Searchlight Study Web App
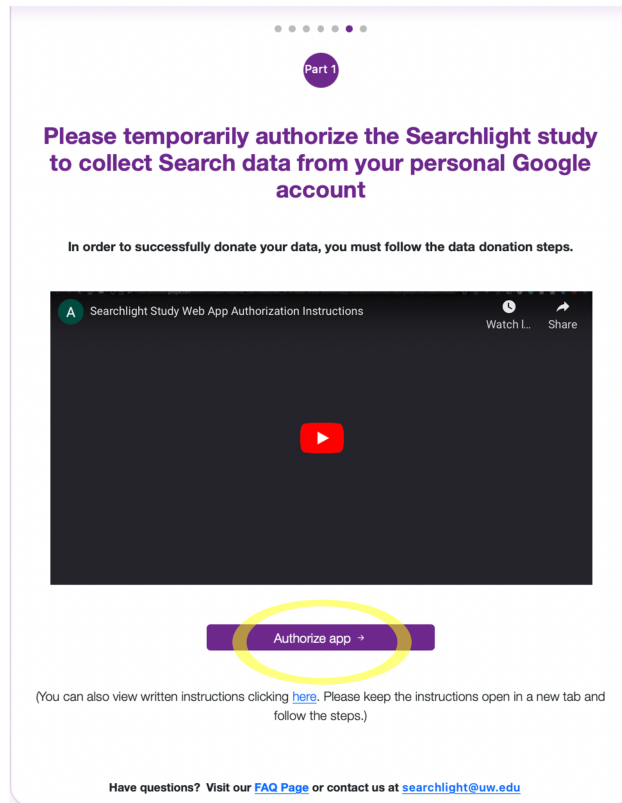
Data Donation Steps

Part 1 - Steps to authorize the Searchlight Study web app to collect your donated data

Part 2 - Steps to donate your data through Google Takeout interface
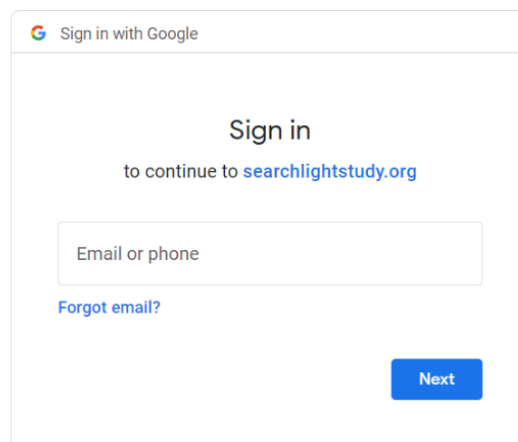
Part 1 - Steps to authorize the Searchlight Study web app to collect your donated data

1. Click the 'Authorize app' button


2. Sign into your personal Google account

*As a reminder, please use your personal Google account. This account should be one that only you use and should not be managed by your employer or school. **We NEVER store your username, password or emails.***

3. Check the 'See and download all your Google Drive files' permission box and then click 'Continue' on the bottom right corner.

This will allow the study web app to securely download your donated Search data. **The study web app is programmed to only see and download your donated Search data file from your Google drive.**

The default checked boxes (in grey) are the most minimal levels of information that Google provides to us. **We NEVER store your username, password or emails.**
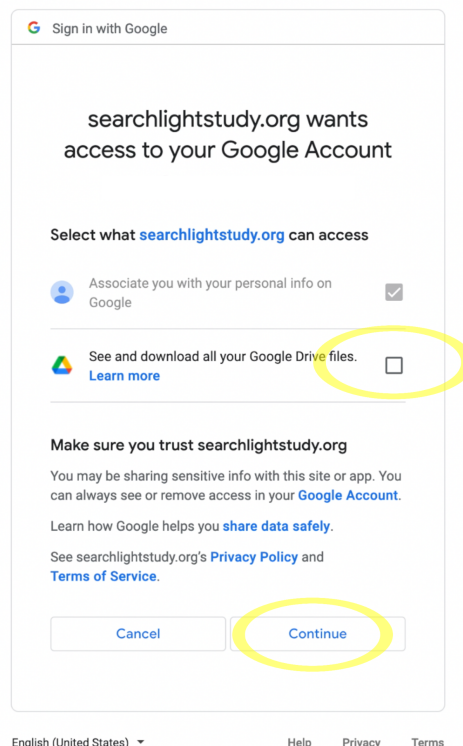
Part 2 - Steps to donate your data through Google Takeout interface

