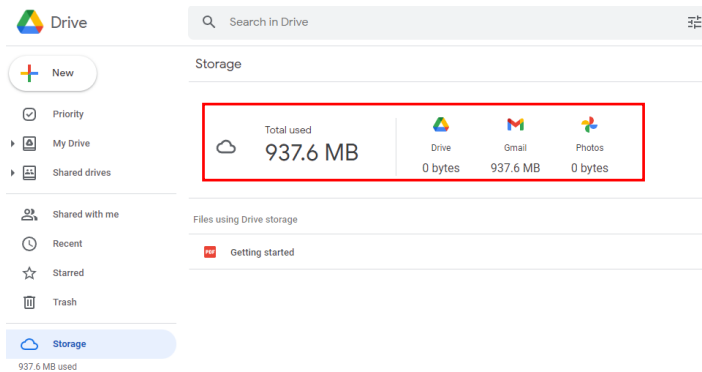


# Panduan Backup Google Drive menggunakan kaedah Google Takeout ke Storan di PC dan upload ke Microsoft OneDrive

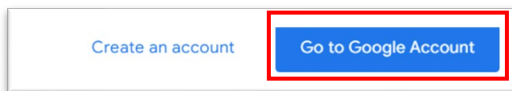
## 1. Semak Simpanan Google Drive individu

- Sila ke <https://drive.google.com> atau secara terus ke <https://drive.google.com/drive/quota>
- Klik 'Storage' dan maklumat terperinci dipaparkan

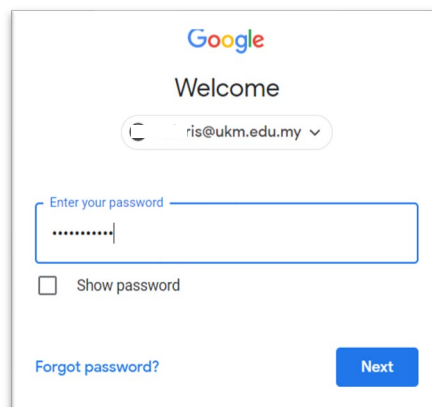
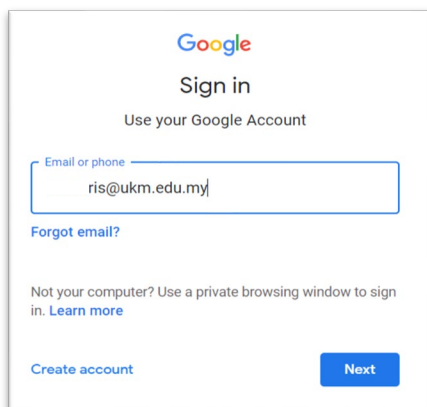


## 2.Backup Google Drive menggunakan kaedah Google Takeout ke Storan di PC

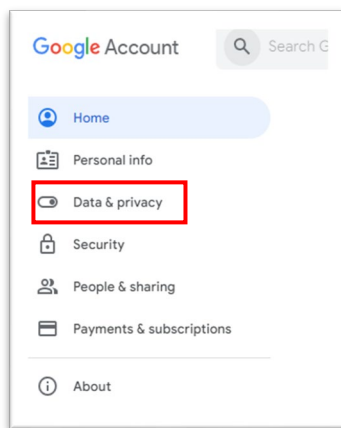
- <https://myaccount.google.com> dan klik 'Go to Google Account'



