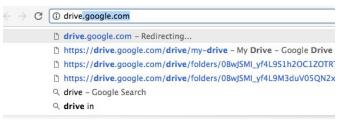
Google Drive Tutorial

Accessing the Drive

Option 1:

• Type <u>drive.google.com</u> in your brower → sign in with your email username and password.



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Accessing the Drive

Option 2:

• Open your email \rightarrow click the 3 x 3 array in the top right corner of your gmail once \rightarrow click the drive icon once

Google		× Q				٢
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Sent Mail Drafts (8)	🔲 🖓 me jodi, Norma (47)	Hello and Welcome to 5th Grade! - Of course, please share with the families! Ma	31			
More -	🗌 📩 Pam, me (2)	Otto Yu school dismissal - Hey Pam, Thanks for the email follow up. Cheers, Tan	Calendar	Drive	Docs	

Opening a New Document

Click New

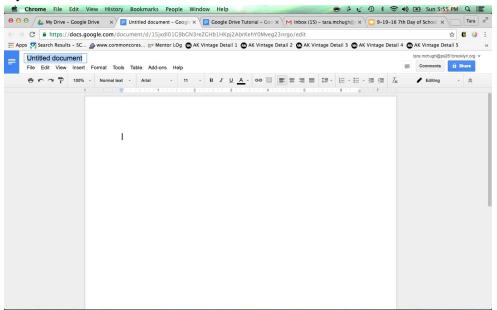
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 $\bullet \quad \rightarrow \text{Click Google Docs}$

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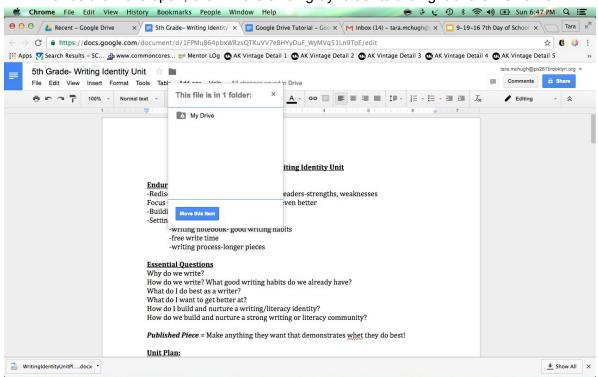
Renaming a File

• Click the words→ Untitled document in the upper left corner→ highlight the words→ type your new file name

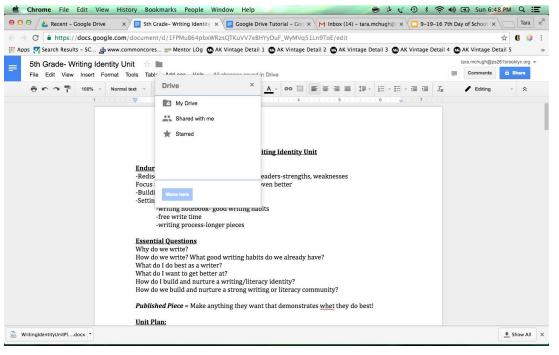


Saving a file in folder

• Once the file is open, click \rightarrow the small gray folder to the right of the file name

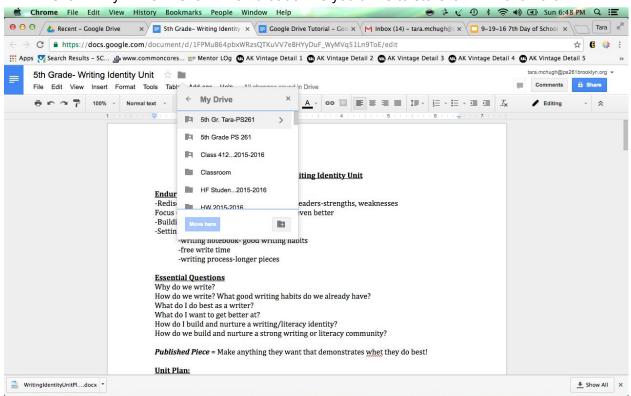


● Click→ Move this Item



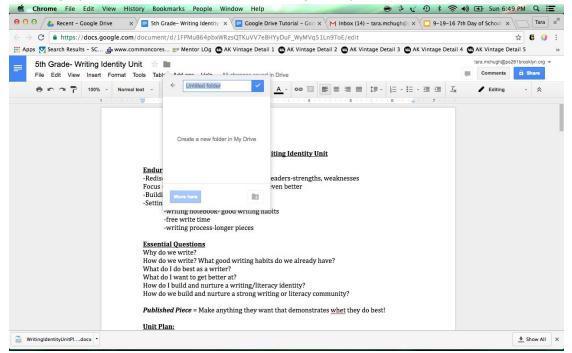
Saving a file in folder

• Click→ My Drive→ Click which broader file you'd like to store it in→ Move here



Or, you can create a new folder for your file

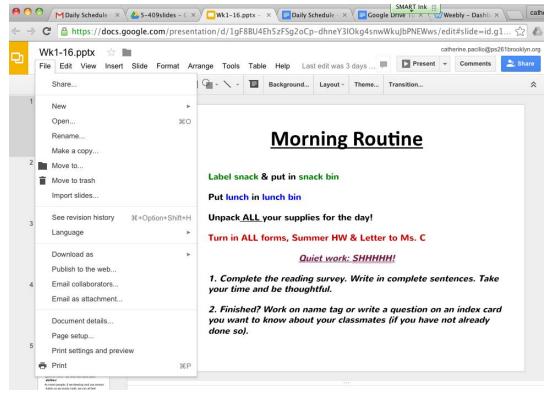
• Click→ gray file button with + on the bottom right → type new name of file→ Move here



Copying a document someone has shared with you

(Making a duplicate to revise/change as needed)

• Click \rightarrow File



• Click \rightarrow Make a copy

Wk1-16.pptx File Edit View	☆ 🖿 Insert Slide Format Arr	ange Tools	Table Help La:	st edit was 3	days 🖡	Present	atherine.pacilio@p	s261brooklyn.org
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Delete the words "Copy of" and type in the new name of the doc.

• First Name Last Name_Writing stage_File name_Date (If for writing)

-OR-

• First Name Last Name__File name_Date

(If for other subjects)