1. Click on the 'Start data donation process' button
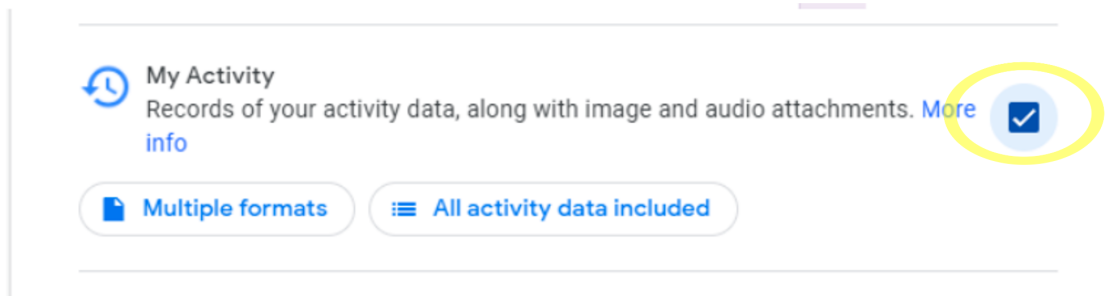You will then be redirected to a new tab to donate your data.

2. Click on 'Deselect all'.

Here, you will select the Google search and YouTube history data that you will be donating for the Searchlight study. **Make sure all of the options are deselected by clicking on 'Deselect all.'**
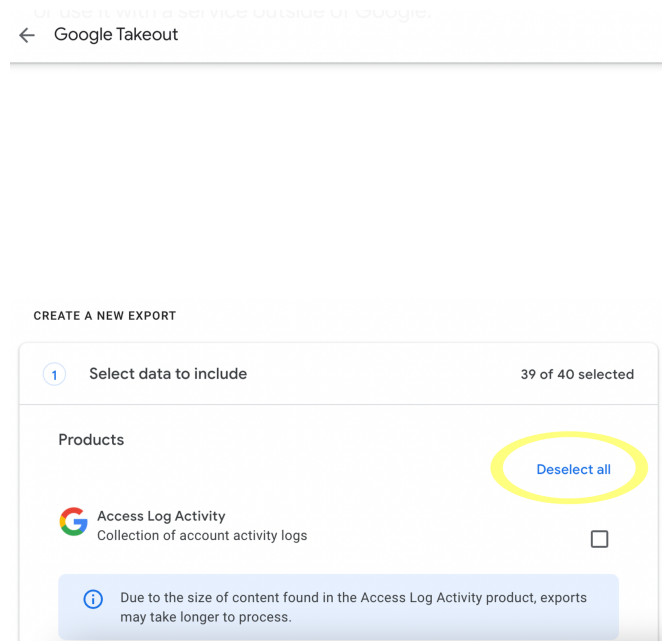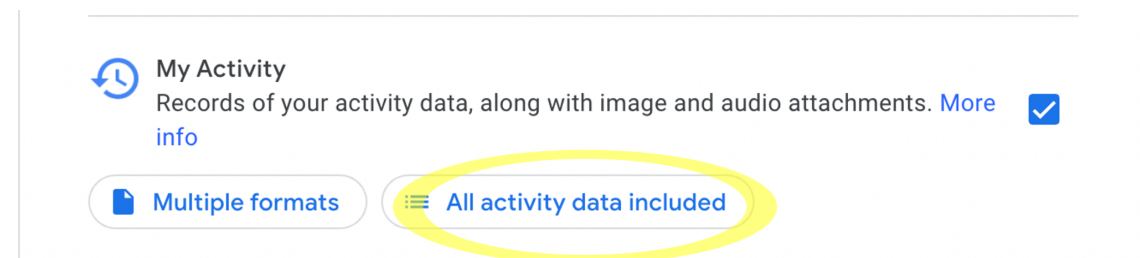

3. Select 'My Activity'

Now, scroll down the page until you reach 'My Activity' and select this box.

