15.6 Importing Google Keep Notes

Bring a Google Keep export into LightDrive Notes. You can review the archive before importing, leave the page while it processes, and return to the results later. Importing does not delete anything from Google Keep and does not set up ongoing synchronization.

Export your notes from Google Keep

1. Open Google Takeout and sign in to the Google account that holds your notes.
2. Choose **Deselect all**, select **Keep**, then choose **Next step**.
3. Choose a one-time export and the **ZIP** file type, then create the export.
4. When Google has prepared the export, download the ZIP to your device. Keep it intact; do not extract, rename its contents, or upload individual HTML files.

Google's Keep export instructions and Takeout download guide explain the Google-side options. If Google supplies several archive parts or your ZIP exceeds LightDrive's limits, contact LightDrive support before importing so the notes and their attachments can be checked together.

Open the importer

Sign in to the LightDrive account where you want the notes to go. Open **Settings → Import data → Google Keep**, or use **Notes → Notes settings → Import data → Google Keep**. Both links open the same importer. On a narrow screen, open Notes navigation to find Notes settings.

Upload, preview, and import

1. Select or drop your Takeout ZIP and choose **Upload and analyze**. Wait for the upload to finish before leaving the page.
2. Wait for **Ready to import**. Analysis uses background processing and may take several minutes to begin.
3. Review the counts for notes, checklists, pinned and archived notes, labels, attachments, previously shared notes, excluded trash, and malformed records. Check any warnings. This preview has not created your notes yet.
4. Choose **Import notes** when you are ready. You can close the page after the import is queued; processing continues in the background.
5. Return to the importer to check progress and the completion report. Choose **Open Notes** to review the imported notes.

Keep the original ZIP until you have checked the results. Let the import finish before editing or moving the new notes, to avoid conflicts with a note still being written.

What appears in LightDrive Notes

- **Text and titles:** note text is imported, including notes that contain only a title. Notes with matching titles are given distinct file names rather than overwriting one another.
- **Checklists:** checked and unchecked items become task lists inside Notes. They do not become entries or reminders in the Tasks app.
- **Categories:** notes go into **Google Keep**; archived notes go into **Google Keep/Archived** . Archived notes are still available to read in Notes.
- **Pinned notes:** these become Favorites.
- **Labels:** label names are preserved at the end of the note. They do not become separate Notes categories or file tags.
- **Attachments:** supported images are embedded in the note, and supported audio or PDF attachments are linked. Supported formats are JPEG, PNG, GIF, WebP, PDF, MP3, Ogg, and WAV, subject to file checks and size limits.

- **Dates:** a valid original last-edited timestamp is preserved during import. Editing a note afterward changes its modification time normally.

Google sharing permissions are not copied: previously shared notes are imported privately. You can share a note in LightDrive afterward. Trashed notes are excluded. Keep colors, reminders, and unsupported properties are not recreated, and formatting may look different in Notes.

Read the results and retry safely

The results distinguish **Notes imported or reused**, **Previously imported records reused**, attachments imported or skipped, warnings, and failed notes. Expand **Warnings and failures**, or choose **Download detailed report** for the complete details.

A warning does not necessarily mean that a note failed. For example, the note may have imported while an unsupported attachment or invalid source date was skipped. Check the affected note and the report before retrying.

If notes failed, resolve the reported problem and upload the **same original ZIP** again. Review the new preview and choose **Import notes**. Successfully completed records are reused without creating another copy or overwriting subsequent edits. A new or altered Google export may be treated as new records, so use the original ZIP for a retry.

If the report says an interrupted note needs review, contact LightDrive support with the import ID and the relevant report details before retrying that record. An import report can contain note titles or source file names; share it only where you intend to share that information.

Limits and common problems

- **Archive too large:** the default limits are a 512 MiB ZIP, 2 GiB of expanded data, 5,000 notes, and 25 MiB per attachment. Follow any limits shown on the importer and contact support if your export exceeds them.
- **No Google Keep data found:** check that you selected Keep in Takeout and uploaded the original ZIP. A ZIP of HTML pages alone is not a supported Takeout import.

- **Not enough storage:** imported notes and attachments use your LightDrive storage allowance. Check Storage Usage and Quotas, then retry the same ZIP after resolving the shortage.
- **Shared Notes folder:** the importer requires a private destination. Review Notes Settings and Files and choose a private Notes folder before importing. Changing that setting also changes which folder Notes displays.
- **Queued or analyzing:** background processing may take several minutes to start. Return to this page for progress; do not submit repeated copies while the current import is active. Contact support if it remains stuck.
- **Service unavailable or compatibility message:** contact support. Keep your ZIP so you can resume after the service issue is resolved.

Cancel an import and understand cleanup

Choose **Cancel import** to stop further processing. The current note may finish first. Notes already imported stay in LightDrive; cancellation does not undo them.

LightDrive processes your upload privately on its own servers. The uploaded archive and temporary processing files are removed after completion, cancellation, failure, or expiry. Unfinished imports normally expire after 24 hours, with cleanup handled by a background run. If cleanup is temporarily delayed, the page reports that it is pending and LightDrive retries automatically.

A private import record is retained to recognize completed records on a retry. Your original download on your device and your Google Keep notes are not removed by LightDrive.

Current online article: https://help.lightdrive.one/notes/importing-google-keep-notes

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