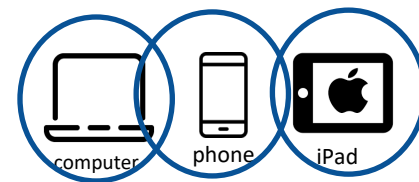



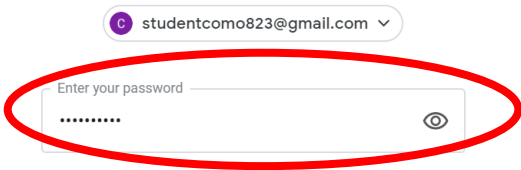







Google Drive



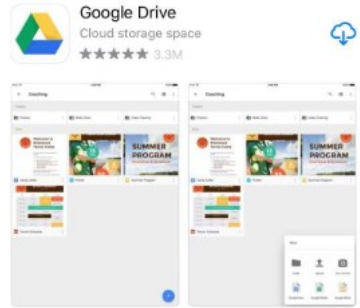
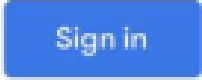
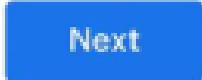
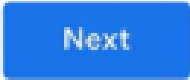
How to Sign in on Computer

1	Go to google.com .	
2	Click Sign in.	
3	Type email . <i>Use school email address.</i> <i>(Same as active directory log in)</i>	 (Ex. 27bet02@stu.cpsk12.org)
4	Type password .	 Forgot password? Next
5	Click Next .	
6	Click dot square in corner.	
7	Click Drive .	 Drive



Google Drive (cont.)

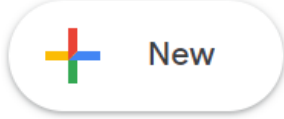

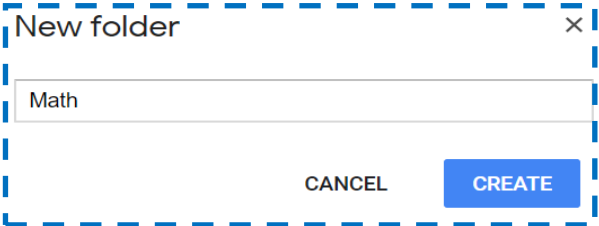

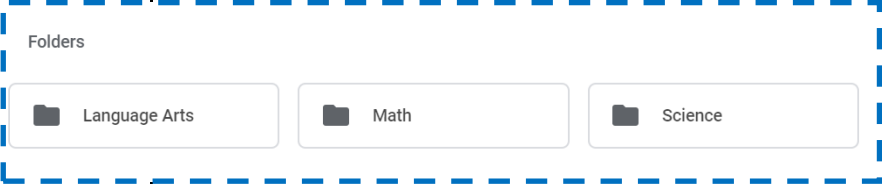
How to Sign in on App

1	<p>Download Google Drive and open.</p> <div style="border: 1px solid black; background-color: yellow; padding: 5px; width: fit-content; margin: 10px auto;"> <p>See 3 Ways to Download Apps information for help.</p> </div>	
2	Click Sign in .	
3	<p>Type email.</p> <p><i>Use school email address.</i></p> <p><i>(Same as active directory log in)</i></p>	<p style="text-align: center;">Sign in</p> <p style="text-align: center;">with your Google Account. You'll also sign in to Google services in your apps & Safari.</p> <div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 10px auto;"> <p>Email or phone</p> </div> <p style="text-align: center; font-size: small; color: #4285f4;">Forgot email?</p> <p style="text-align: center; font-size: small; color: #4285f4;">(Ex. 27bet02@stu.cpsk12.org)</p>
4	Click Next .	
5	Type password .	<div style="border: 1px solid #ccc; padding: 5px; width: 80%; margin: 10px auto;"> <p>Enter your password</p> <p>••••••••</p> </div>
6	Click Next .	



Google Drive (cont.)


