

# GOOGLE DRIVE

## Create, Upload and Manage Files and Folders

1. Sign into Google <https://www.google.com> with your school Google username and password that you already set up

2. Select the GOOGLE APPS icon (9 little boxes near top of screen)



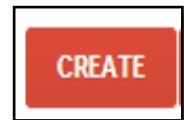
3. Select **DRIVE** from the menu to access your Google Drive. This is where you can create, save and share files.



Google Drive icon

### A. Create a new Google file or folder

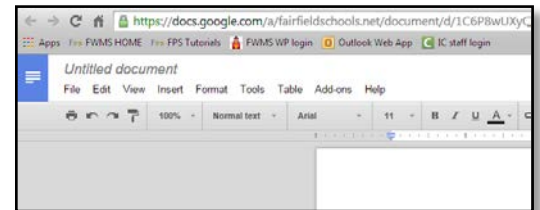
1. Select **CREATE**
2. Choose the file type you'd like to create (doc, presentation or spreadsheet)
3. Or choose FOLDER if you are creating a new folder to place files in
4. Create the file or folder as desired. It will automatically be saved in your Google Drive
5. These will be Google file types, not Microsoft file types



To leave your Google file and go back to your Google drive, select the GOOGLE APPS icon, then the GOOGLE DRIVE icon.

### B. Name a Google file

1. Click on the top left of the menu, where it states **UNTITLED DOCUMENT**
2. A "Rename document" box will pop up. Type your new file name in, then select **OK**
3. Your new file name will now appear in the top left of the doc
4. Whether it's a Google doc, presentation or spreadsheet, you name it this same way.



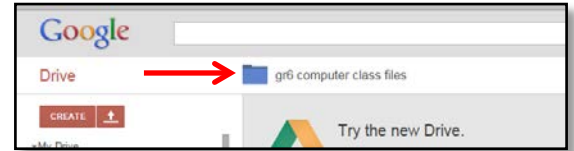
### C. Upload an existing file or folder that you've already created

1. Select the **red Upload button**
2. Select **Files** to upload a file (select **Folder** if you're uploading an entire folder with files in it)
3. Then navigate to where your file (or folder) is saved (in your H drive if at school)
4. Double click on that file or folder to upload it. You may need to select **START UPLOAD** to confirm the upload settings for the file type you're uploading.



## D. Create or upload a file into one of your Google folders

1. Select the Google folder you want the file to be in
2. The folder should now be at the top of your Google Drive (as shown at right)
3. To **CREATE** a new Google file in the folder, complete steps A1 – A4
4. To **UPLOAD** a file from your computer into your Google folder, complete steps C1 – C4
5. Your files should now be inside your chosen Google folder



## E. Open a Google Docs file

1. Click on the file from your Google Drive list
2. It will open up in Google docs, presentation or spreadsheet

## F. Open a Microsoft Word file just to print

1. Click on the file from your Google Drive list, the viewer will open
2. Select print from the top of the screen

## G. Open a Microsoft Word file to edit with Microsoft Word on your computer

1. From your list, **RIGHT CLICK** on your Word, PowerPoint or Excel file
2. Select **DOWNLOAD**
3. Click on the downloaded file that shows up on the bottom of your screen and it will open the file right in Microsoft Word, PowerPoint or Excel
4. Make changes in Microsoft Word, PowerPoint or Excel
5. **SAVE** file as a Microsoft Word, PowerPoint or Excel file in your computer
6. **UPLOAD the edited Word file** back to your Google drive (see steps C1-C4)

## H. Open a Microsoft Word file to edit in Google Docs

1. **RIGHT CLICK** on your Word file
2. Select **Open With > Google Docs** to edit the file
3. Make editing changes and they are automatically **SAVED!**
4. After this you will have the old Word version and a new Google Docs version of your file in your Google Drive

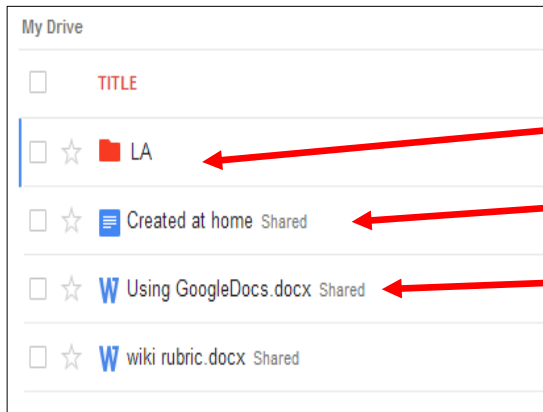
## I. Download a Google file to your H drive or home computer

1. **RIGHT CLICK** on the Google Doc, presentation or slideshow
2. Select **DOWNLOAD**
3. In the “Convert and Download” box, choose the file format you’d like
4. Select **DOWNLOAD** button
5. Complete steps G3-G5 to save the file to your computer

## J. Organize your Google files and folders

1. *Change color of a folder* - **RIGHT CLICK** on Google folder, select **CHANGE COLOR**
2. *Move a file or folder* - **RIGHT CLICK** on Google folder or file, select **MOVE TO**, choose location where you want it to go
3. *Delete a file or folder* - **RIGHT CLICK** on Google folder or file, select **REMOVE**

### Icons have meaning in your Google Drive



Uploaded folder from school

Created in Google Docs

Uploaded Word file from your computer or H drive