How to Copy files from your iPad to a computer!

1. Sign in to http://drive.google.com on your computer. Use the link or type the address in a Web browser on your computer, then enter your Google account email and password, and click on **SIGN IN**. Click on **Create account** if you don't have a Google account.

2. **Click on NEW.** It's a blue button in the upper-left corner of the window.
        If you'd like to save the file in a specific folder, click on the folder in which you'd like to save it.
3. **Click on File upload.**
4. **Select the file you'd like to upload and click on Open or Choose.**
5. **Open Google Drive.** It's the white app with a blue, green, and yellow triangle icon.
     Sign in if you're not automatically logged in.
      If Google Drive is not already on your iPad, search for it in the App Store, then tap **GET**, and tap **INSTALL** to download it.
6. **Tap the file you just saved.** It's likely in the upper-left corner of the screen in the "Quick Access" section.
      You'll need to be connected to the Internet to access the file you transferred for the first time.
7. **Tap ⋮.** It's in the upper-right corner of the screen.
8. **Slide "Available offline" to the "On" (blue) position.** It's next to a round icon with a white check mark.
9. **Tap the file name at the top of the screen.** The file is now downloaded and available offline on your iPad, as well as on Google
      Drive's cloud-based server. You can view and edit offline files without an Internet connection.

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