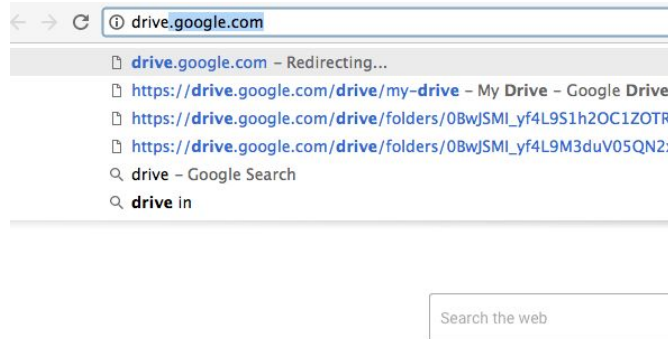


# Google Drive Tutorial

## Accessing the Drive

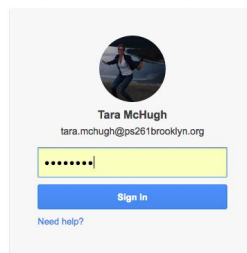
Option 1:

- Type [drive.google.com](https://drive.google.com) in your browser → sign in with your email username and password.



Google  
One account. All of Google.

Sign in to continue to Google Drive



Sign in with a different account

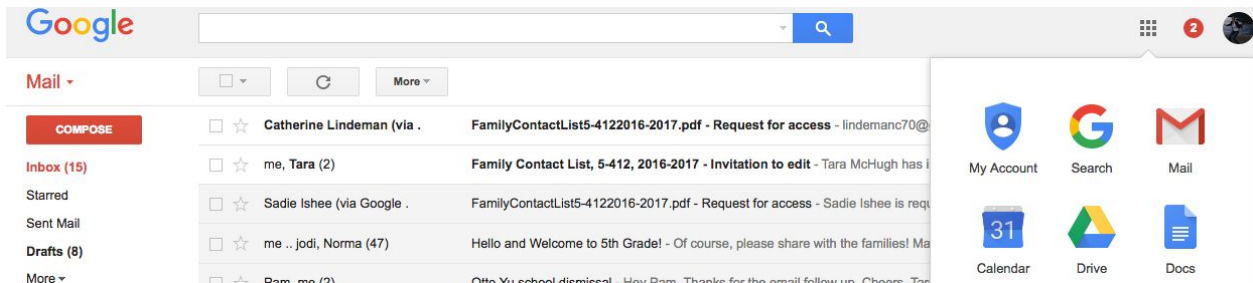
One Google Account for everything Google



## Accessing the Drive

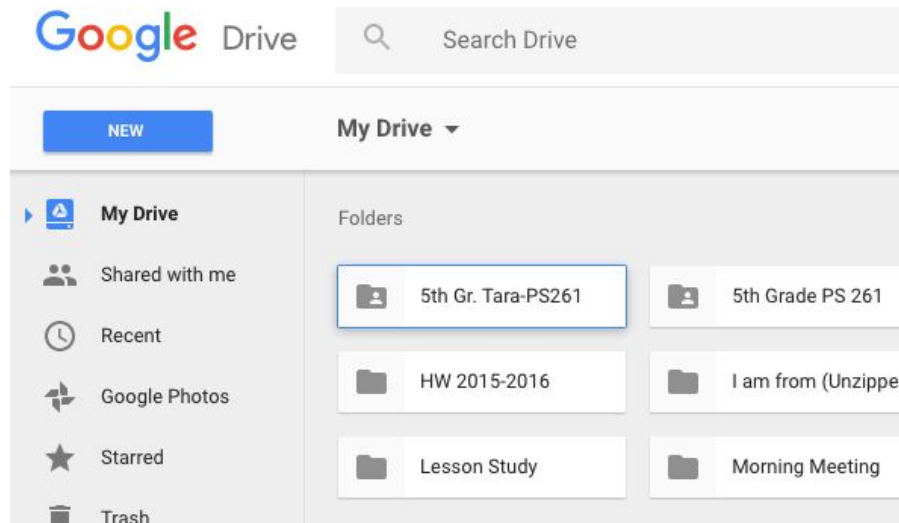
Option 2:

