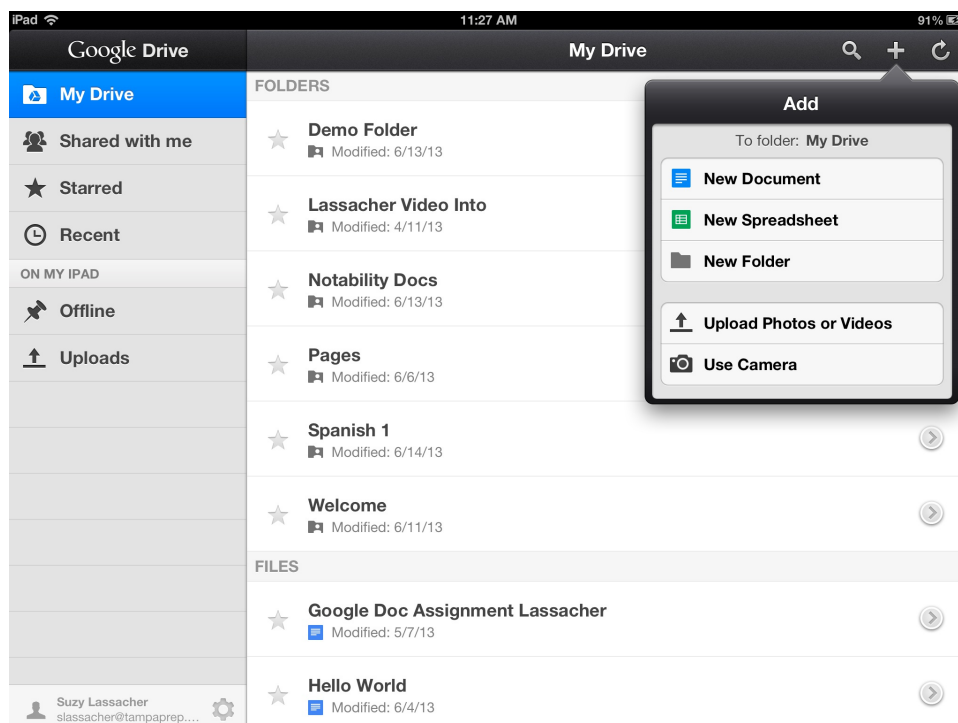


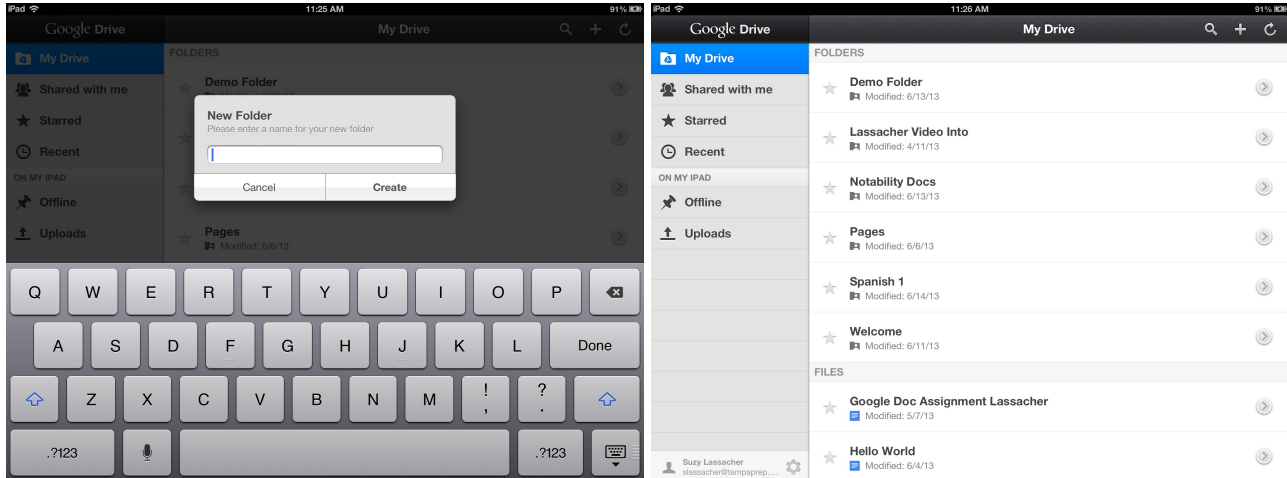
Google Drive has a free app available for download from the App Store. Click on <https://itunes.apple.com/us/app/google-drive/id507874739?mt=8> to open the webpage and then click "View in iTunes" to open the App Store and download and install the app. After the app has been installed, open the Google Drive App on your iPad and sign into Google using your Tampa Prep email account. Once you log in the first time, your login information should be stored and you should not have to re-login each time you open the app unless you restart your iPad. The app itself is very versatile and includes additional functionality that is not available in the online version that is device specific. Not only can you create documents, spreadsheets presentations, you can also use the iPad's cameras to take photos and videos from the Google Drive app and upload photos and videos to Google Drive as well

Creating a new folder:

You can create a new folder by clicking the "+" sign in the upper right corner of the window of the app. Select "New Folder" from the list that appears in the pop-up window that opens.