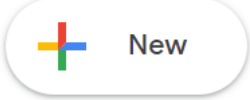

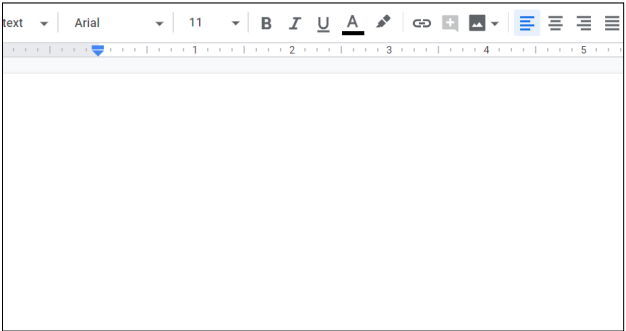

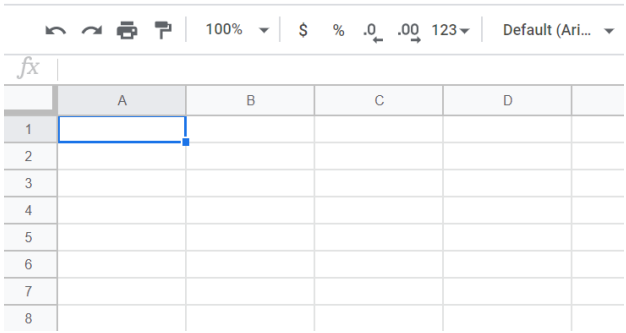

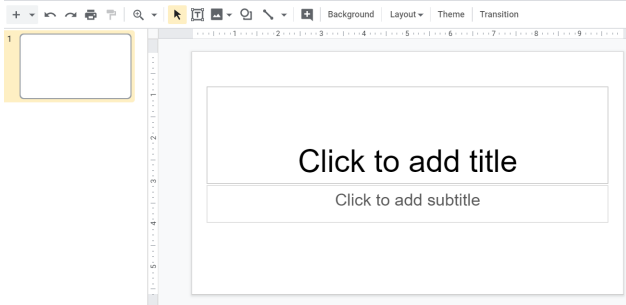
How to Organize with Folders

1	Click New .	
2	Click Folder .	
3	Add Folder Name .	
4	Click Create .	
5	See Folders in Drive.	





Google Drive (cont.)

How to Create New Document

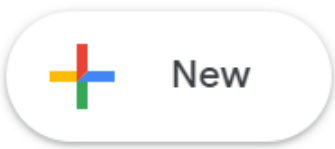
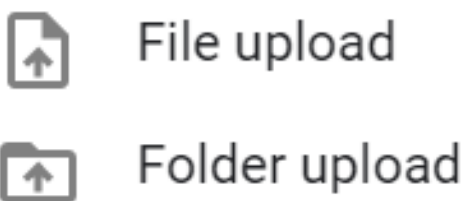
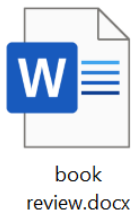
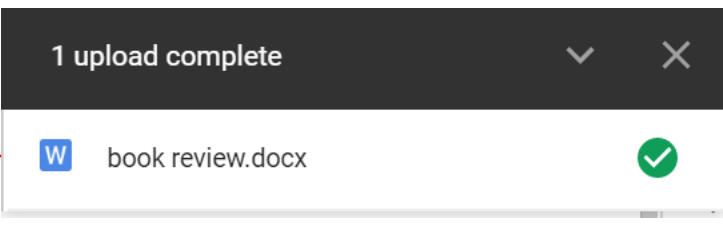
1	Click on folder name to start a new document in that folder.	
2	Click New .	
3	Click Google Docs to create new document. <i>Choices:</i>  Google Docs	
	 Google Sheets	
	 Google Slides	



Google Drive (cont.)

6	Name document. Type Name in top box.	
7	NOTE: All documents in Google Drive automatically save.	

How to Upload Documents from Device to Drive


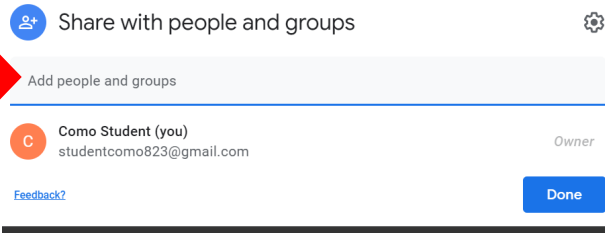
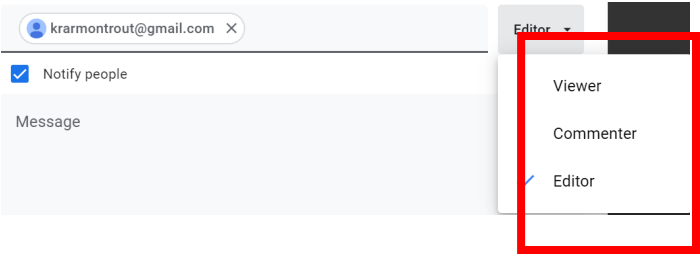

1	Click New .	
2	Click File Upload to <i>upload single file</i> from device. Click Folder Upload to <i>upload whole folder</i> from device.	
3	Click File to upload .	
4	See File in drive.	