- Open your email → click the 3 x 3 array  in the top right corner of your gmail once → click the drive icon once

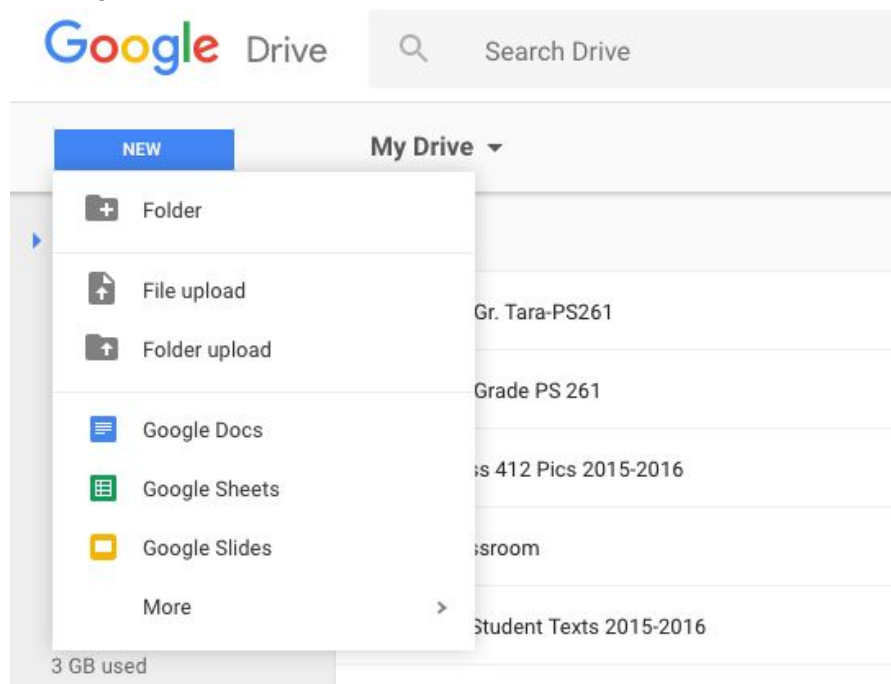


## Opening a New Document

- Click New

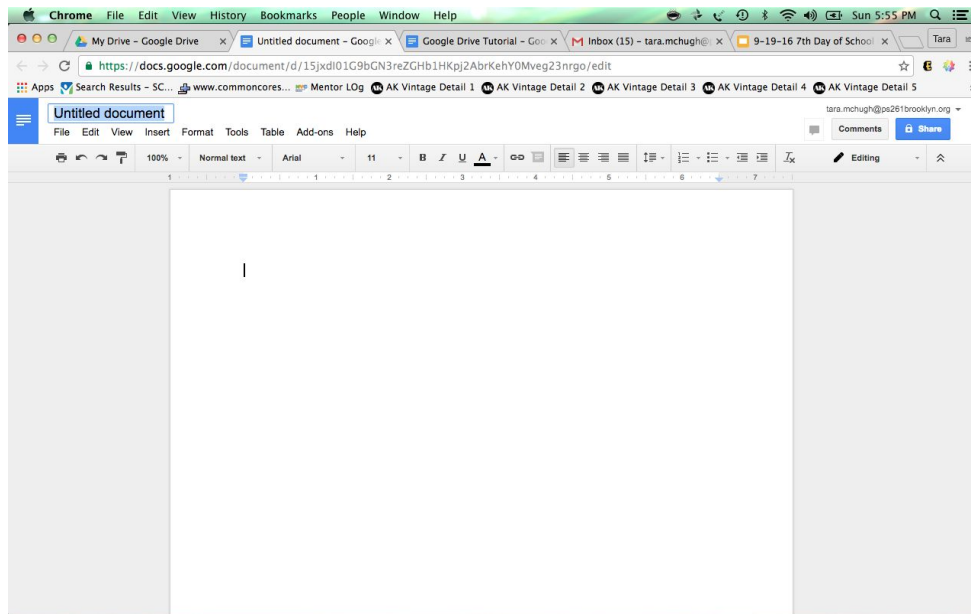


- → Click Google Docs