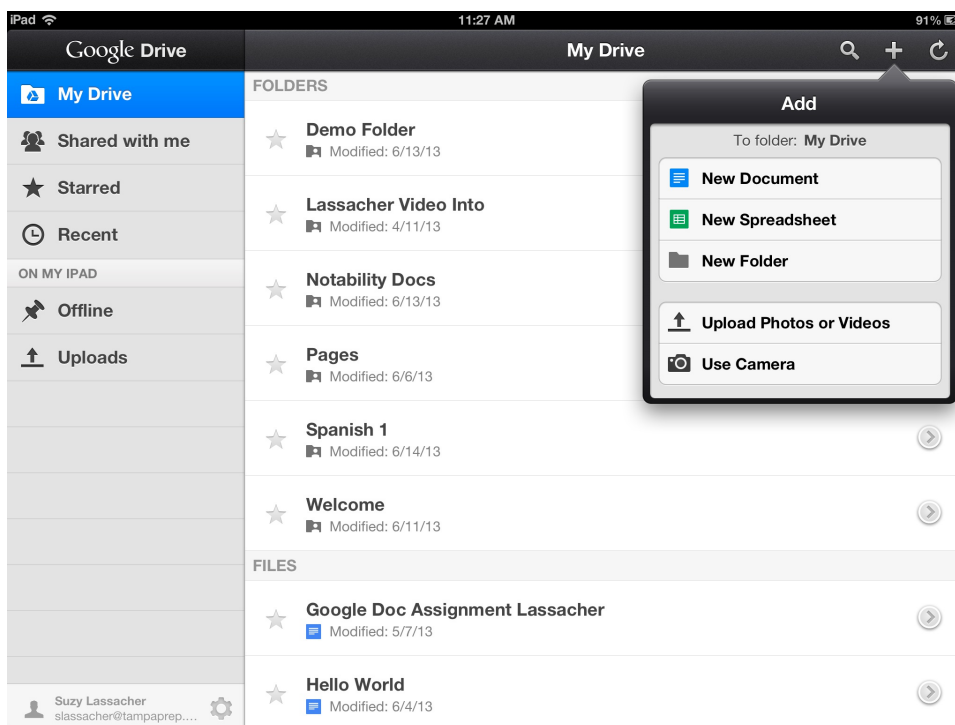


Type in a name for your new folder such as "Spanish 1" and click "Create". The new Spanish 1 folder will now appear in the list of folders on your Drive.

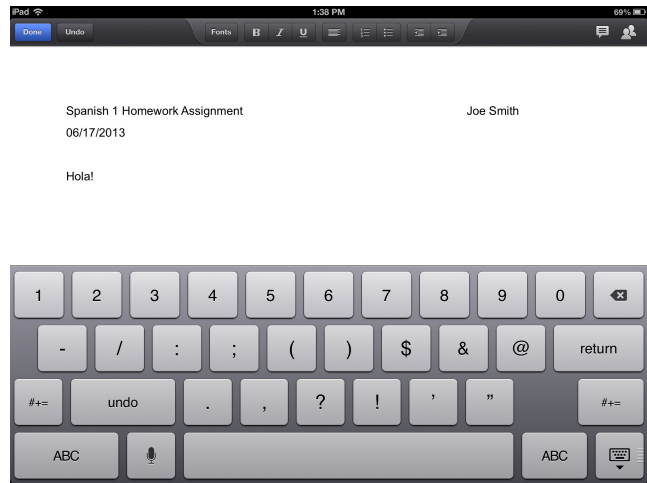
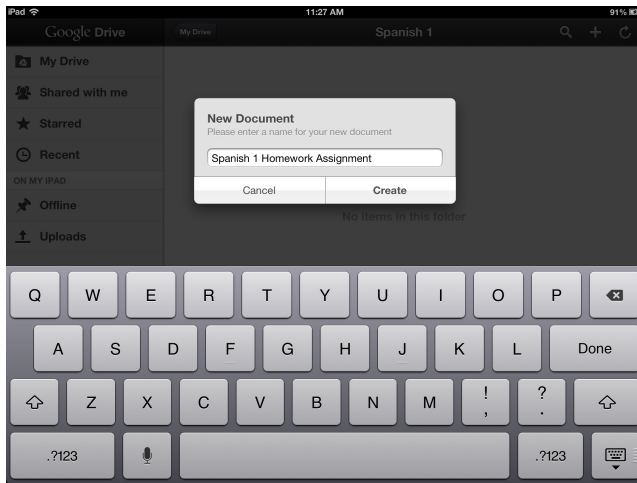


