

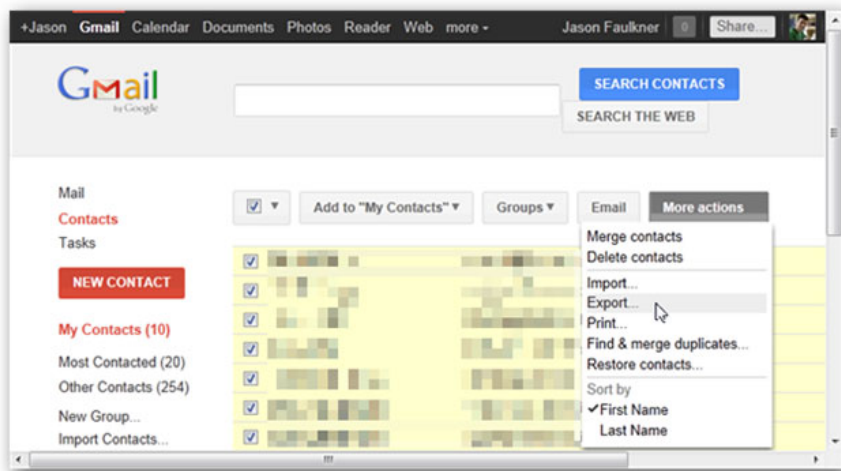
Back up data of Google applications

Google is a big name in the field of technology providing users with many powerful and useful cloud tools such as Gmail, Google Docs, Google Reader, Google Plus, ...

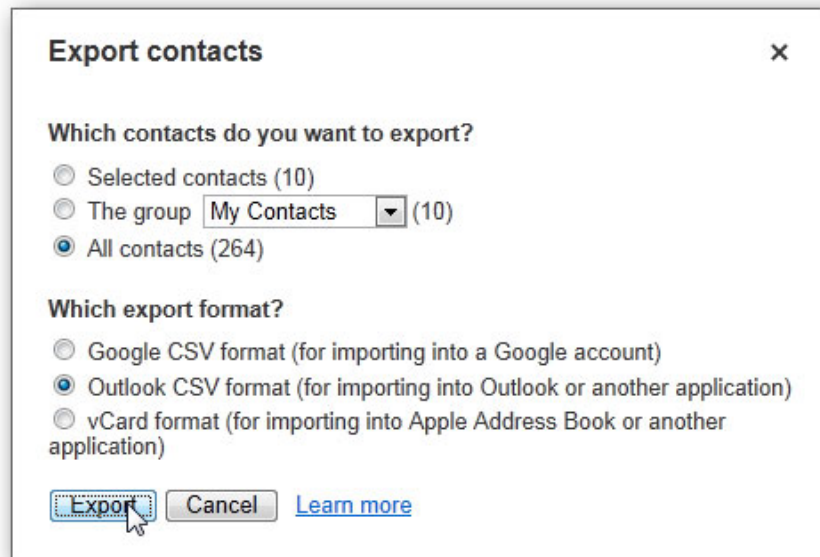
Google is a big name in the field of technology to provide users with a lot of powerful and useful cloud tools such as Gmail, Google Docs, Google Reader, Google Plus, and so on. Data on Google's cloud applications can be "wingless" because of many reasons. Therefore backing up them is essential, in addition to avoiding data loss, it makes it easier to switch to another Google account.

1. Back up contacts in Gmail

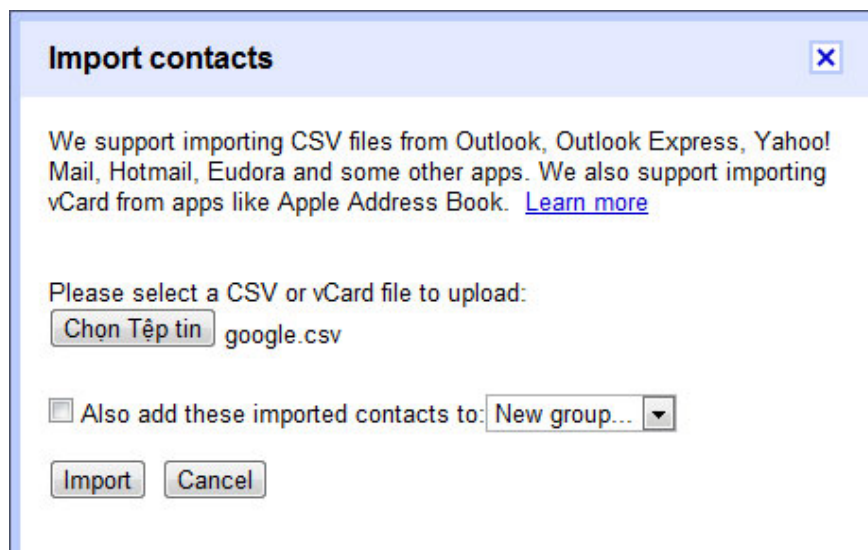
In the Gmail interface in the left pane, click the **Contacts** link. Here you proceed to select the contacts you want to save and click the drop-down arrow at the **More Options** option, then select **Export**.