4. Select 'All activity data included'

5. Choosing your Search and YouTube data

Deselect all options first by clicking 'Deselect all.' Then, choose only 'Search' and 'YouTube' by checking the boxes next to them. When you have chosen the Search data and YouTube, click 'OK'.

If you do not see an option for Search or YouTube, it means that you do not have data for this feature.
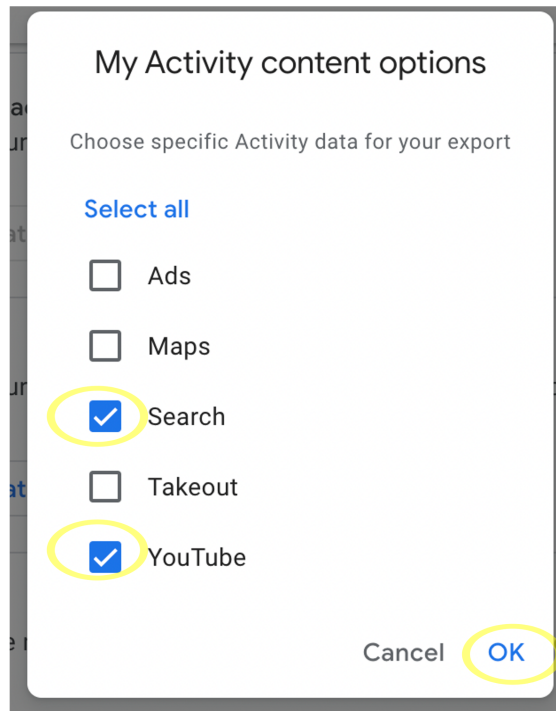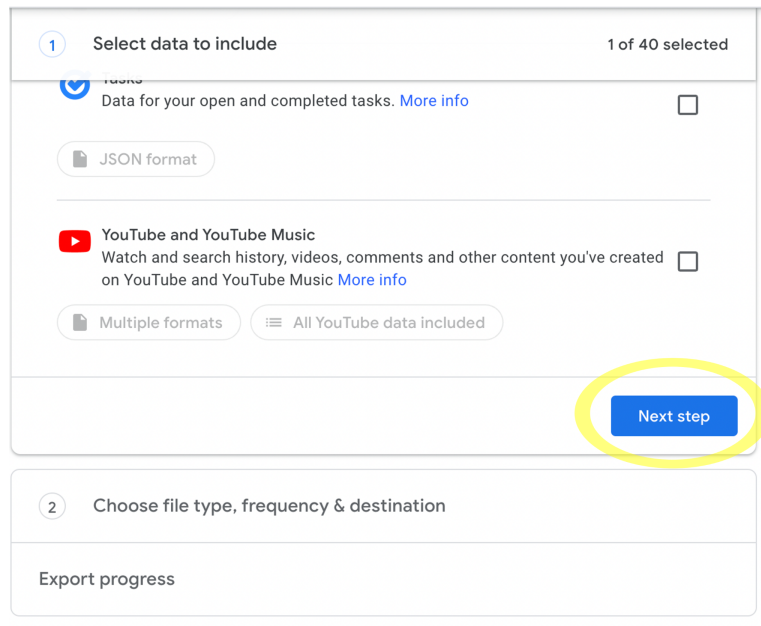

