

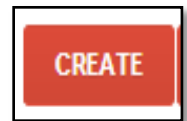
How to Use GOOGLE Docs at School and Home

1. Sign into Google <https://www.google.com> with your School Google username and password
2. Now that you're in, select **DRIVE** from the top menu bar to access your Google Drive. This is where you can create, save and share files. Your files and folders will be in your list in your Google Drive
3. To **upload a file** (or folder with files) that you've already created:

- a. Select the **red Upload button**
- b. select **Files** to upload a file (folder if you're uploading an entire folder with files in it)
- c. Then navigate to where your file (or folder) is saved (in your H drive if at school)
- d. Double click on that file or folder to upload it



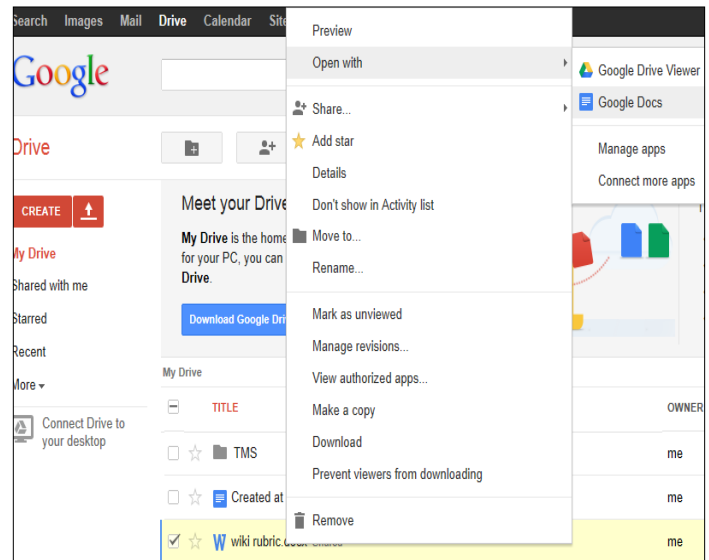
4. To **create a new file** (document, slideshow, spreadsheet):
 - a. Select **CREATE**, then choose the file type you'd like to create
 - b. Create the file as desired. It will automatically be saved in your Google Drive
 - c. These will be Google file types, not Microsoft file types



5. To **open a Google Docs file**, click on it from the list. It will open up in Google Docs editor

6. To **open a Word file to edit in Google Docs editor**:

- a. **Right click** on your Word file
- b. Select **Open With > Google Docs** to edit the file
- c. Make editing changes and they are automatically **SAVED!**
- d. After this you will have the old Word version and a new Google Docs version of your file in your Google Drive.



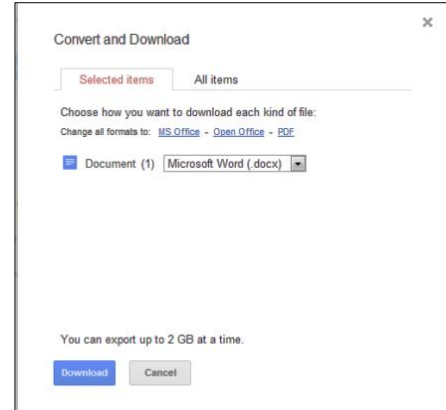
7. To **Print a Word file or Google Doc**
(*must print from the PDF file*)

- a. Open the file with Google Docs
- b. From the menu, select **File > Print**.
- c. A **PDF** file containing your document will automatically download. When the download completes, **Open the PDF file**.
- d. In your PDF viewer, go to the **File** menu and select **Print**.
- e. A dialog box for your printer and print settings will open.
- f. Select the **Print** button.

FAQs about using GOOGLE DOCS files

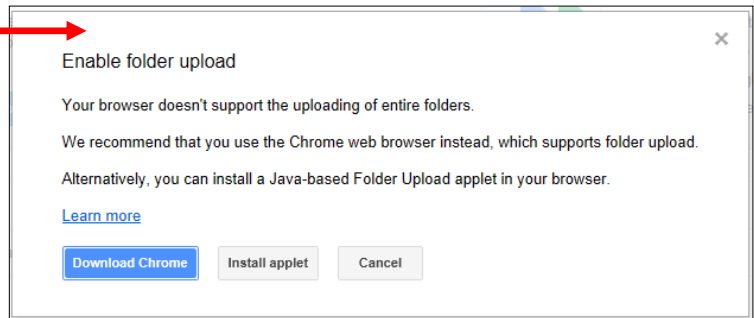
1. To download a **Word file** that you want to **edit with Word** on your computer:
 - a. **Right click** on your Word file
 - b. Select **Download**
 - c. Make changes in Microsoft Word
 - d. **SAVE** file in Microsoft Word
 - e. **Upload edited file** to your Google drive to use in school

2. To download a **Google Doc** to your H drive in School:
 - a. **Right click** on the Doc
 - b. Select **Download**
 - c. On this window, choose **Word**
 - d. Click the **Download** button
 - e. Open **Download folder** and find your file
 - f. **Save** it to your **H drive**



3. Folder upload message when using Internet Explorer:

- a. If you receive this message
- b. You can install the applet and follow prompts to run the install
- c. After that you should be able to upload a whole folder
- d. OR use Google Chrome, Mozilla Firefox, Safari instead of Internet Explorer



4. Icons have meaning in your Google Drive

