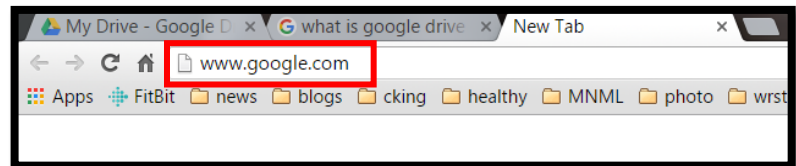


Google Drive is a file storage and synchronization service created by Google. It allows users to store files in the cloud, share files, and edit documents, spreadsheets, and presentations with collaborators.

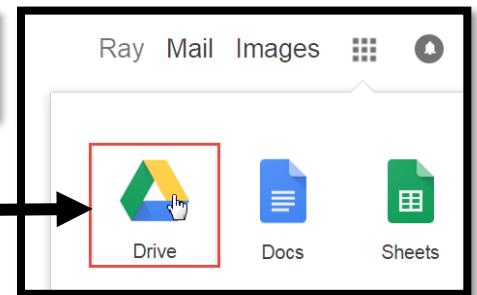
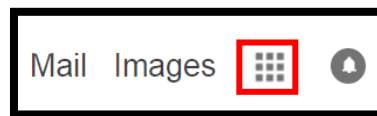
ACCESSING GOOGLE DRIVE

1. To access Google Drive, launch your browser and type in the following URL: **www.google.com**

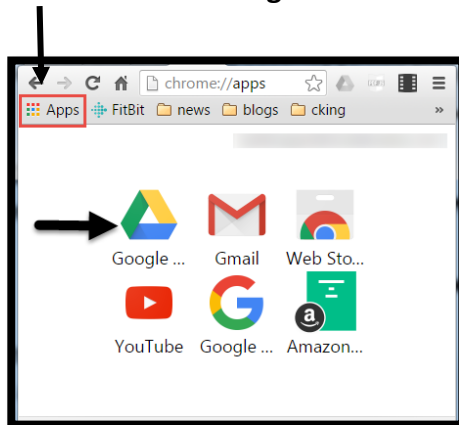


NOTE: You will need to have a Gmail account to use Google Drive.

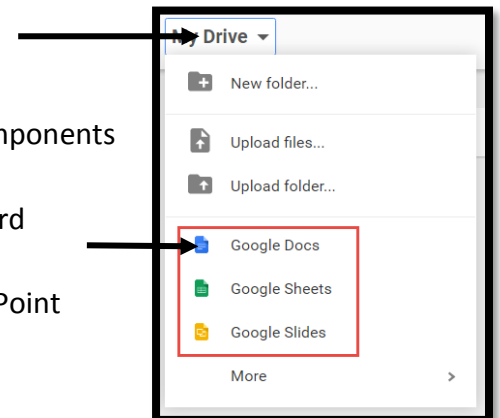
2. Click the **Google Apps** Grid and click on **Drive**.



NOTE: Alternatively, you can click the **Apps Launcher** and click on **Google Drive**.

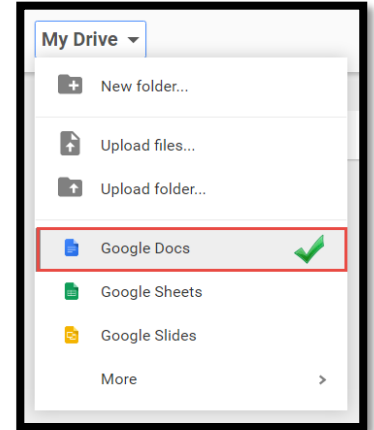


3. Click the **My Drive** drop down list to access the different components of Google Drive.
4. Google Docs: A word processing program, similar to MS Word
5. Google Sheets: A spreadsheet program, similar to MS Excel
6. Google Slides: A presentation program similar to MS PowerPoint



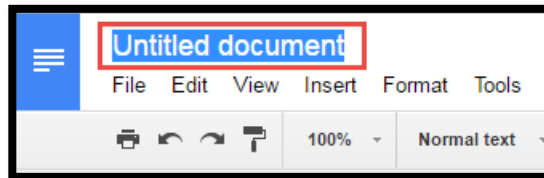
CREATE A NEW GOOGLE DOC

1. From the **My Drive** drop-down list, click on **Google Docs**.
2. You will be brought into a new Google Doc document where you can proceed to type your document.



NAME YOUR GOOGLE DOC

1. To name your Google Doc, click in the upper left hand corner on the **Untitled document** field and type the new name of your document. (To rename your document, click back on the document title and type the new name for your document)

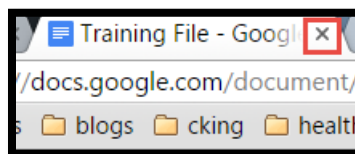


SAVE YOUR GOOGLE DOC

1. Since Google Drive saves all documents to the Cloud, there is no PHYSICAL “save” command to perform to save your document. Google Drive is constantly saving your document as you type.

CLOSE YOUR GOOGLE DOC

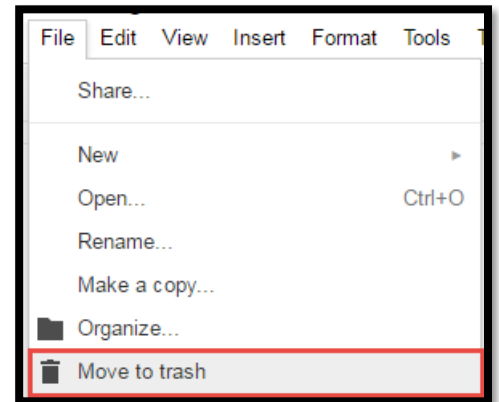
1. To close your Google Doc, simply close the **TAB** by clicking the **X** of the tab.




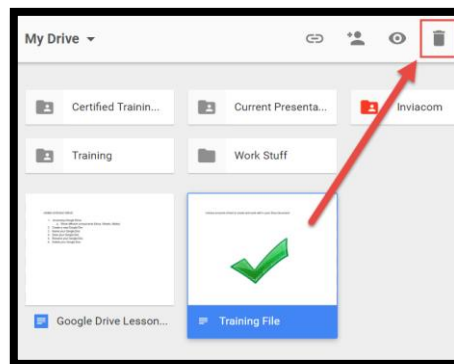
DELETE YOUR GOOGLE DOC

1. From within your document, go to **File, Move to trash**.

OR

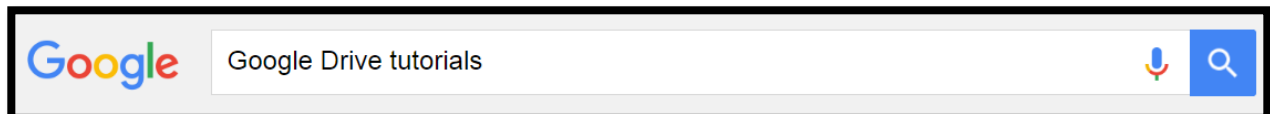


2. If you have already closed your document, from within Google Drive, highlight your document and click the **Remove** button. 



FOR FURTHER ASSISTANCE

1. For more information regarding how to use Google Drive, type in *“Google Drive Tutorials”* from within Google. This will bring up a variety of help-related websites to assist you in using Google Drive.



2. You can also type in *“How do I use Google Drive?”*

