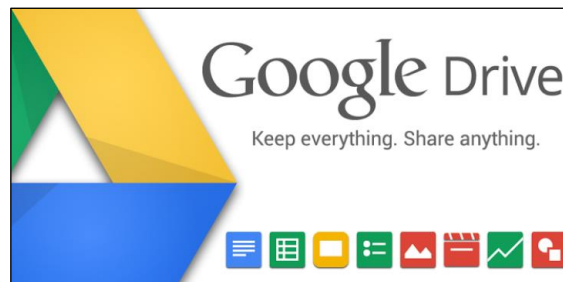


## What is Google Drive?

Google Drive is a suite of free cloud-based tools for creating, sharing, storing and collaborating on files. Within Drive, there are several different tools:

- Docs – word processor (like Microsoft Word)
- Sheets – spreadsheet (Excel)
- Slides – presentation tool (PowerPoint)
- Forms – simple way to create a survey

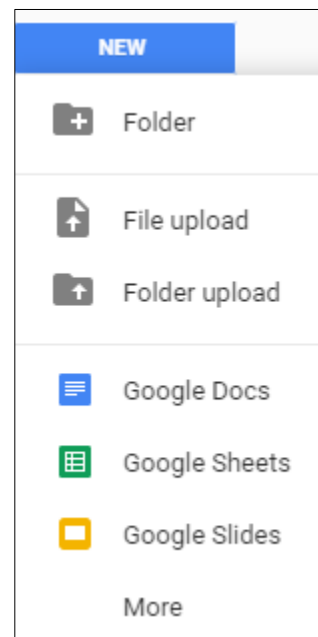


## How Do I Get To It?

Visit <http://drive.google.com> and login with your e-mail & password or create a new Google account. (Please note that you CAN use an existing e-mail address to set-up an account.)

## How Do I Create or Upload a File?

Click the blue “New” button in the left sidebar and choose which file type you wish to create. Your file will open in a new browser tab and you can start working on it immediately. Give your file a name by clicking where it says “Untitled Document” (or Spreadsheet, etc) in the upper left corner. You also have the option to upload a file or folder from here.

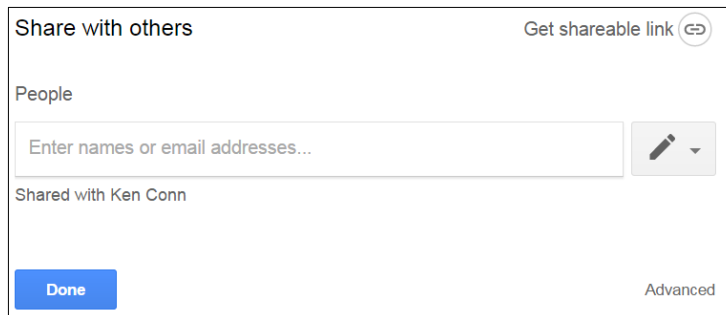


## How Do I Edit and Save a File?

1. All you need to do is open the document and you can make changes just as if you were using Excel or Word on your computer.
2. It will save your file periodically, but just click **Save** or **Save & Close** when you are finished.
3. If you want to add comments, click the gray comments button on the right.

## How Do Add Other People?

To share a file, click the blue “Share” button in the top right corner while your file is open. Then, you can either click “Get shareable link to share with others”, or invite people directly. If you invite them directly by typing their email address into the box, they will get a notification via email and will have the option to add the file to their own Google Drive.



Under the “Advanced” option, you get to choose the level of access of the people you share files with – whether you want them to be able to edit the file, add comments, or to view only.

## Sharing Folders

You can also share an entire folder with someone else, and they will gain access to all files within that folder. To do this, open the folder you wish to share and click on “Share” in the drop-down menu under the folder name.



## Auto-Save

Drive saves your work almost instantaneously every time you make an edit, so there’s no need to save your work, ever. It does it automatically.