Creating a new document or spreadsheet using Google Apps from within the Google Drive app:

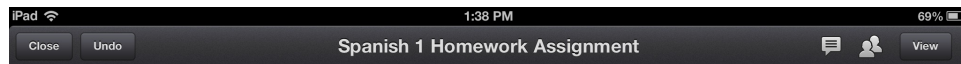
To create a new Google App document or spreadsheet from within the Google App, simply click on the plus sign ("+") located in the upper right corner of the window. Select the item that you wish to create.



Type in a name for your new document such as "Spanish 1 Homework Assignment" and click "Create". The new Spanish 1 Homework Assignment document will open and the keyboard will appear in the lower portion of the window. Enter the text for your document. When you are finished, click the blue "Done" button located in the upper left corner. The keyboard will disappear from view.



Clicking on the "View" button will open the completed document. To edit the document, click the "Edit" button located in the upper left corner of the window. Tap on the document to bring up the keyboard. Make your edits.

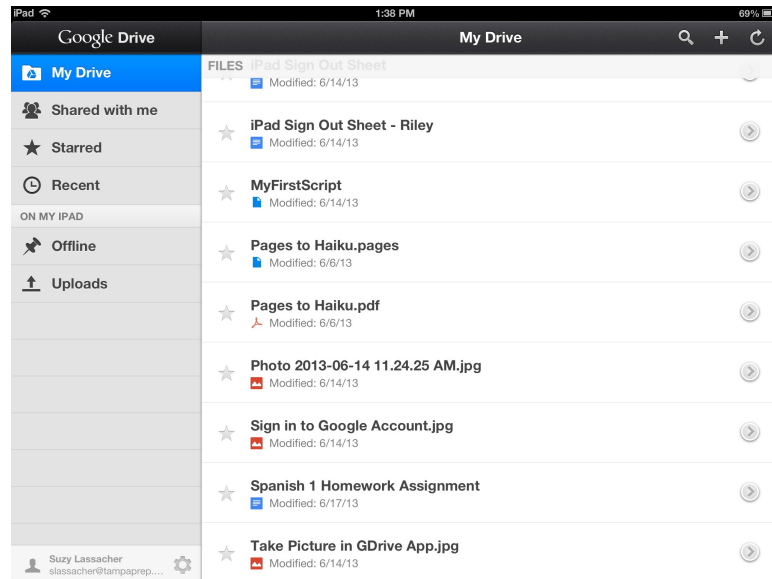


Spanish 1 Homework Assignment
06/17/2013

Hola!

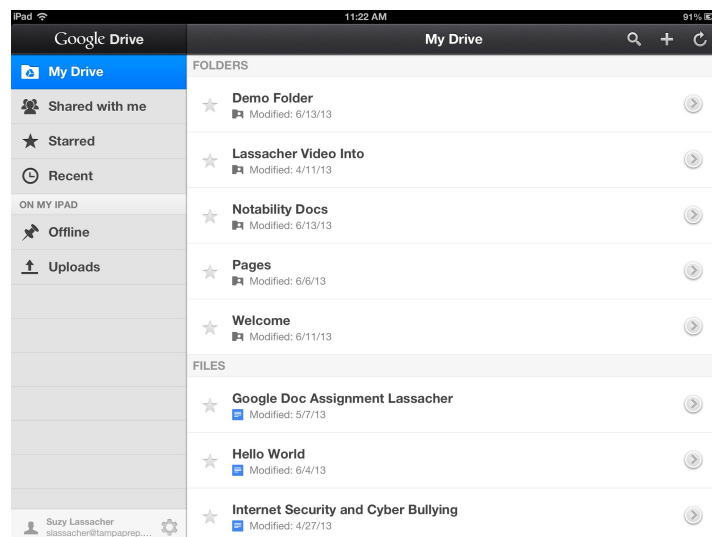
Joe Smith

When you have finished editing the document, click on the "Close" button in the upper left corner. This will take you back to your home page called "My Drive" on the Drive. You should see your completed document listed.

