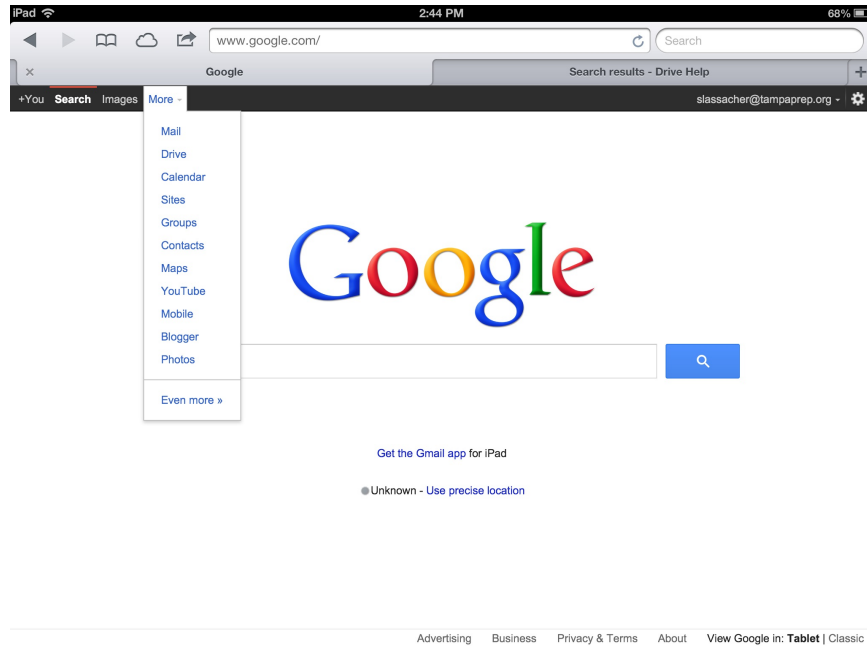
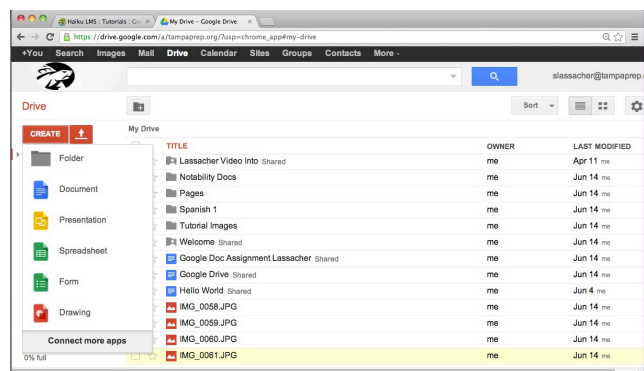
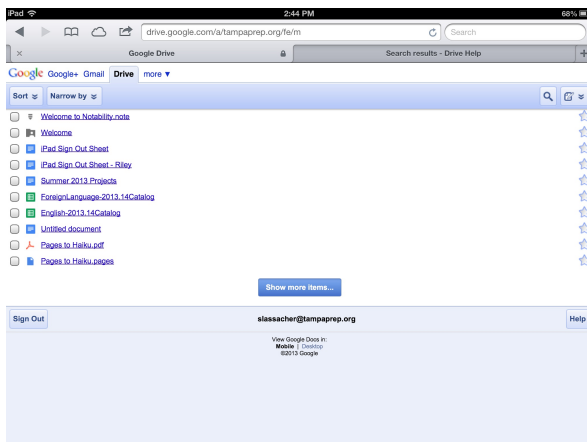


You may access Google Drive via the Internet by opening a browser window and opening Google ([www.google.com](http://www.google.com)). Click the "Sign In" button in the upper right corner of the page. Enter your Tampa Prep email address (such as [smith.joe@tampaprep.org](mailto:smith.joe@tampaprep.org)) and your password. Then click the blue "Sign in" button. A menu bar will appear in black in the upper left corner. Click on "More" and select "Drive" from the drop down list.

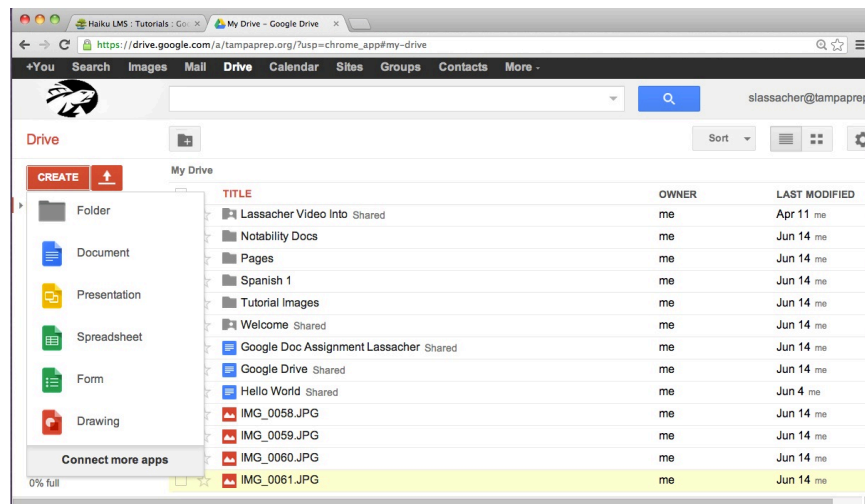


If you are accessing Google Drive online from your iPad, scroll down to the bottom of the screen once Google Drive opens and be sure that "Desktop", not "Mobile" is selected where it says "View Google Docs in:" in the fine print.