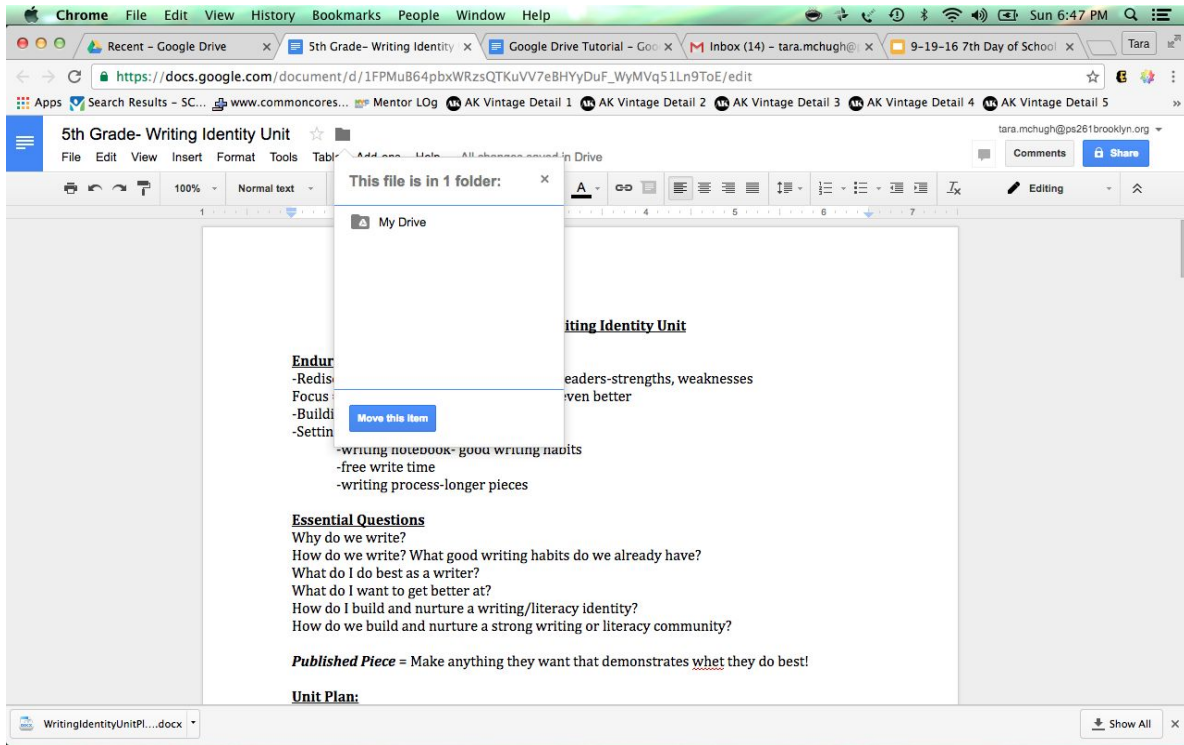
## Renaming a File

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

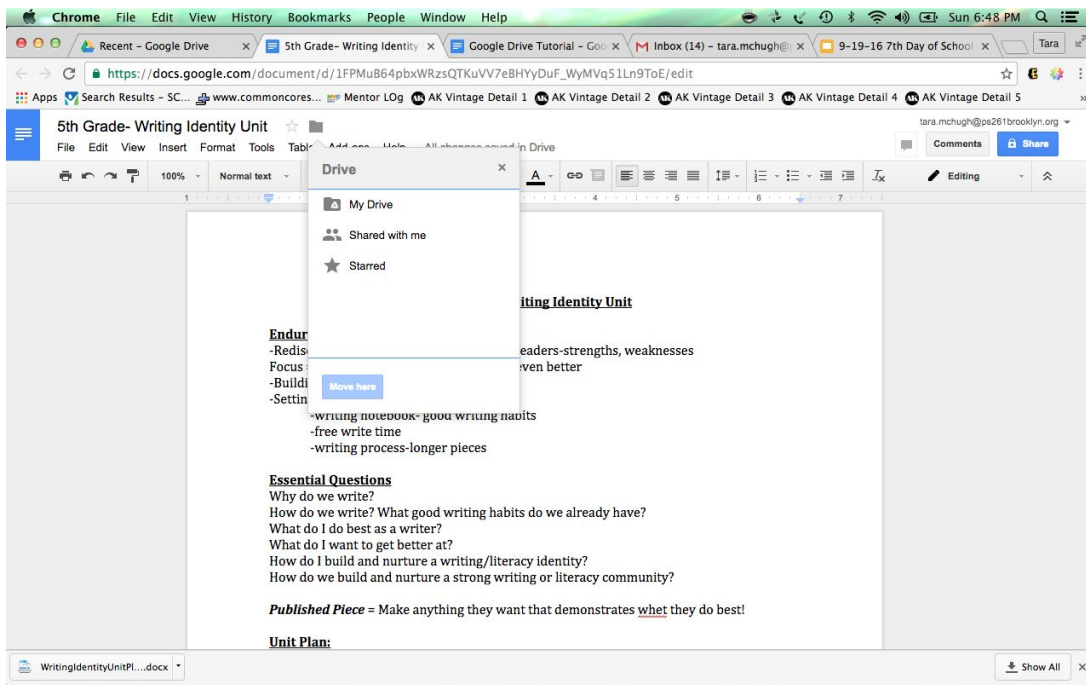


## Saving a file in folder

- Once the file is open, click → the small gray folder to the right of the file name

