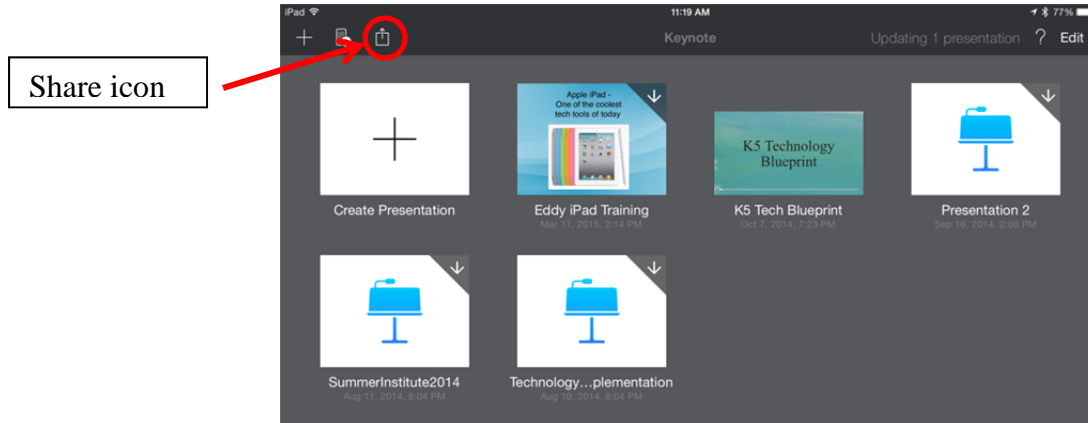
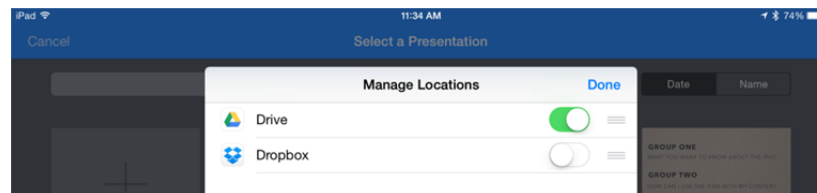


## Backing up Keynote Files

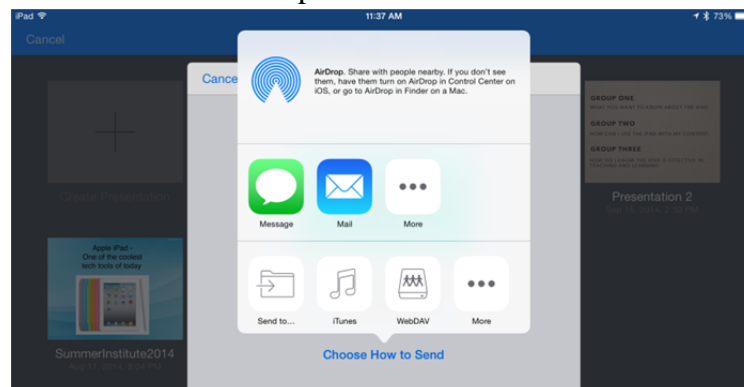
1. Open Keynote
  - a. You must turn on the Google Drive connection first. If you have not done this click on the Share icon in the top left corner of the screen.



- b. Tap the Move to link
  - c. Tap the presentation to move
  - d. Tap Locations in the top left corner and then tap More. In the Manage locations box turn on Drive

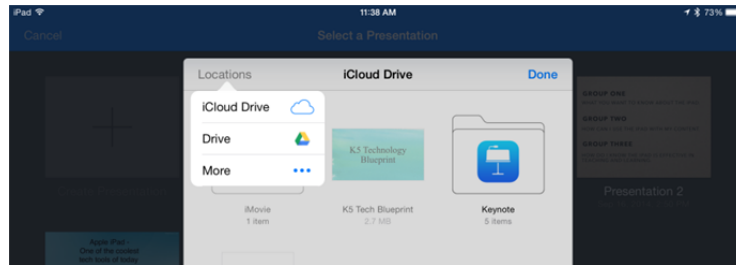


- e. You will have to wait for the App to make the connection to your Google drive. This takes about a minute.
2. To save files tap the share button again.
  - a. Tap Send a copy
  - b. Tap the presentation to move and select a format. It is strongly recommended you select PowerPoint because you can easily import it back into Keynote.
  - c. Once it is formatted tap Choose How to Send link.



- d. Tap Send to.

- e. Tap Locations in the top left corner and tap Drive



- f. Tap on your account and then choose the folder you want it to be saved to. Tap Save here.