On the **Export contacts** interface that appears, check the corresponding option to export the section *Which contacts do you want to export* . This section includes options such as *Selected contacts* , *The Group* (contacts assigned by user groups), *All contacts* (all contacts). Next choose the export **format for Which exports format** . The program supports exporting to *Google CSV format* (only compatible with Google accounts), *Outlook CSV format* (compatible with Outlook or other applications) and *vCard format* (compatible with Apple Address Book application or other applications).). Then press the **Export** button to proceed with the backup.

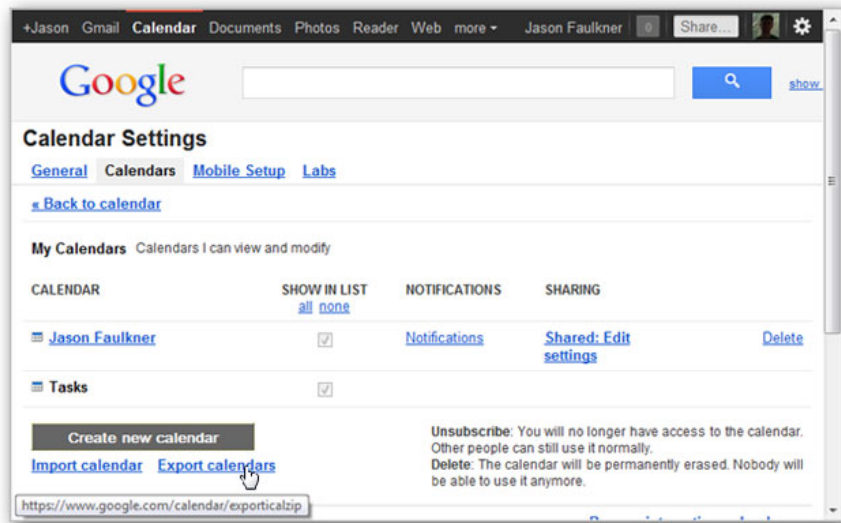


To import these contacts into another Google account, do the above steps completely, but select **Import** in the **More Options** section and click **Choose file** to select the path to the backup file. Then press the **Import** button.



2. Google Calendars

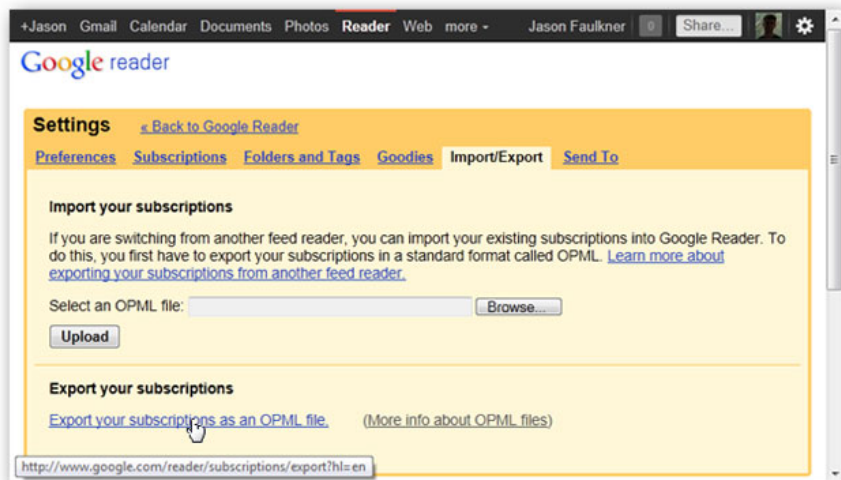
In the Google Calendar interface, click on the gear icon in the upper right corner of the screen and select **Calendar Settings**, switch to **Calendars** tab and click the **Export calendars** button. The program will automatically download a zip file containing all iCal format files, each file corresponds to a Calendar you have created.



To import Calendar into another Google account, click the **Import calendar** link, click the **Choose file** button, point to the path to save the iCal file and click the **Import** button.

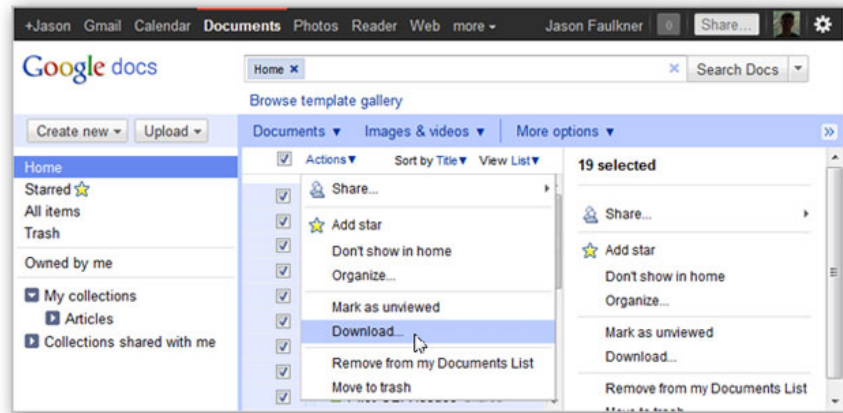
3. Google Reader

Note that this way can only download **RSS feed** links without downloading content contained within. First click on the gear button in the upper right corner of the screen and select **Reader Settings** . Under the **Import / Export** tab, click on the *Export your subscriptions link as an OPML file* . The program will automatically download a file called **google-reader- subscriptions.xml** , and you can easily open them to see the contents contained within the **Notepad** utility. Also in the Import / Export tab, you can enter the RSS feed link into another Google account by clicking the **Browse** button and pointing to the path containing the file **google-reader- subscriptions.xml** , then clicking the **Upload** button.



