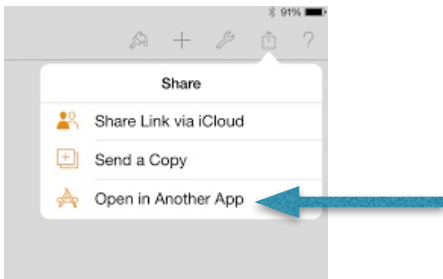


Backing up a document to Google Drive:

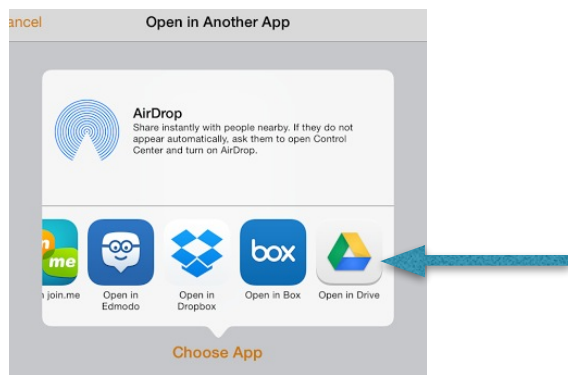
1. Open your document
2. Click on the share icon



3. A share menu will drop down. Click 'Open in Another App'



4. You now have a choice to format in Pages, PDF, Word, or ePub. Remember if you want to edit the document don't upload it as a PDF or ePub.
5. Click the Choose App. You will now have several choice in which to open your document up in.
6. Click the Open in 'Drive' icon



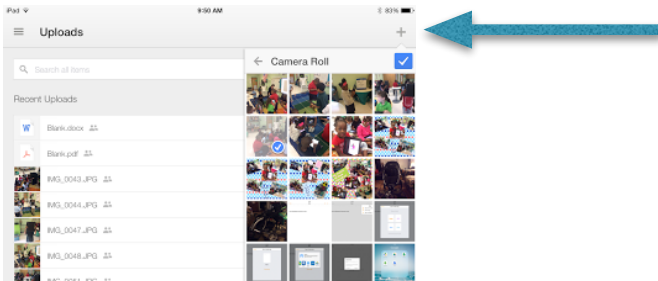
7. It will then take you to your Drive account where you will be prompted to click 'Upload'
8. You have now successfully backed up that document to drive

Backing your photos and videos to Google Drive:

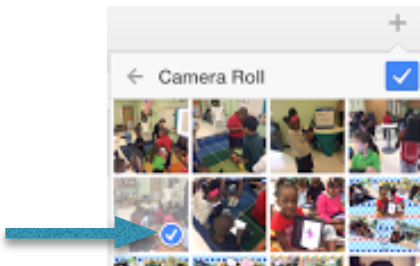
1. Open the Drive icon.



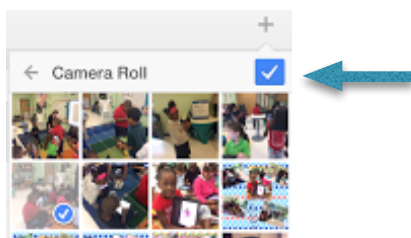
2. Click the '+' in the right hand corner



3. Click 'Upload Photos or Videos' from the drop down menu
4. Select 'Camera Roll'
5. You will then see your Camera Roll
6. Select the photos you want by touching the photos and a blue circle with a white check mark will appear



7. Once you have selected all the pictures you want to back up on drive click the blue box with the white check mark in the right corner



8. You have successfully backed up your photos in Google Drive