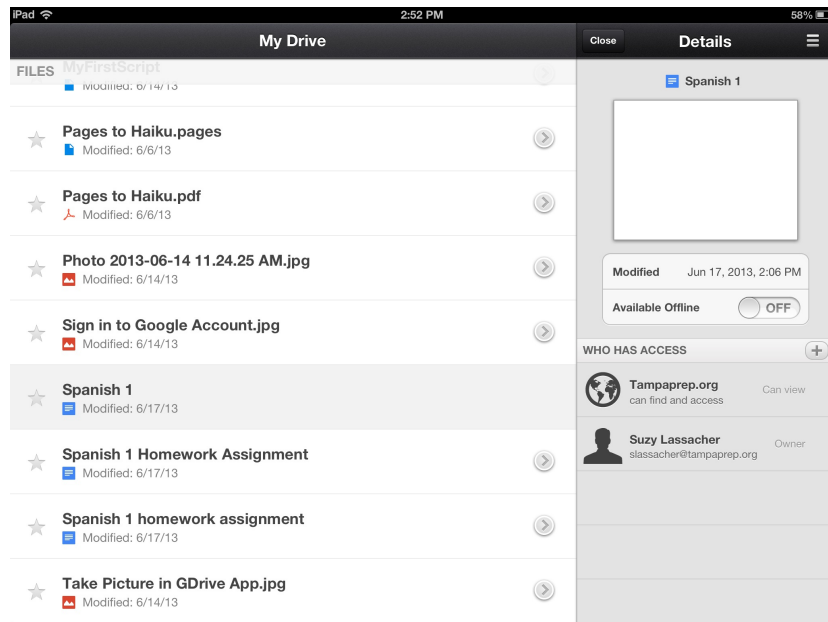


File Management on Google Drive:

You can manage your files with relative ease in the Google Drive App. You have the option to rename, delete, move or share your files. To access management options for an item on your drive, locate the item in the list and click the arrow (">") on the right side.

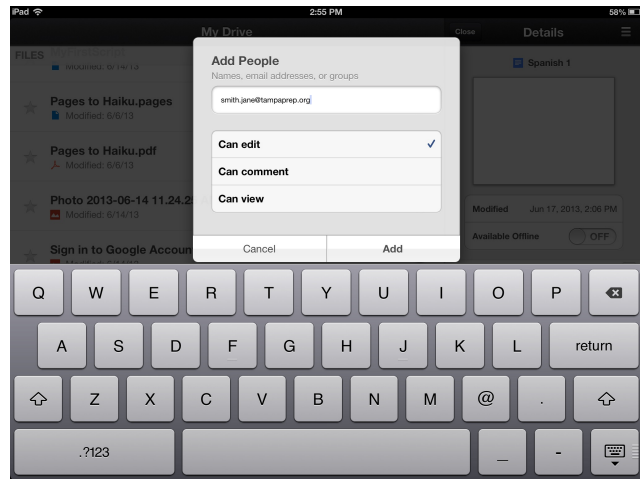
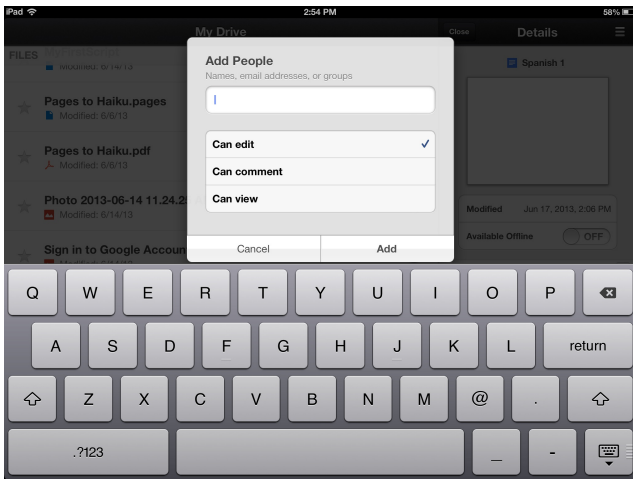


This will partition your iPad screen and you will see file or folder details listed on the right side of the screen. You can modify offline settings or set access permissions on this screen.