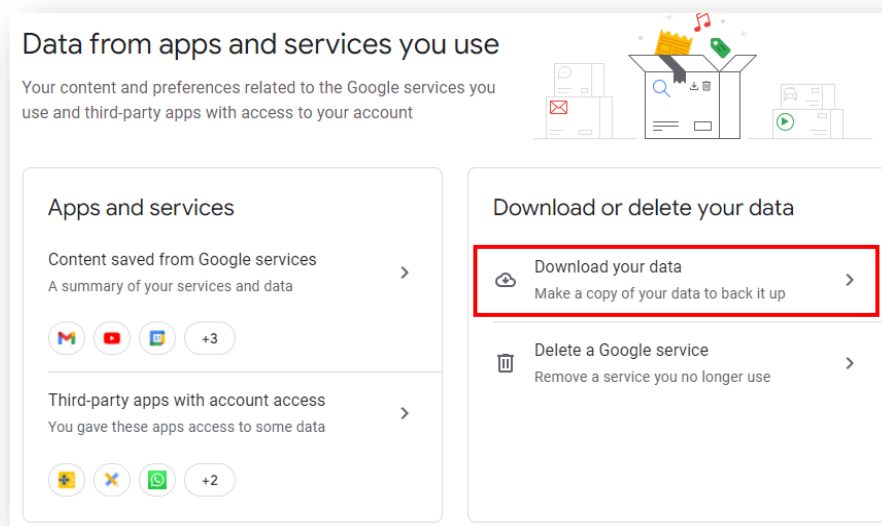
- Login ke akaun Google



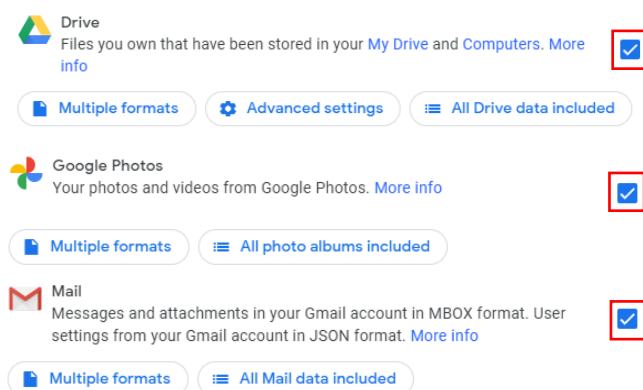
c) Klik Data & privacy



d) Scroll bagian 'Data from apps and services you use' dan klik 'Download your data'



e) Tandakan pada Google Drive, Google Mail dan Google Photo (optional), dan Klik 'Next Step'



- f) Tetapan pada bahagian CREATE A NEW EXPORT,
- Delivery method - 'Send download link via email'
  - Frequency – Export once
  - File type & size - .zip dan 2GB (Bergantung kepada saiz storan)
  - Klik 'Create export'

CREATE A NEW EXPORT

✓ Select data to include
3 of 49 selected

2 Choose file type, frequency & destination

Delivery method

Send download link via email ▾

When your files are ready, you'll get an email with a download link. You'll have one week to download your files.

Frequency

Export once  
1 export

Export every 2 months for 1 year  
6 exports

File type & size

.zip ▾  
Zip files can be opened on almost any computer.

2 GB ▾  
Exports larger than this size will be split into multiple files.

Create export

- g) Proses backup sedang dijalankan. Link akan dihantar ke emel setelah proses selesai

CREATE A NEW EXPORT

✓ Select data to include
3 of 49 selected

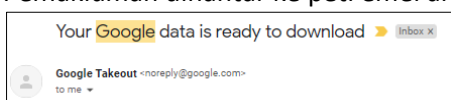
✓ Choose file type, frequency & destination

Export progress

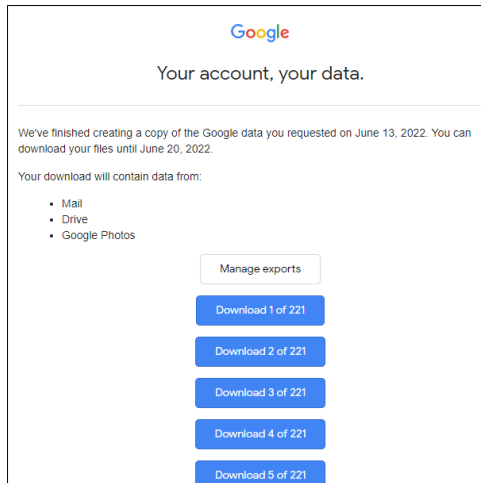
Google is creating a copy of files from 3 products  
This process can take a long time (possibly hours or days) to complete. You'll receive an email when your export is done.