Google Drive (cont.)

5	Double click to open.	
6	Click Open in Google to edit.	


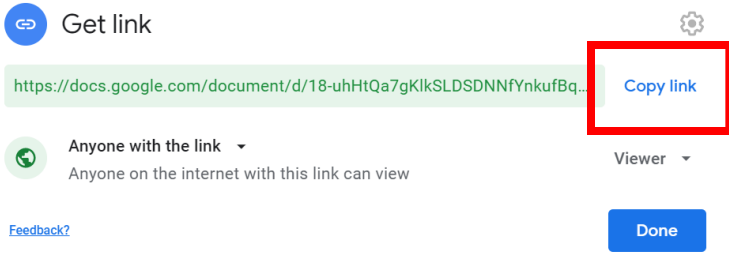
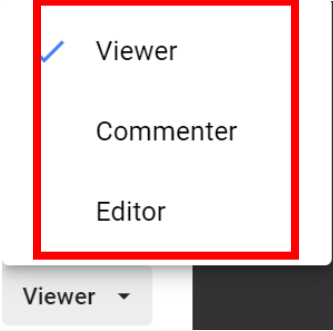

How to Share File with Others *Using Email Address*

1	Click Share .	
2	Share by adding people's email address.	
3	<p>3 choices:</p> <p>Click Viewer for others to <i>view only</i>.</p> <p>Click Commenter to <i>allow comments</i>.</p> <p>Click Editor to <i>allow others to edit</i>.</p>	
4	Click Send .	



Google Drive (cont.)

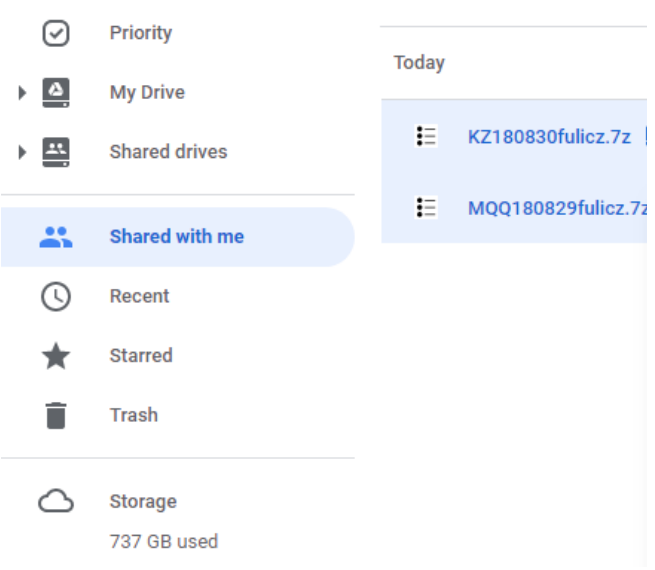
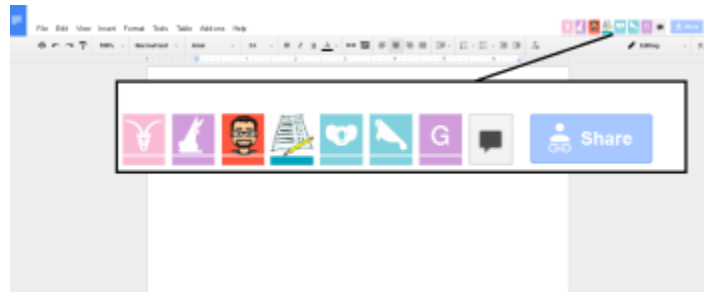
How to Share with Others *Using Link*

1	Click Share .	
2	Click Copy link .	
3	<p>3 choices:</p> <p>Click Viewer for others to <i>view only</i>.</p> <p>Click Commenter to <i>allow comments</i>.</p> <p>Click Editor to <i>allow others to edit</i>.</p>	
4	<p>Click Copy link.</p> <p>Share link with others.</p>	



Google Drive (cont.)