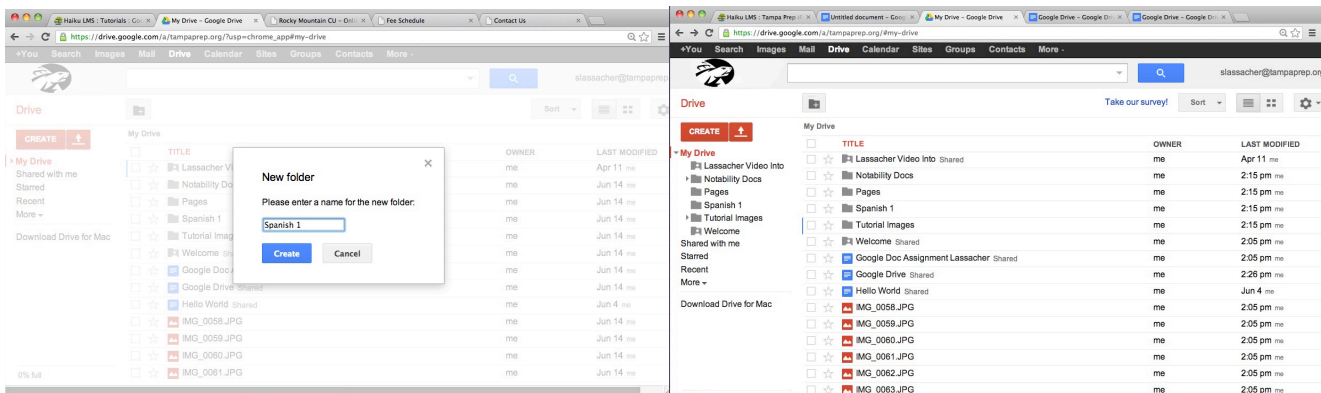


## Creating a new folder:

Once you have opened Google Drive, you can create a new folder, spreadsheet, document, etc. in the Drive by clicking the red "Create" button and selecting the item that you wish to create. To create a new folder, click on the red "Create" button and select "Folder" from the list.

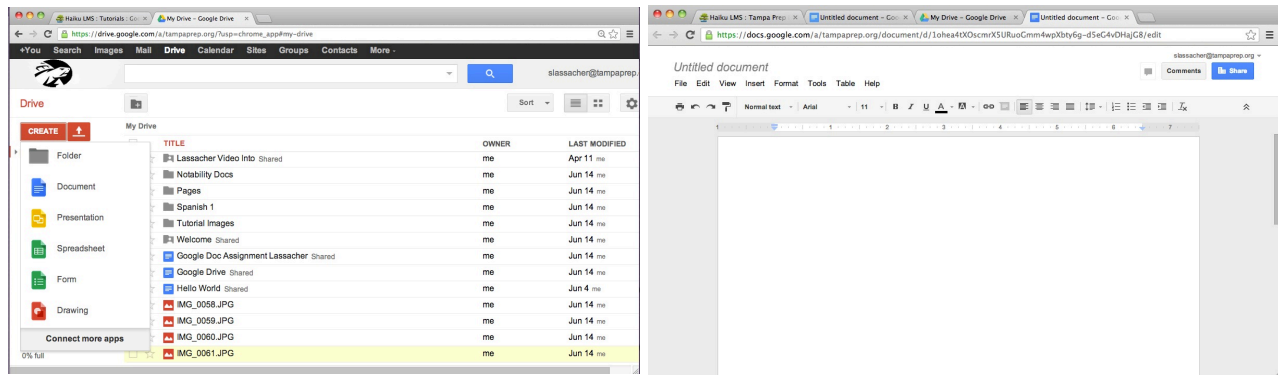


Type a name for the folder such as "Spanish 1" in the text box that pops up and click the blue 'Create' button. The new folder called "Spanish 1" should now appear in your folder list. Another way to create a new folder in Google Drive online is to click on the gray folder icon with a "+" sign on it under the search box at the top of the page. Enter a name for the folder in the text box of the window that opens and click "Create".