6. Choosing your data format

Change the default format from HTML to JSON by clicking on 'Multiple formats', and click 'Ok'. This will speed up your data donation process.
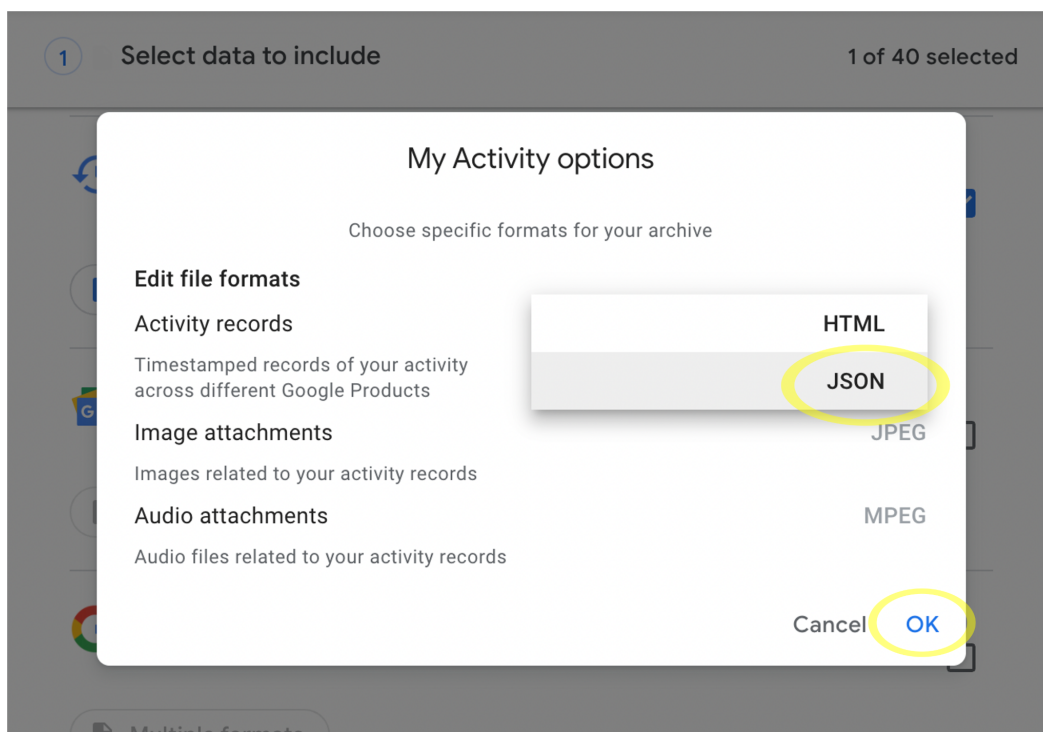
7. Click 'Next Step' on the bottom of the page

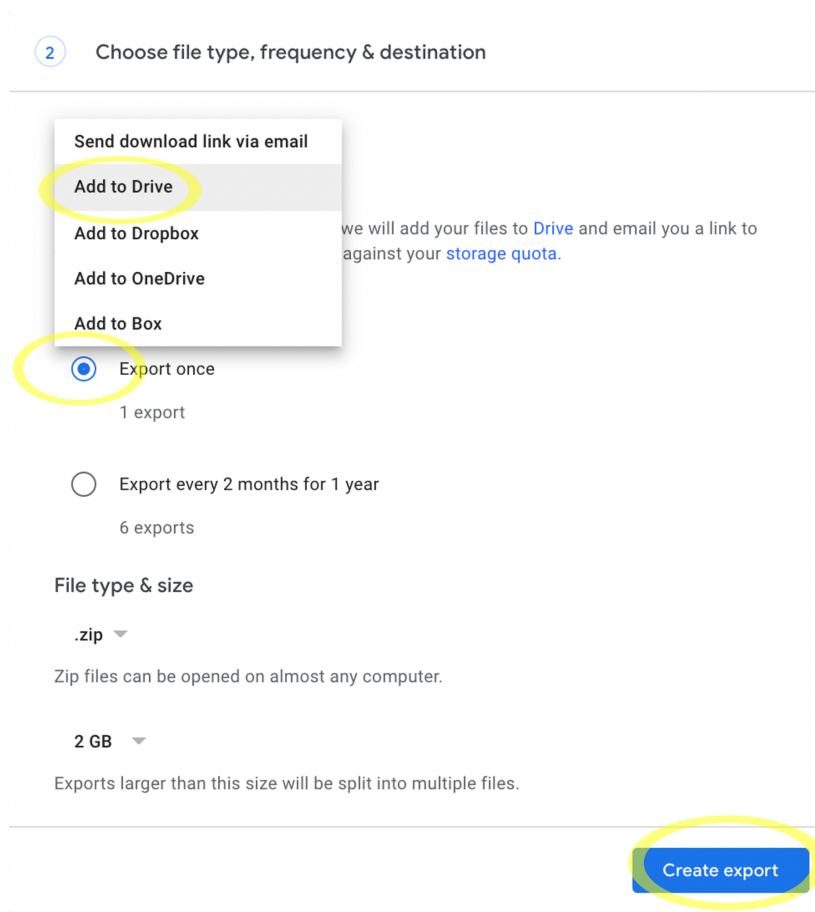To move forward with your donation process, scroll to the bottom of the page and click 'Next step'.