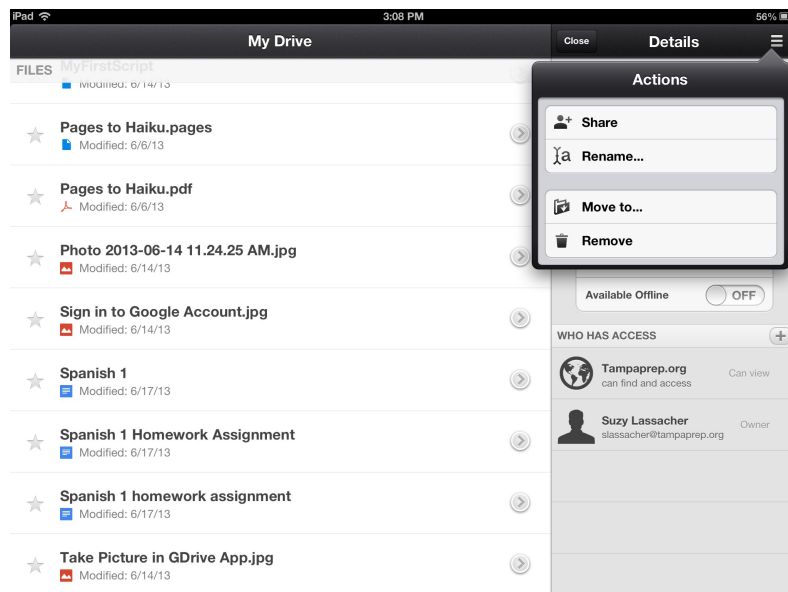


Adding permissions to edit, comment or view a file or folder:

You can easily allow people to view, edit or comment on your document, spreadsheet, etc. The bottom half of the "Details" screen reads "Who has access". Here you can see who can view your file or folder. To add additional people to the list, simply click on the "+" sign on the right side of the screen where it says "Who has access". A box that reads "Add People" will pop up. Enter the email address of the person you wish to add and select what level of access you wish to grant them. Then click "Add". The person will now be listed under "Who has access" with their permissions.

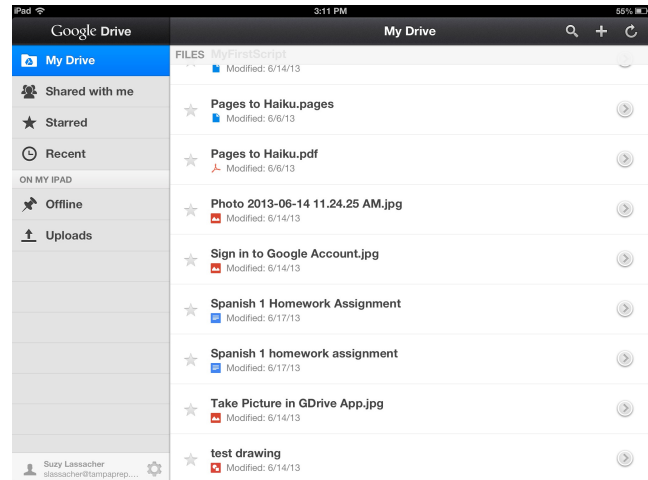
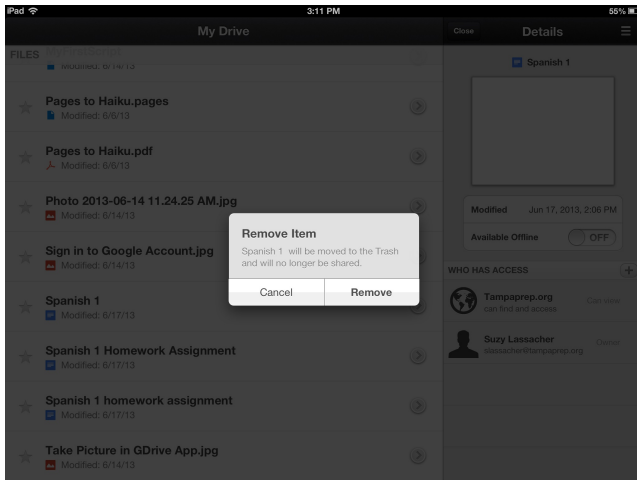


The "Details" screen also allows you to manage your files. You can opt to share, rename, move or delete the document from your drive. Click on the image of the three horizontal bars located in the upper right.



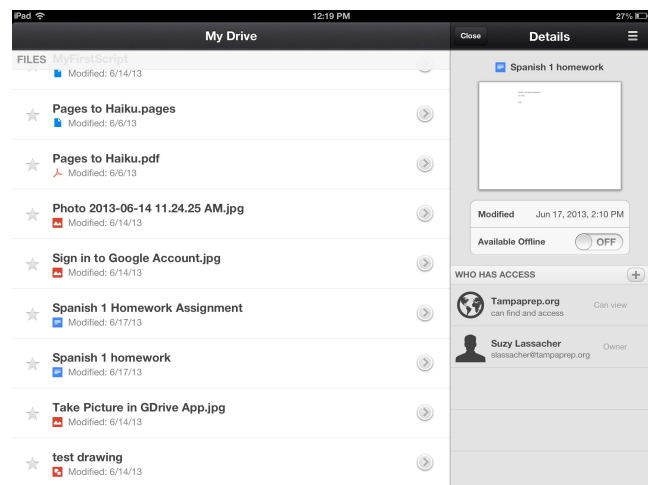
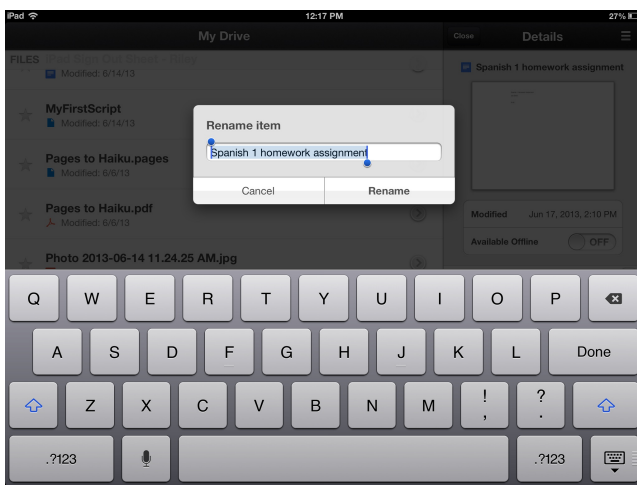
Deleting a file or folder:

To delete a file or a folder, click on the image of the three horizontal bars located in the upper right and select "Remove" from the list of options. This will open a small window asking you to confirm deletion of the selected file. If you are sure that you want to delete the item, click "Remove" to delete the selected item from your drive. After you select remove, My Drive will reopen and the folder will have been removed from the list.



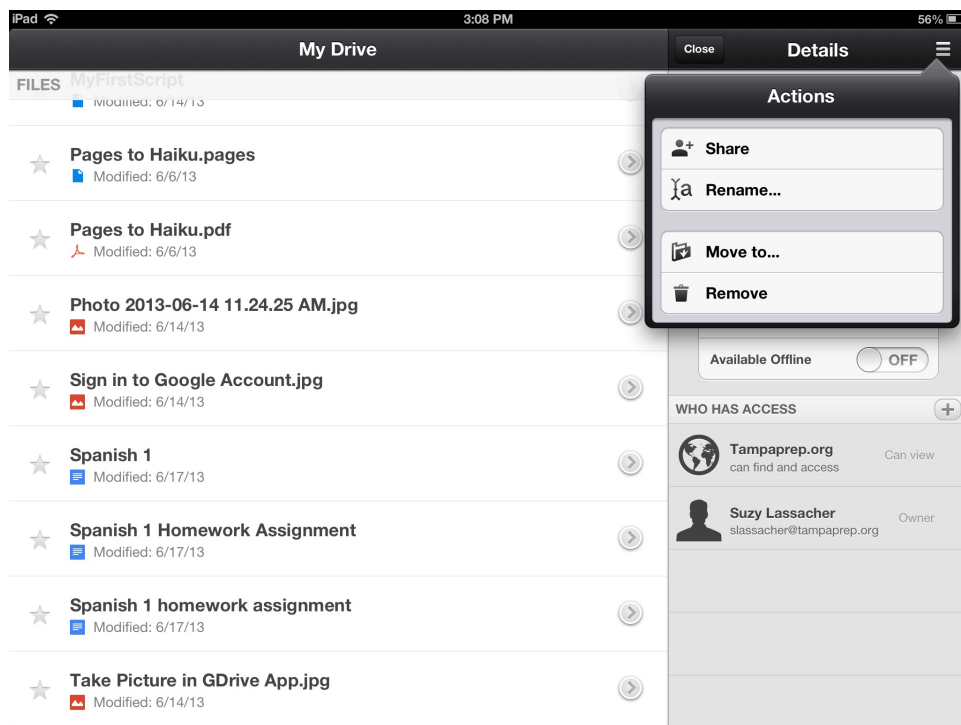
Renaming a file or folder:

To rename a file or a folder, click on the image of the three horizontal bars located in the upper right and select "Rename" from the list of options. This will open a small window asking you to enter a new name for the selected item. Enter the new name for the item in the text box and click "Rename". You should see the renamed item in your list on My Drive.