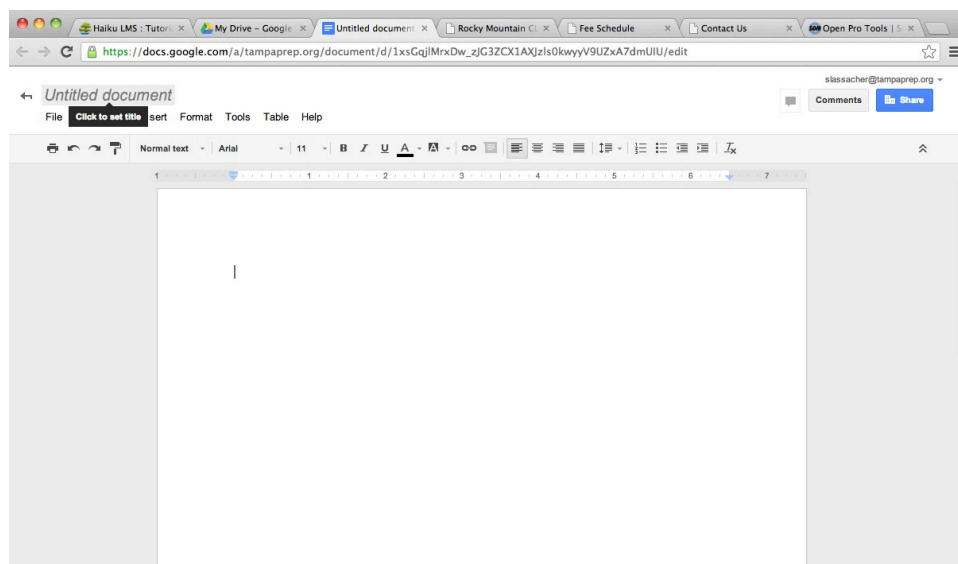


## Creating a new document, spreadsheet or presentation in Google Drive:

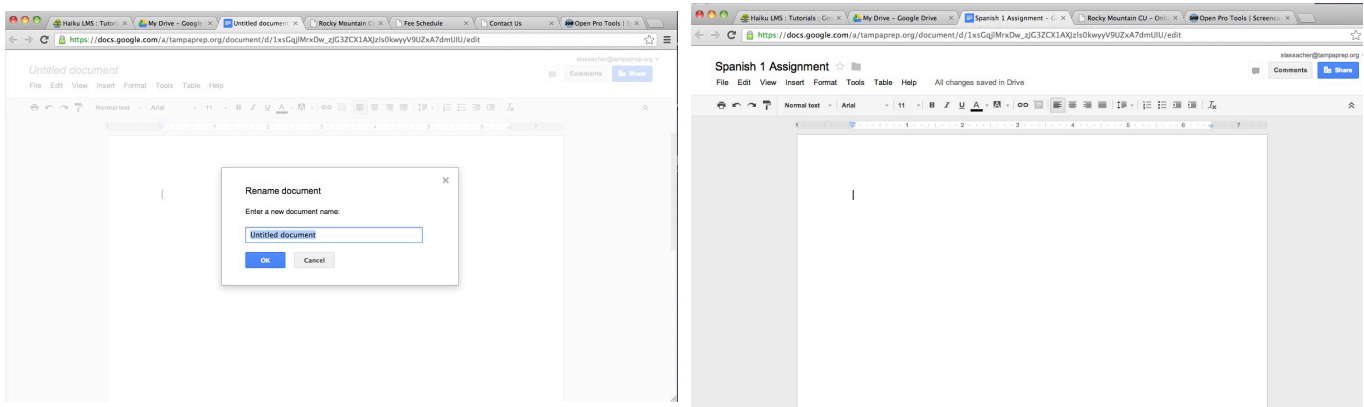
To create a new document, spreadsheet or presentation, click the red “Create” button and select the item that you wish to create from the drop down list. For the purposes of this tutorial, I will focus on documents. Select “Document” from the drop down list. This will open a blank document in a new tab on your browser.



To name the document, simply click on the words “Untitled document”. You will see a small black box that reads “Click to set title” when you mouse over the words “Untitled document”.



A box will open asking you to enter a name for the document. Type in a name and click “OK”. The name you entered should appear at the top of the document.



You have 8 menu options listed in the menu bar under the title. Below that you have a formatting toolbar available where you can adjust text size, formatting style, font style, etc. Type the document as you would any other document. Google automatically saves a copy of the document - no need to click a save button as you may be used to doing. In fact, Google autosaves the document as you are working on it. No more worries about losing all of your work if there is a power outage or your computer crashes. Other items created using Google Apps such as spreadsheets and presentations are also autosaved as you work on them. You will actually see a message next to the main menu bar next to "Help" that will tell you the autosave status. If you are collaborating on a document, all changes made by any user on a shared document will appear almost instantly and tags the edits with the user responsible for each edit. You can share a document by clicking on the blue “Share” button in the upper right corner. The Sharing Settings window will open. You can invite others to view the document by adding their names or email addresses in the box at the bottom of the window.

### **Deleting an item from Google Drive online:**

Select the items that you want to delete by clicking the box in front of it. A check mark will appear. You may then delete the selected items by clicking on the trash can icon at the top of the page, or by dragging and dropping the items to the Trash folder included in the list under “My Drive” on the left side of the screen.