


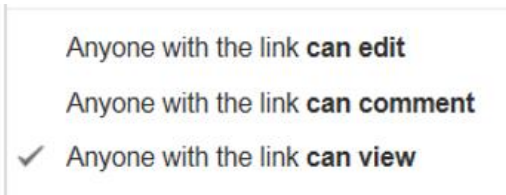
Files saved on Google Drive are available everywhere that you have Internet access.

Getting Started

- **Go to:** drive.google.com
- **Sign in** using your existing Gmail or Google account or click the [Create an account](#) link
- Always leave the *Stay signed in* box unchecked on public computers!
- Be sure to record your *Sign in* information in a safe place or you may lose access to your files!
- Use the **NEW** button to start a document, presentation or spreadsheet directly in Google Drive; these files will be easily accessible on all Internet connected devices

Sharing Files for Viewing or Collaborative Work

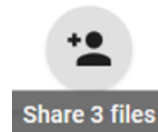
- Click once on the file name in Drive (*use Ctrl + click to select multiple files*)
- Click the **share icon** 
- Click **Get shareable link** 
- Select the appropriate sharing option



Anyone with the link **can edit**

Anyone with the link **can comment**


✓ Anyone with the link **can view**




Uploading Files from a Computer

- Click the **NEW** button – upper left
- Select **Files upload** or **Folder upload**
- Locate your file or folder and click the **OK** button
- A pop-up box on the lower right of the screen will display the status of your upload

Downloading Files to a Computer

- Double click on the name of a file in Google Drive
- Select the download icon above the document  or File/Download as...
- The downloaded file appears on the lower left of the screen in the Chrome browser, click to open
- Once the file opens, select **File/Save As...** and save in a folder that you will be able to find later
 - Edit the file name as desired
- If you are making changes, use *Ctrl-S* to save often and upload to Google Drive when finished

Explore Other Features of Google Docs

- Create **folders** to organize your files
- Use the **Sort**  menu to select a preferred order for your list of files
- **Link** to a Google Drive file from your website
- Create a **Form** to gather information that will be automatically entered into a spreadsheet