4. Google Docs

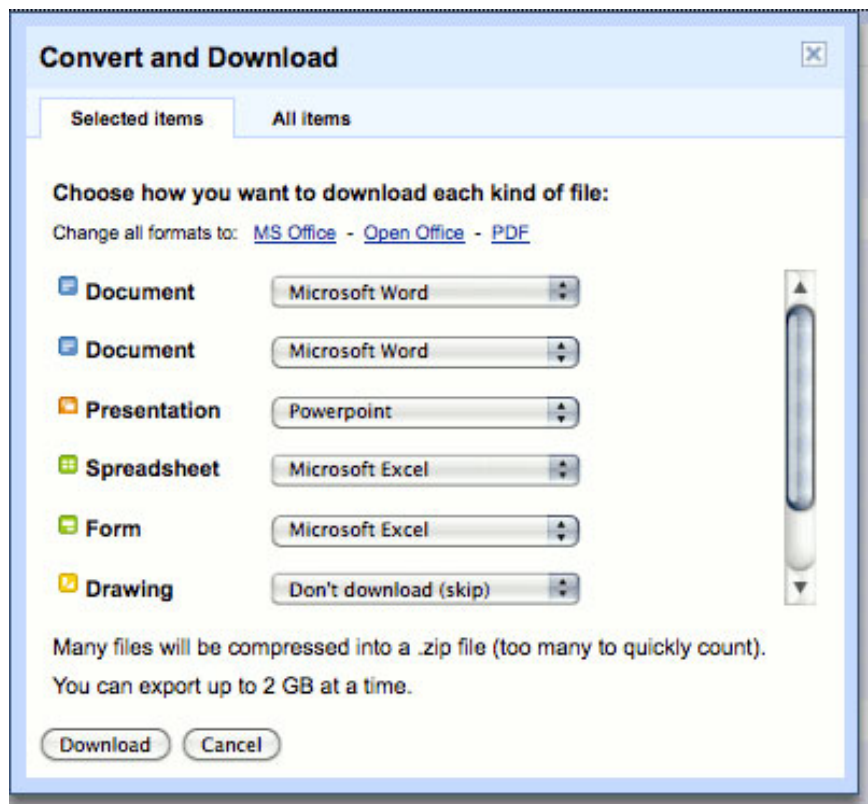
First, log into your Google Docs account.



On the main interface of Google Docs, click the arrow at the front of the **Actions** option to select all files. If you only want to download certain files, just check the box in front of the file names.



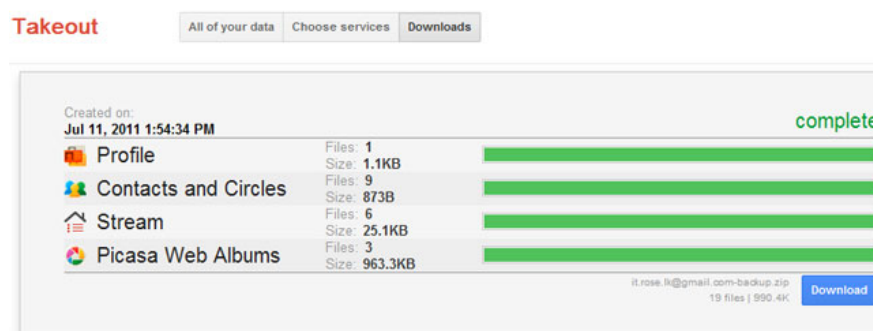
After completing the file selection, click on the **Action** menu and select **Download** . At the **Convert and download** interface, you choose to save the file for each type of file such as document, presentation, spreadsheet, etc. Currently Google Docs supports formats. file formats HTML, PDF, Open Office, RTF, TXT, MS Office, .



Finally, click the **Download** button to start downloading the file. This fast or slow process will depend on the number and size of downloaded files. Each backup you can download up to 2 GB of data and all downloaded files will be compressed into a zip file.

5. Google Plus

In Google + built-in **Google Takeout** tool allows users to download all data in a snap. To do this on the main interface of Google + click on the gear icon in the upper right corner, select **Google + Settings** (**Google + Settings**). On the new interface select **Data liberation** , click **download your data** button or choose one of the specific services below such as Picasa photo album, profile, stream, buzz, circle, friend list friends. Finally click the **Create Archive** button and wait for the completion process to finish, click the **Download** button to download.



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