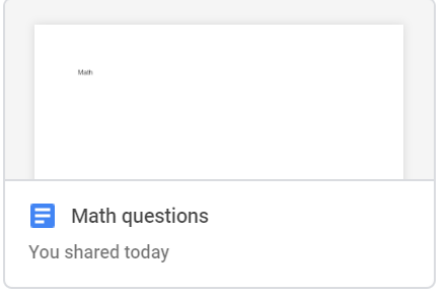

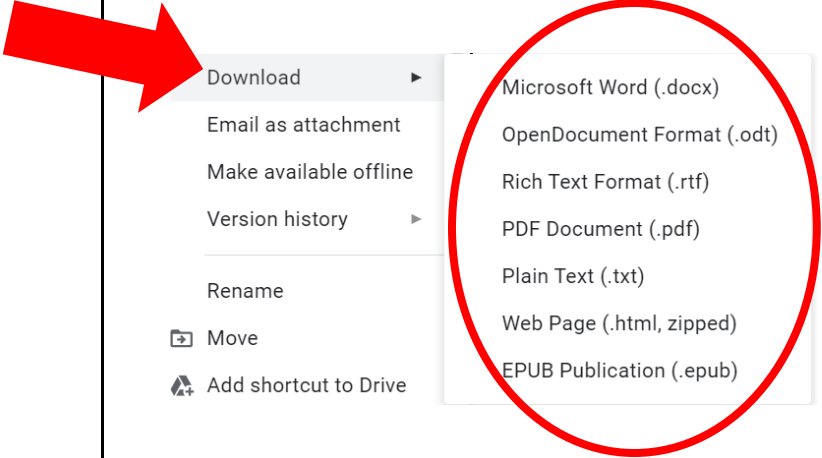
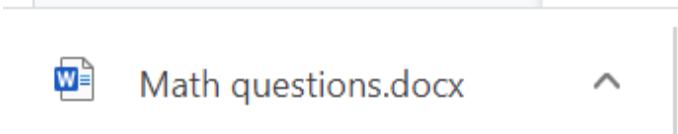
How to Access a Shared Document.

<p>1</p>	<p>From Drive, click Shared with Me.</p> <p>See all files shared.</p> <p>Choose and open file.</p>	
<p>2</p>	<p>Multiple people can view and edit document at same time.</p> <p><i>Note: You will see profile icons of all people who are working on file in top right corner.</i></p>	



Google Drive (cont.)

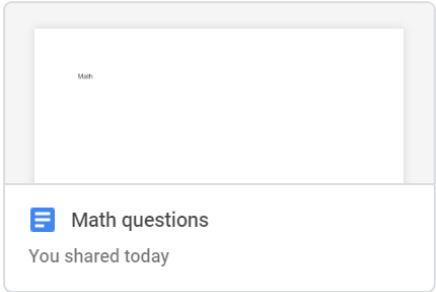
How to Download Drive document to Device.

1	Open document from Drive.	
2	Click File .	
3	Click Download . Then choose document type .	
4	Click to open and save on device.	



Google Drive (cont.)

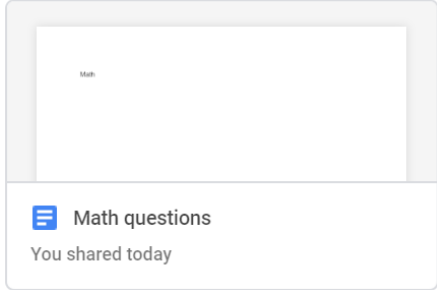


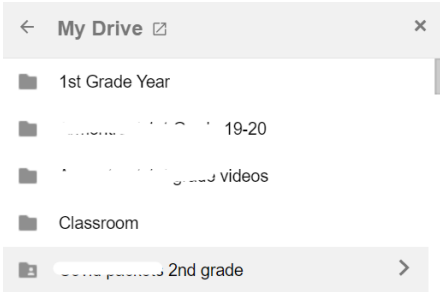
How to Work Offline

1	Click on document to open.	
2	Click File .	<p style="text-align: center;">File</p>
3	Click Make Available Offline .	<p style="text-align: center;">Make available offline</p>
4	Click Turn on .	<p>Turn on offline for all files?</p> <p>Turn on offline to access files without an Internet connection.</p> <p>Not recommended on public or shared computers. Learn more</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Turn on"/> </p>



Google Drive (cont.)

How to Move Documents to Folders

1	Open document.	
2	Click File .	
3	Click Move .	
4	Choose folder to move to.	
5	Click Move .	