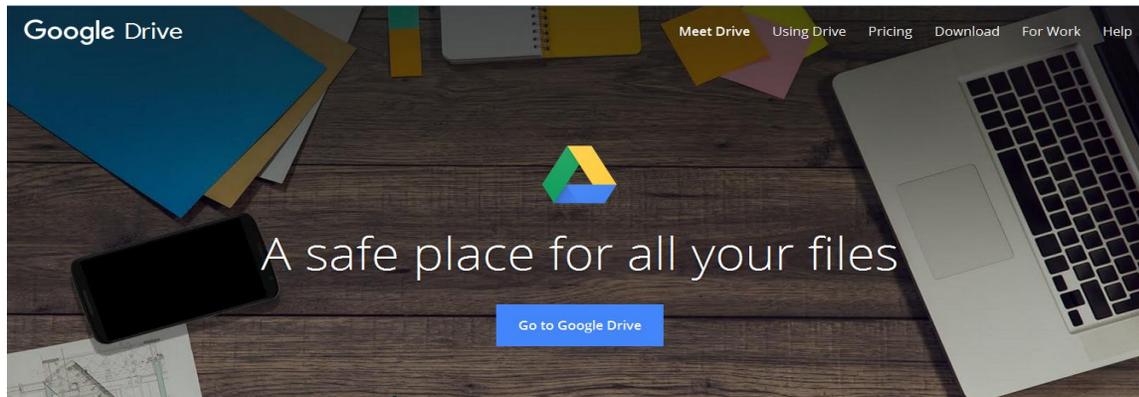


Google Drive - A file storage, synchronization and creation site. Store files in the cloud, synchronize across devices, share files and create files. Accessible via laptop, desktop or App.

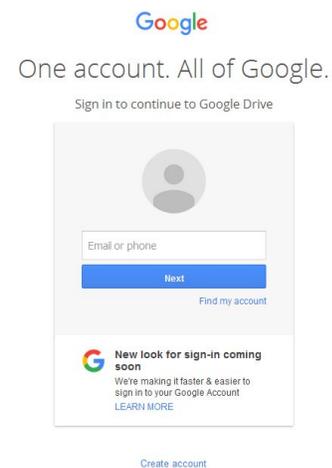


What can you do with Google Drive?

You can store your files (Photos, PDFs, Office Files) as well as create Docs, Slides and Sheets. You can synchronize your Google Drive account across devices. In addition, you can share files with other Google accounts.

Getting Started

- Search "Google Drive" or enter "https://www.google.com/drive/" in your browser
- If you do not have a Google account already, choose **Create account** at the bottom of the screen.
- If you already have a Google Account, sign into your Google Account
- Settings Gear top right – customize your Google Drive settings.

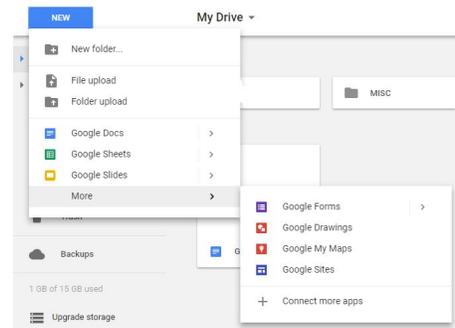


Google Drive Homescreen – where your files and folders are stored. Create folders to organize your Google Drive. Folders will be stored across the top of your Google Drive account. You can scroll through your Google Drive or search for a specific file in the search bar.

On the left side of the screen is the **Google Drive Menu**. You can select from **My Drive**, **Shared With Me**, **Starred** and more options.

File Creation

- Choose the blue **New Button** on the top of the left hand menu.
- Select Google Docs, Google Sheets, Google Slides.
- A new document will open in a second tab.



Google Docs

Similar to Microsoft Word and can be downloaded as a Microsoft Word document.

Create letters, mailing lists, business cards, reports and more. Google Docs can be printed, downloaded, shared or emailed.

Google Sheets

Similar to Microsoft Excel and can be downloaded as a Microsoft Excel document.

Create charts, graphs, budgets, store data, track expenses. Google Sheets can be printed, downloaded, shared or emailed.

Google Slides

Similar to Microsoft PowerPoint and can be downloaded as a Microsoft PowerPoint document.

Create presentations that will make any meeting more interesting! Google Slides can be printed, downloaded, shared or emailed.

Google Forms

Create surveys, polls or quizzes. Answers can be collected and analyzed right in browser. Helpful for planning events, surveying interest on a topic or for remote quizzes. Can select a variety of answer formats including multiple choice, short answer and linear scale.

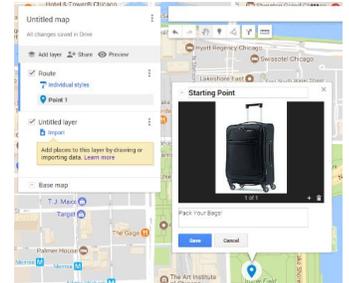
Google Drawings

Similar to Paint. Images can be downloaded as PDF, JPEG or PNG file format.

Google My Maps

Utilizes Google Maps. Customize and save various maps and routes around the globe. Add layers, sites and further customize with pictures, descriptions and color coded route lines.

Select the arrow to add directions, the balloon icon to add a point of interest or add layers to you map.



Google Sites

Create custom webpages and websites hosted through Google.

File Storage

- Upload individual documents, spreadsheets, PowerPoint presentations, PDFs, images or entire folders to your Google Drive.
- Store documents you've created in Drive as well.

File Sharing

- Can share any of the documents you have stored in your Google Drive with anyone.
- Enter name or email address (multiple names or email addresses) of those you wish to share the document with.
- Click on **Pencil dropdown button** to choose permission settings.
 - Can edit
 - Can comment
 - Can view
- Click **Get shareable link** for a link to post or share to access document.
- Multiple people can access and edit a document at once. Allows for collaborative projects.