✕ Cancel export
+ Create another export

- h) Pemakluman dihantar ke peti emel anda (Contoh)



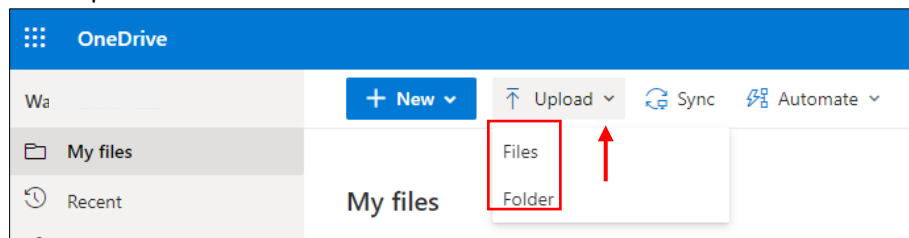
- i) Pada kandungan emel, klik Download your files untuk memuat turun fail ke PC anda



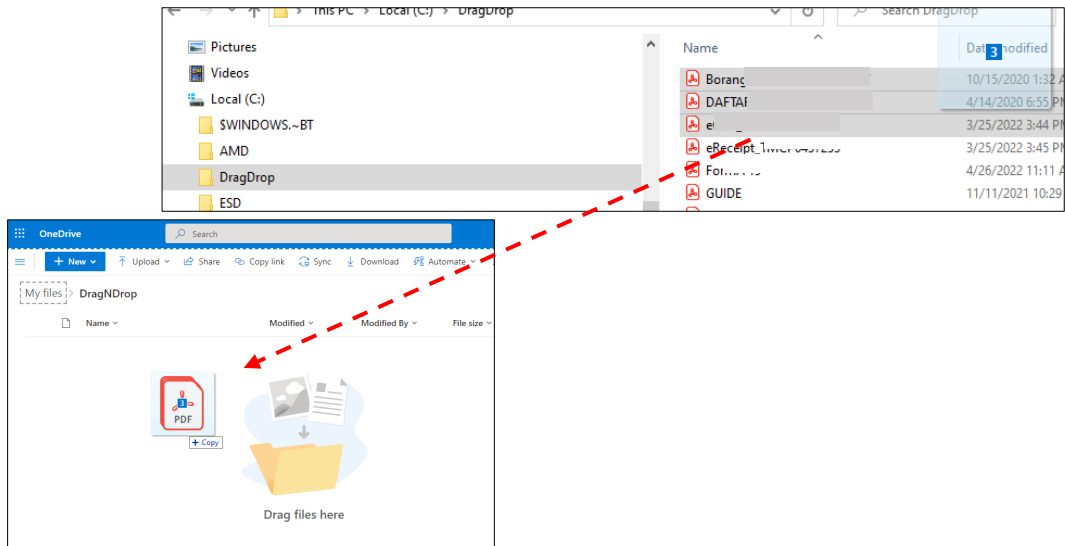
- j) Sila 'extract' semua file ke folder pilihan

### 3.Upload ke OneDrive


- a) Sila sign in di <https://www.office.com/>  
b) Pilih ikon App Launcher  dan pilih OneDrive  
c) Pilih 'Upload' dan pilih sama ada fail atau folder  
Upload fail atau Folders ke OneDrive  
a) Pilih Upload > Files atau Upload > Folder  
- Pilih fail atau Folder yang ingin di upload  
Pilih 'Open' atau 'Select Folder'



- d) Boleh juga Upload secara kaedah 'Drag and Drop'  
-Tanda Folder atau fail yang ingin di salin.  
-Tanpa lepaskan butang mouse kiri, tarik cursor ke folder pilihan pada OneDrive dan lepaskan butang kiri ke folder pilihan



#### 4. Padam fail / Folder pada Google Drive

- Buka semula 'My Drive' dan padam fail yang telah di padam
- Selepas langkah ini, sila klik ikon  Trash pilih fail, 'right click' dan pilih 'Delete forever'. Semak jumlah simpanan data untuk melihat jumlah terkini.