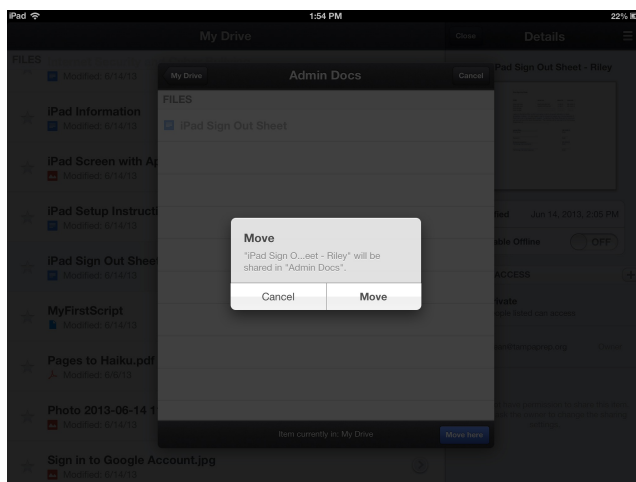
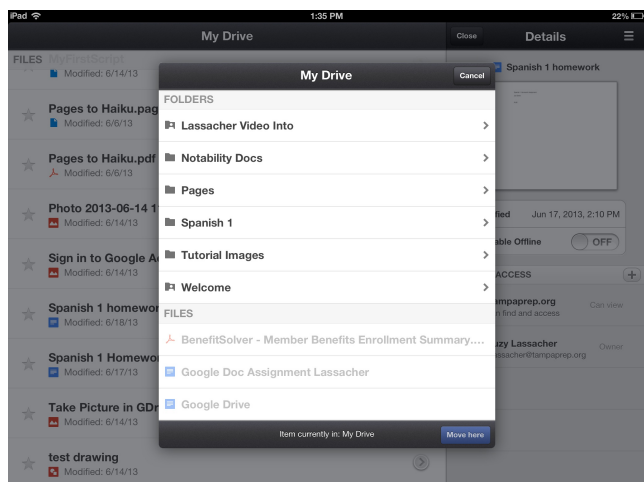


Moving a file:

To move an item to a folder on your Google Drive, click on the item that you wish to move. Next, click on the image of the three horizontal bars located in the upper right and select "Move to" from the list of options.



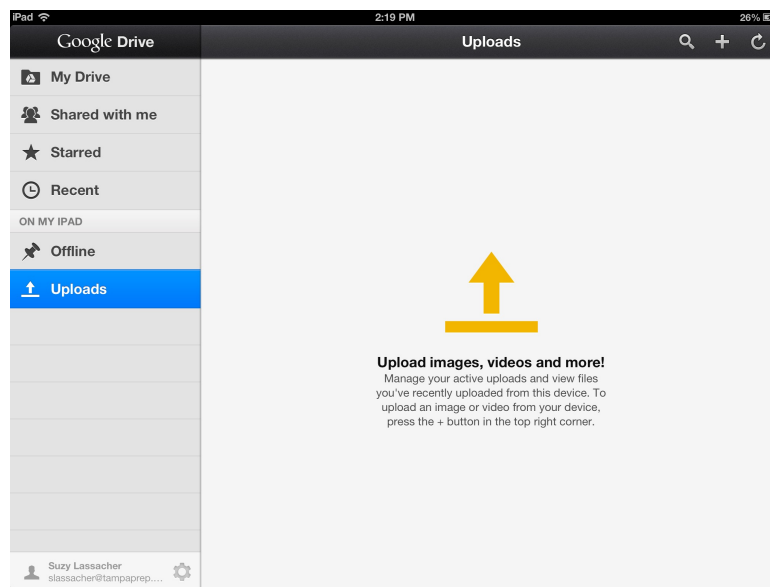
This will open a small window in the center of your screen listing the contents of your Drive. Select on the destination folder and then click the blue "Move here" button on the bottom right of the screen. Note: in some instances when a file is shared, a small window will open telling you that the item that you wish to move will be shared in the destination folder. Click the blue "Move" to complete the transfer.



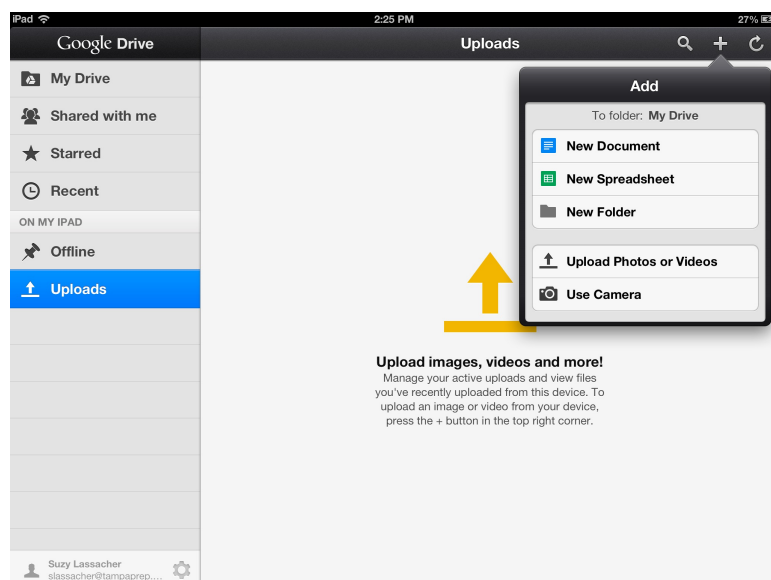
The item has now been moved into the new folder. It is always a good idea to open the destination folder to ensure that the item transferred successfully.