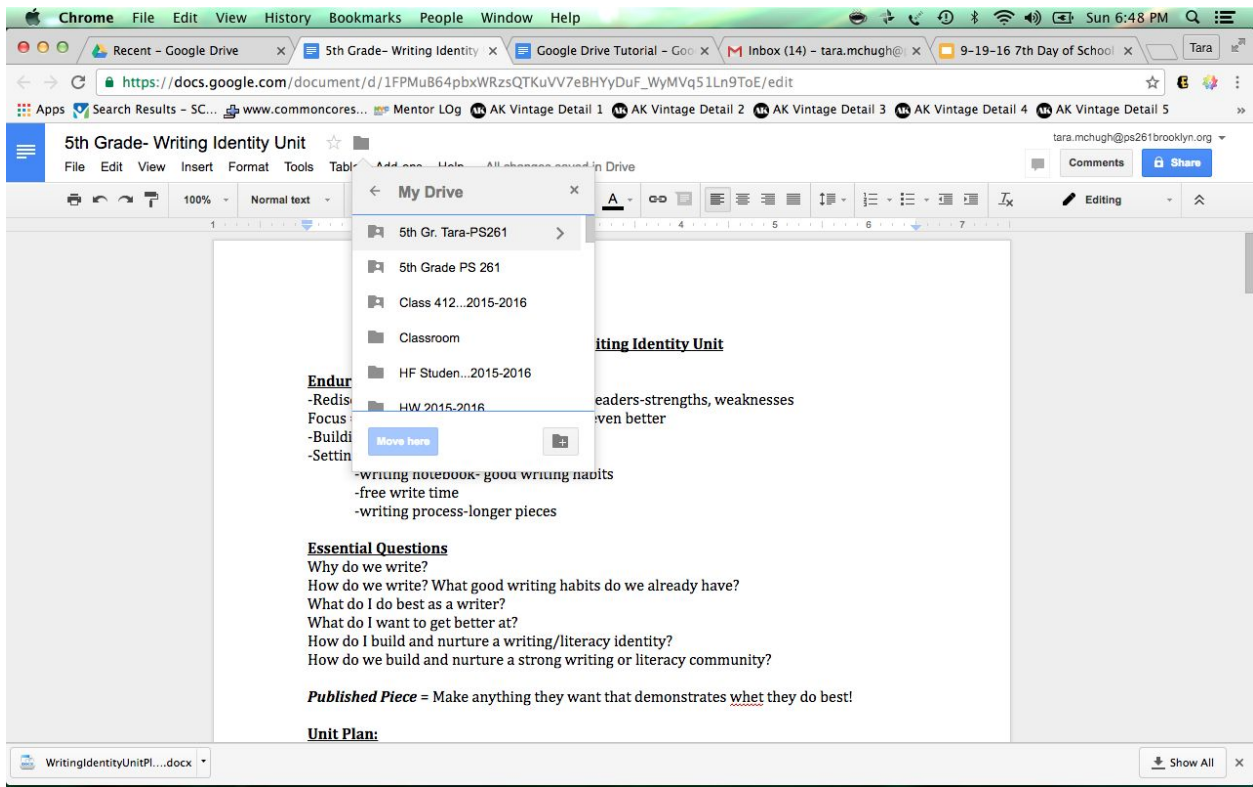


- Click → Move this Item



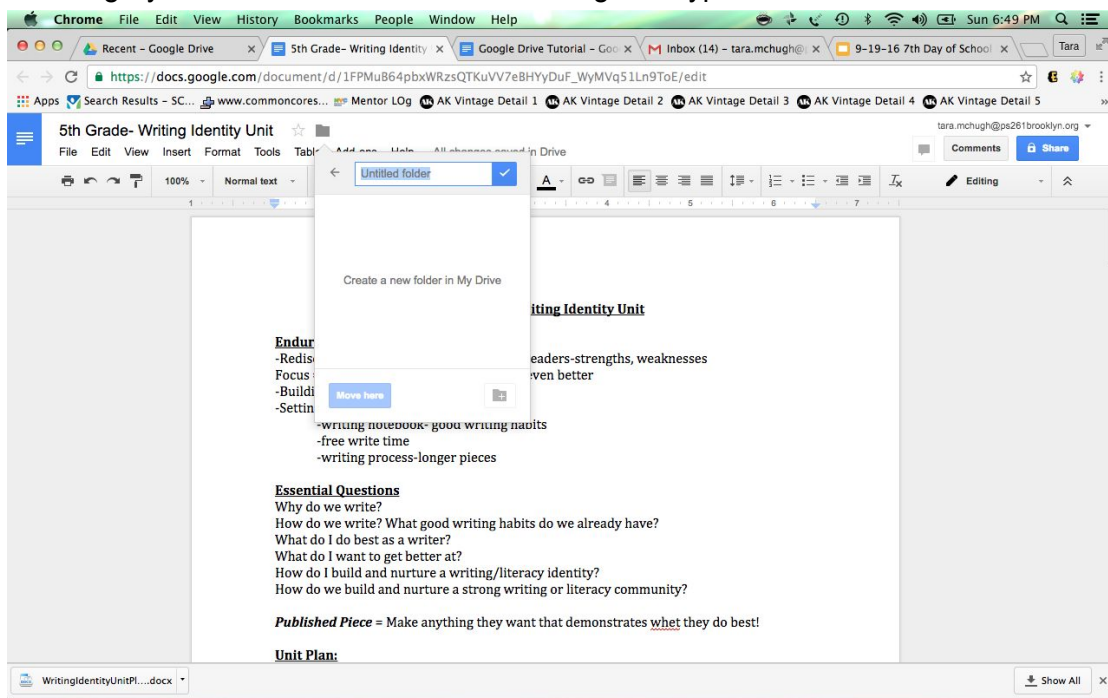
## Saving a file in folder

- 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 → File

The screenshot shows a Google Docs presentation titled "Wk1-16.pptx". The "File" menu is open, and the "Make a copy..." option is highlighted. The main content of the slide is titled "Morning Routine" and includes the following instructions:

- Label snack & put in snack bin
- Put lunch in lunch bin
- Unpack **ALL** your supplies for the day!
- Turn in **ALL** forms, Summer HW & Letter to Ms. C
- Quiet work: SHHHHH!*
- 1. Complete the reading survey. Write in complete sentences. Take your time and be thoughtful.
- 2. Finished? Work on name tag or write a question on an index card you want to know about your classmates (if you have not already done so).

- Click → Make a copy

This screenshot is identical to the one above, showing the "File" menu open with "Make a copy..." highlighted. The slide content remains the same:

- Label snack & put in snack bin
- Put lunch in lunch bin
- Unpack **ALL** your supplies for the day!
- Turn in **ALL** forms, Summer HW & Letter to Ms. C
- Quiet work: SHHHHH!*
- 1. Complete the reading survey. Write in complete sentences. Take your time and be thoughtful.
- 2. Finished? Work on name tag or write a question on an index card you want to know about your classmates (if you have not already done so).

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)*

