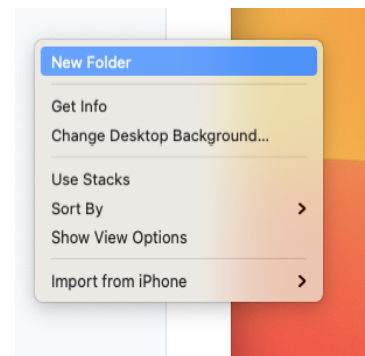
MAKE A NEW FOLDER

Right Click on a blank space on your desktop background (or control + click)

Click “New Folder”

Name the folder “Old Computer”

This folder is now located on your desktop.



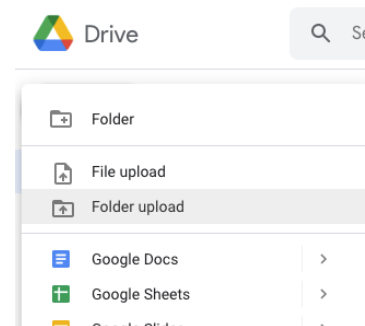
TRANSFER FILES

Go to Finder

Drag files from Documents and Downloads into your “old computer” folder as desired. Drag items from the desktop into your “old computer” folder as desired.

Open a web browser. Navigate to Google Drive. Click “New” and “folder upload”

Browser your computer and find your “old computer” folder. This will take some time to upload your files to the Google Cloud. Please make sure you are on a reliable internet connection and have plenty of battery life/are plugged in to power.



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