

# Joy's steps to store your documents on the cloud



## Meet Joy

*"To be honest, the big tech companies already know everything about me. Let's get it done as quickly as possible."*

**She's chosen the cloud as her preferred storage solution, and is going to teach you the steps you need to follow to do this yourself.**

The 'cloud' is storage that can be accessed through the internet. You can see, download, and share cloud providers, that are usually free for smaller amounts of data.



TIP: If it's your first time using a cloud storage platform, you can access tips and tricks on their website. Here are some common cloud storage platforms:

**Google Drive:**

<https://support.google.com/drive/?hl=en#topic=14940>

**Apple iCloud:**

<https://support.apple.com/en-gb/guide/icloud/welcome/icloud>

**Dropbox:**

<https://help.dropbox.com/>

**Microsoft OneDrive:**

<https://www.microsoft.com/en-au/microsoft-365/onedrive/pc-cloud-backup>

STEP  
**1.**

**Choose if you are using your phone's camera or a scanner to make copies of your documents.**

If you're using your **phone camera**, read the **green** steps below.

If you're using a **scanner**, skip to the **orange** steps on the following page.

## I'm using my phone camera

STEP  
**2.**

### Take photos of your document

Open your phone's camera and take a photo of the front of your document.

Next, turn over the document and take a photo of the back (if needed).

STEP  
**3.**

### Share these photos to the right location

Open your phone's photo album.

Select the two latest photos you've just taken.

Click 'Share'.

Make sure your Cloud storage app is installed on your phone.

Upload your photos to the selected folder in your cloud storage platform.

TIP: This icon might look different depending on your phone, so look for something that looks like this.



## I'm using a scanner

STEP  
**2.**

### Make copies of your document

Place your document face down on the scanner. If the document is small (such as a licence), add a blank sheet of white paper on top.

Press the 'Scan' button on your scanner.

Follow the instructions on your scanner or computer to complete the scan.

STEP  
**3.**

### Save the scanned document to the right location

Once the file is scanned, you can save it to the right location on your computer.

Then, upload your scanned document to the selected folder in your cloud storage platform.



## Congratulations!

**You've just made your first electronic copy of a document.**

All you have to do next is repeat the process for any other important documents you want to keep a copy of.

## Did you find these step-by-step instructions helpful?

Please take 2 minutes to complete our short survey to let us know if you found these instructions useful, or provide feedback on how we can improve in order to help more people.



Scan this QR code to take our short survey, or visit this link:

[justiceconnect.org.au/cloud-diy-feedback](https://justiceconnect.org.au/cloud-diy-feedback)

## Need help figuring out which documents you should start storing electronic copies of?



Use Get ePrepared to build a personal document checklist that meets your needs:  
[justiceconnect.org.au/get-e-prepared](https://justiceconnect.org.au/get-e-prepared)



Get ePrepared is a free website from Justice Connect, created in partnership with Telstra, where you can learn how to store electronic copies of your important documents, in case you need them in an emergency.

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