Uploading files, images and videos:

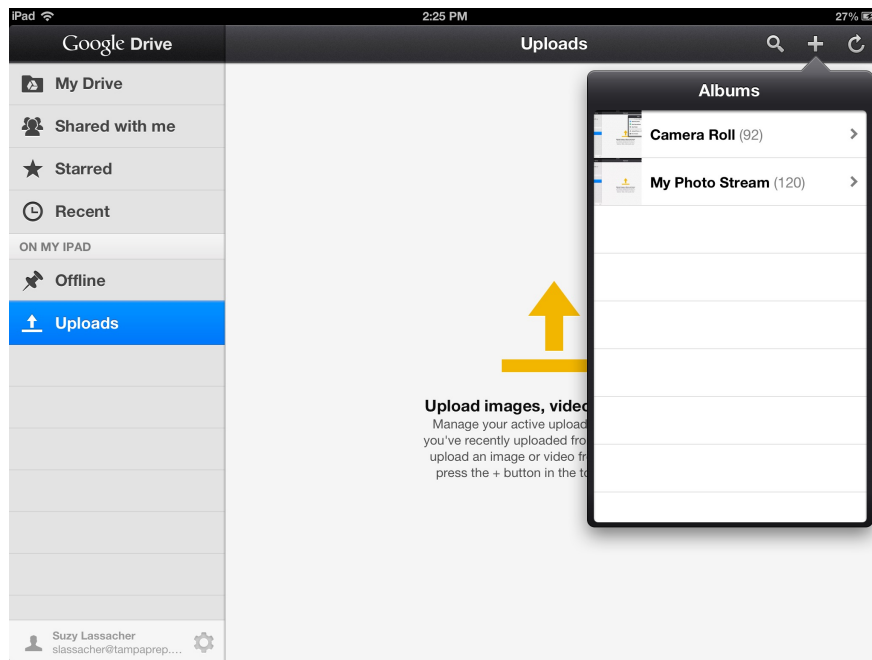
You also have the ability to upload files, images and videos from your iPad to Google Drive using the Google Drive app. Open the Google Drive app and locate "Uploads" in the list on the left. Select "Uploads". You will see a screen that has a large yellow arrow pointing upwards with text underneath it. To upload items from your iPad, click on the "+" button at the top right of the screen.



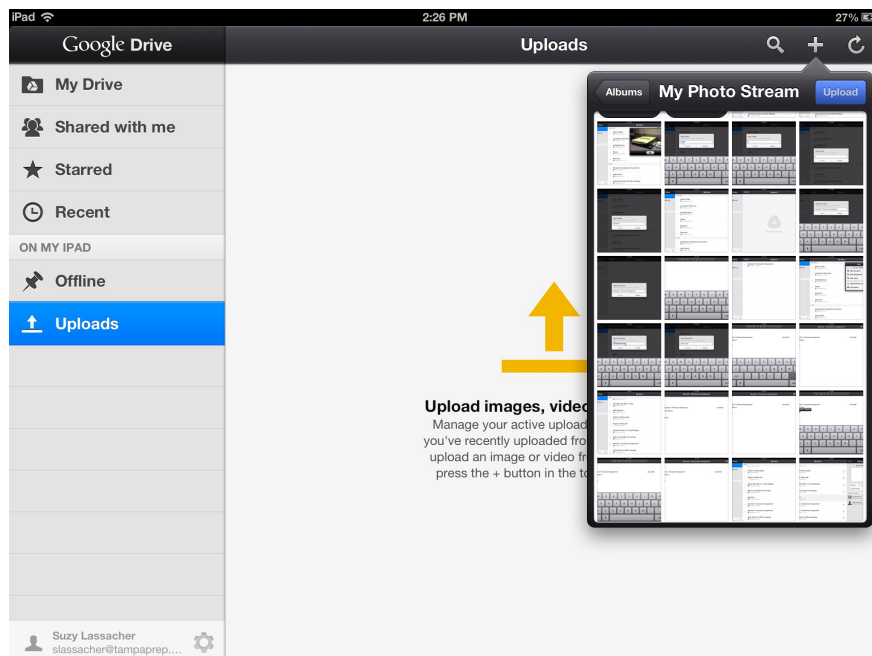
Select "Upload Photos or Videos" from the list.



Select the album that houses the photo or video you wish to upload.



Select the photo or video that you wish to upload and click the blue "Upload" button in the upper right corner.



The item that you uploaded will appear under "Uploads, Recent Uploads" on your Drive.

