

# Google Takeout

Google Takeout allows you to download a copy of all the documents you created or stored in the various Google apps (e.g., Drive, Docs, YouTube, Blogger). This can be a great tool for backing up your content on Google to another secure location or for taking with you any content you've created while studying or working here.

**NOTE:** Google Takeout works for both DA Google Apps for Education accounts and personal Google accounts.

## Part I - Google Takeout

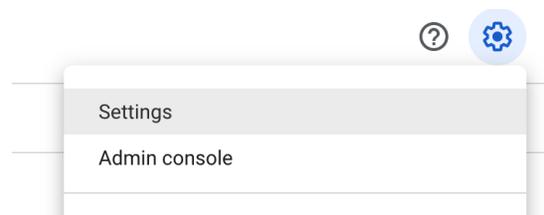
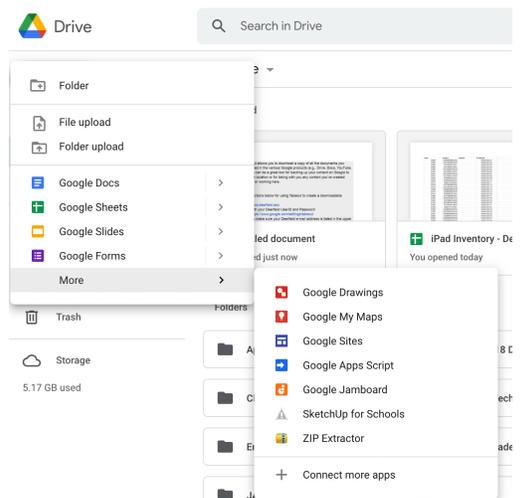
Follow the directions below for using Takeout to create a downloadable archive:

- Go to [docs.deerfield.edu](https://docs.deerfield.edu)
- Login with your Deerfield UserID and Password
- Go to <https://www.google.com/settings/takeout>
- Check to make sure your Deerfield email address is listed in the upper right corner of the window. If it isn't, click on the down arrow next to the displayed e-mail address and switch accounts.
- Select the Google Products you wish to backup – at minimum you should backup Drive.
- Click Next
- Set File Type to .zip and set Delivery Method to Send download link via email
- Click Create Archive
- The archive process will begin. You can stay on this screen until the archive is complete and then download the resulting file. Or you can move on to other work and wait for the email that will arrive indicating the archive is ready.
- Download the archive file (.zip)
- You can unzip this file onto your computer or upload to your personal Google account.

## Part III - Move Takeout file to a Personal Google Drive

*Please note that your Google Takeout files may take up a lot of storage on your personal Gmail account. Your storage is limited on a non-edu account and your Drive may fill up fast.*

When uploading the zipped file to another Gmail account, we recommend using Zip Extractor. It is an app that must be connected to your Google Drive. If you do not have Zip Extractor installed, you will need to go to +Connect More Apps and download it.



# Google Takeout

Once downloaded, follow these instructions:

- Go to your Google Drive Settings
- Check off “Convert uploaded files to Google Docs editor format”

## Convert uploads

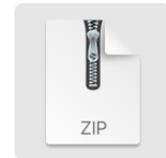
Convert uploaded files to Google Docs editor format

- From your Drive homepage, click on “New”
- Choose “More”
- Select “Zip Extractor”
- Choose “Select File from Computer”
- Choose Takeout Zip File (Typically under Downloads with filename “takeout-”)
- Select “Extract”
- The files will then unzip into your personal Drive.

## Part III - Move Takeout file to a Personal External Hard Drive

It is strongly recommended to move the Google Takeout Zip file from your downloads onto an external hard drive.

- Plug in your external hard drive.
- Find your Takeout File from Downloads. Typically named “takeout-...”
- Drag your Take out File into your external drive using Finder.



takeout-2021061  
5T1354...-001.zip

