

Google Drive Tutorial

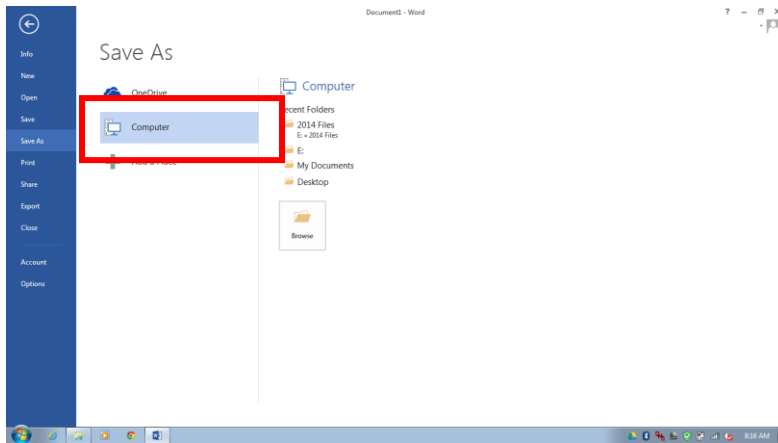
SAVING TO GOOGLE DRIVE

1 - Click the disk icon in the upper left-hand corner of the

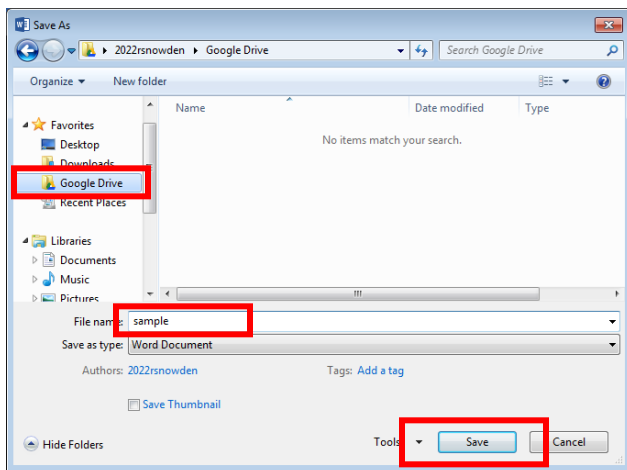


window.

2 - Choose COMPUTER from the SAVE AS window.



3 - Click on GOOGLE DRIVE under the FAVORITES folder.



4 - Enter the name for the document.

5 - Click SAVE.

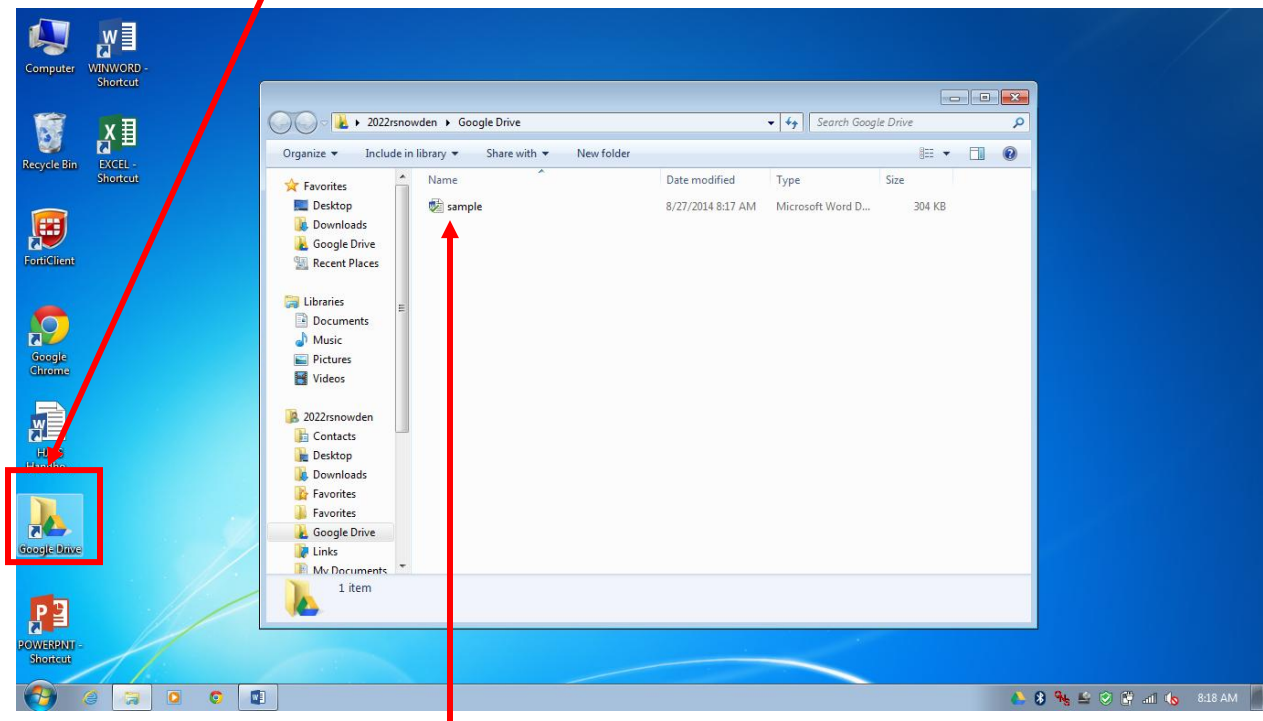


Remember to save your work often ... just click the disk icon in the upper left-hand corner of the window and it will save it under the same name.

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OPENING A FILE FROM GOOGLE DRIVE

1 - Double click the Google Drive icon on your desktop.



2 - Double-click on the file you want to open and wait for it to open.