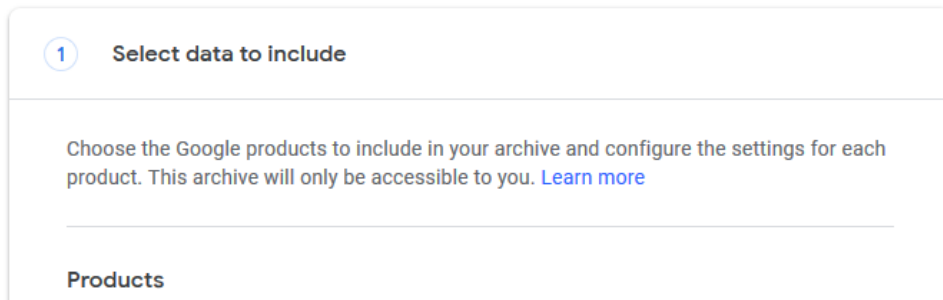


# How to Migrate Your Google Files/Folders from PSD

1. In the web browser of your choice, go to <https://takeout.google.com>.
2. If you are not logged in to you PSD Google account, complete that log in.
3. Select the data to include (this may vary based on the Google services that you have used.) Likely you will want Google Drive and maybe Google Classroom. There are options under the Drive section that you can review.

## CREATE A NEW ARCHIVE



1 Select data to include

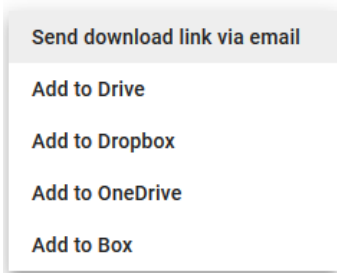
Choose the Google products to include in your archive and configure the settings for each product. This archive will only be accessible to you. [Learn more](#)

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Products

4. With the data selected, scroll down and click Next Step.
5. Choose from the options under Delivery method.

## Delivery method



- Send download link via email
- Add to Drive
- Add to Dropbox
- Add to OneDrive
- Add to Box

- a. Send download link via email will provide a link to download on another computer.
- b. Add to Drive will create an archive file in your PSD Google Drive that you can download.
- c. Dropbox, OneDrive and Box will save directly to each of those services.

6. Select One-time archive.

### Export type

One-time archive

7. Select File type .zip

### File type

.zip ▼

8. Select Archive size (the smaller the size, the more files your archive will be broken up into, which will download quicker, the larger the size, the less files, but the longer the download time.)

### Archive size


2GB ▼

9. Click on Create Archive.

10. The Archive will be created and you will be notified when it is complete.

Archive progress

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 An archive of your Drive data is currently being prepared  
Please note that archives may take a long time (hours or possibly days) to create. You will receive an email when your archive is complete.

[✕ Cancel archive](#) [+ Create another archive](#)

11. Depending on your delivery selection, you will either download the file or it may be exported directly into the service you chose.

12. Be aware that new content archived from PSD Google Drive into any service will count against your allotted storage space and could cause you to use all your available storage on that service. It is your personal responsibility to manage the storage space on the service of your choice.