

Using Google Drive To Store Your Documents

Google Drive is another component of your District Google Account. **Drive** has many sections, and we will cover more of those in later lessons; however, in this lesson we will cover how you use your **Drive** account to store all of your documents and folders.

Drive basically provides you with unlimited storage for your documents online so you may access those documents at school or at any other place that you have Internet access away from school.

1. To access your **Drive** account, you login to your regular District Google Account using your District Gmail address and District One password:

Example: **tim.orourke@emuhsd.org** & : Example: **Hyetrt#1**

2. This will first login you into your Gmail Account. Click your mouse once on the Apps Launcher.

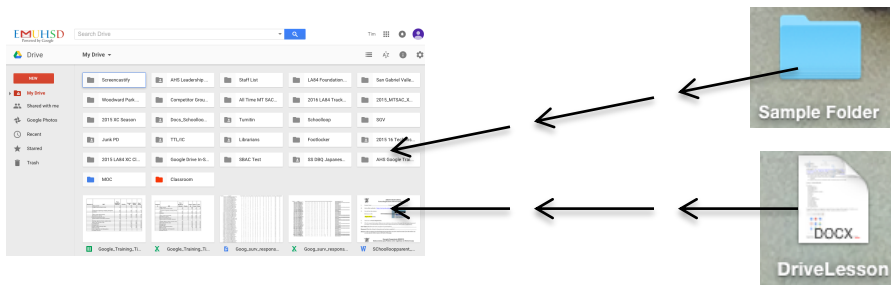


Move down and select **Drive**.



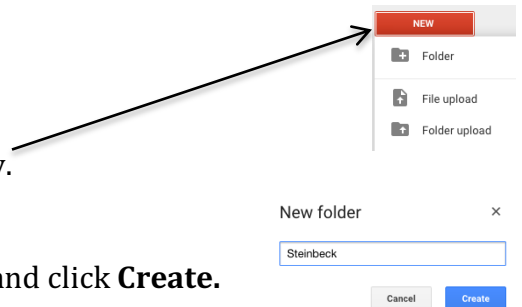
Your **Drive** window will open.

3. To move your existing documents and/or folders into your **Drive** account simply click and drag existing documents from your computer's Desktop or Hard Drive into **Google Drive**.



4. You can also make new original folders in **Drive**. To make a new folder, click your mouse on the red **New** button on the top left side of your **Drive** window. Move down and select **Folder**.

A new folder window will appear. Give your new folder a name and click **Create**.



5. You will now see that new folder in your **Drive** window.



You may click and drag documents from your computer's desktop or hard drive directly into any folder in **Drive**.

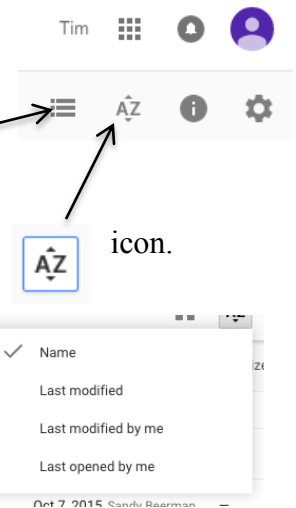
Folders appear with a folder icon next to the name.

6. Documents in **Drive** will appear with an icon next to the name of the document showing you what type of document it is such as a Word Document **W** English Department.. or a PDF. **PDF** 2011WASCREport....

7. You may look at all your folders and documents in **Drive** in different views by using the tools at the top, right of your screen.

You may look at your documents in one long list by clicking once on this icon. You can return to the Grid view by clicking on the same icon again.

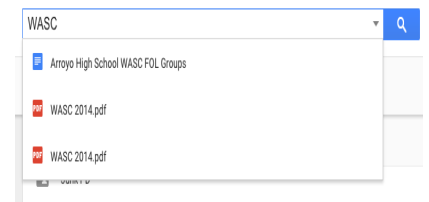
You can choose the order folders and documents are displayed by clicking on the



You can move down the list to select the view you want.

7. You can also look for any document or folder, by clicking your mouse in the **Search Bar** near the top of the window.

As you begin to type in the name of the folder or document, you will see a list of options appear. Once you see the name of the folder or document you want, move your mouse down and click on the name.



8. To open a folder, click on the name of the folder twice.

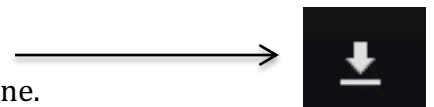
9. To open a document, click on the name of the document twice.

If the document you are opening in **Drive** is not a native Google Document—Word, Excel, Powerpoint, PDFs are not native Google Documents--you will open the document by clicking in it twice.

It will open in a new window—that new window has two sets of controls at the top of the window.

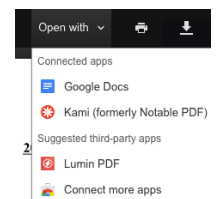
To work on the document, you must use the controls at the top center of the window.

If you want to work with the document in its original format—Word, Excel, Powerpoint, etc.—click once on the arrow pointing down at a line.



This will put a copy in your Downloads file. You may then open the document in its original format. You must remember to put the newly edited document back into **Drive** when you are done.

If you want to open the Document as a Google Document (we will cover native Google Documents in the future lessons), click once on the words, **Open With**



If you want to print the document, click on the **Printer icon**.

You will notice another set of controls at the top, right of the screen.

*The magnifying glass makes the document larger.
The circle with the **i** in it give you info on the document.*

The square with arrow pointing out, opens the document in a new window.

*The **X** closes the document.*