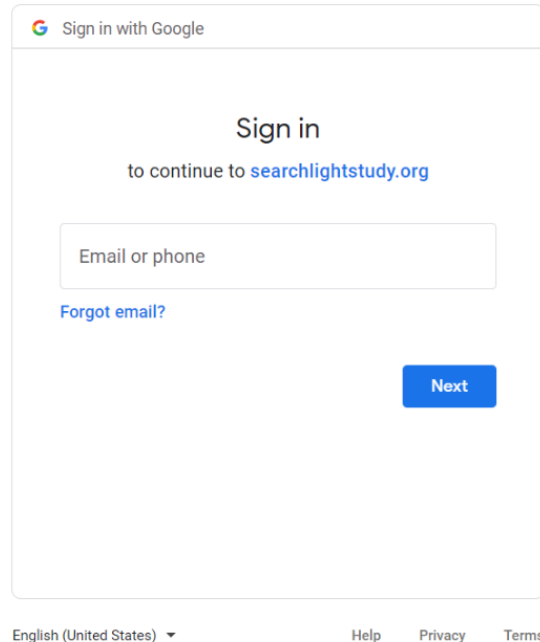## 8. Choosing how you donate your data

On this screen,

- Change the '**Delivery method**' from **'Send download link via email'** to **'Add to Drive',**
- For 'Frequency', make sure that 'Export Once' is selected.
- Click on 'Create export' to donate your Search data.

9. Re-confirming your data donation

Depending on your account settings, Google may ask you to re-confirm data donating, by signing into your Google account again. **However, the study app will NEVER store your username, password or emails.**

10. Finalizing your data donation

If your data donation was successful, you should see a screen similar to this. You may exit this tab now.

11. You have donated your Search data. Thanks!

You will see this screen after closing the exports tab.

Thank you for donating your Search data!

Next steps

1

As soon as the study app downloads your search data, we'll anonymize and securely store your search data.

2

The Searchlight study team will email you the next steps in the study.

3

You can now sign back into your other Google accounts!

Should you have any questions please refer to our FAQ section [here](#) or contact us at searchlight@uw.edu

12. You will also get an email from Google - No further action needed

After you have donated your data, you will receive a message from Google about your data download. Since the app collects this data automatically, you can ignore the email, as it is a standard message that is sent when exporting your data.

Your Google data has been exported   Inbox ×

🖨 ↗

Google Takeout <noreply@google.com>   Tue, Feb 15, 12:46 AM   ☆   ↩   ⋮

to me ▾

Google

Your account, your data.

We've finished exporting a copy of the Google data you requested on February 15, 2022. You can download a copy of your files in Drive.

We exported a copy of your data from:

- My Activity

View in Drive

This message was sent to you because you recently used Google Takeout

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Google