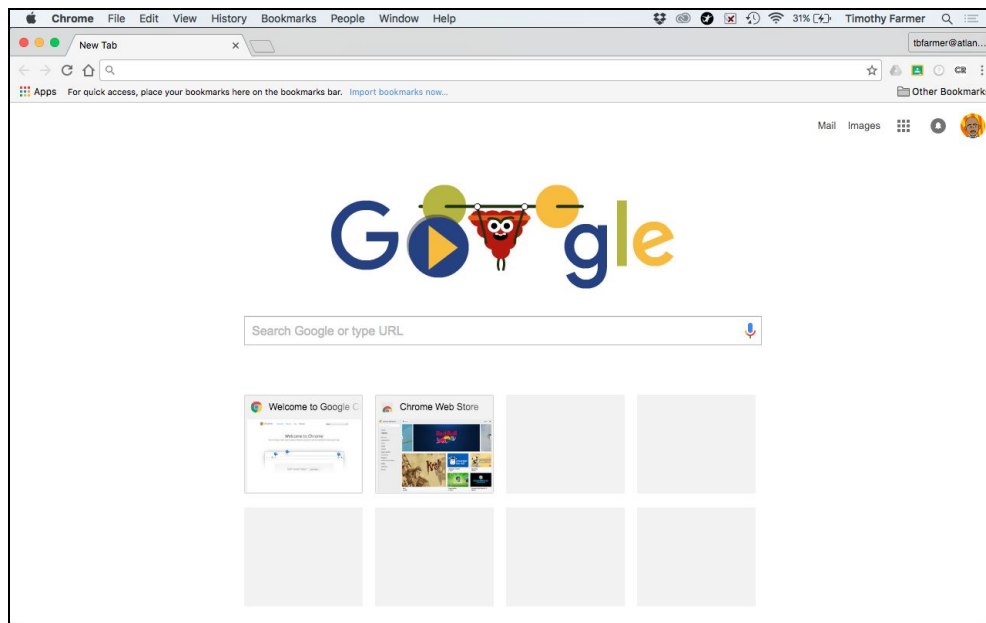


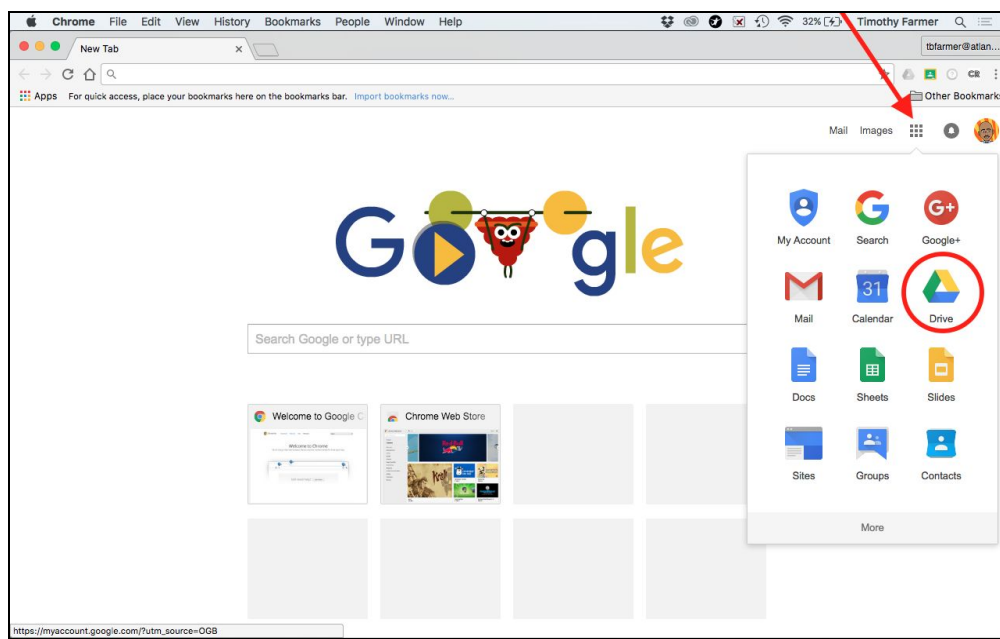
# Google Drive Basics

## Accessing Google Drive

**Step 1:** Go to [www.google.com](http://www.google.com). Make sure you're already logged into Google Chrome. (Click [here](#) to view the quick guided entitled "Signing in to Google Chrome for Teachers.") If you're logged into Chrome, you'll see your profile picture or first initial in the upper right corner.

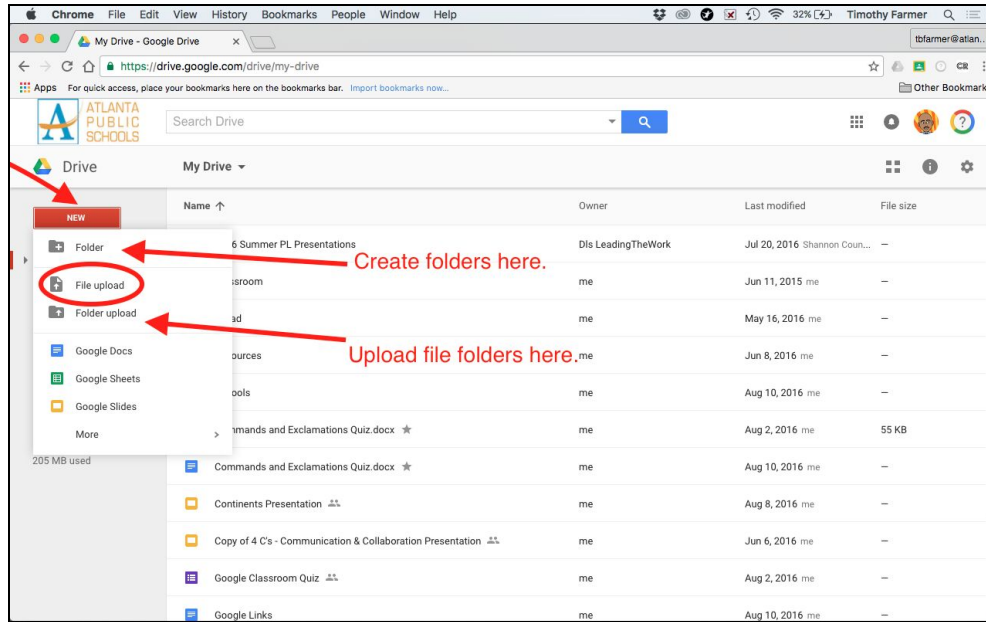


**Step 2:** Click on the app launcher (waffle). From the application menu, click on "Drive."

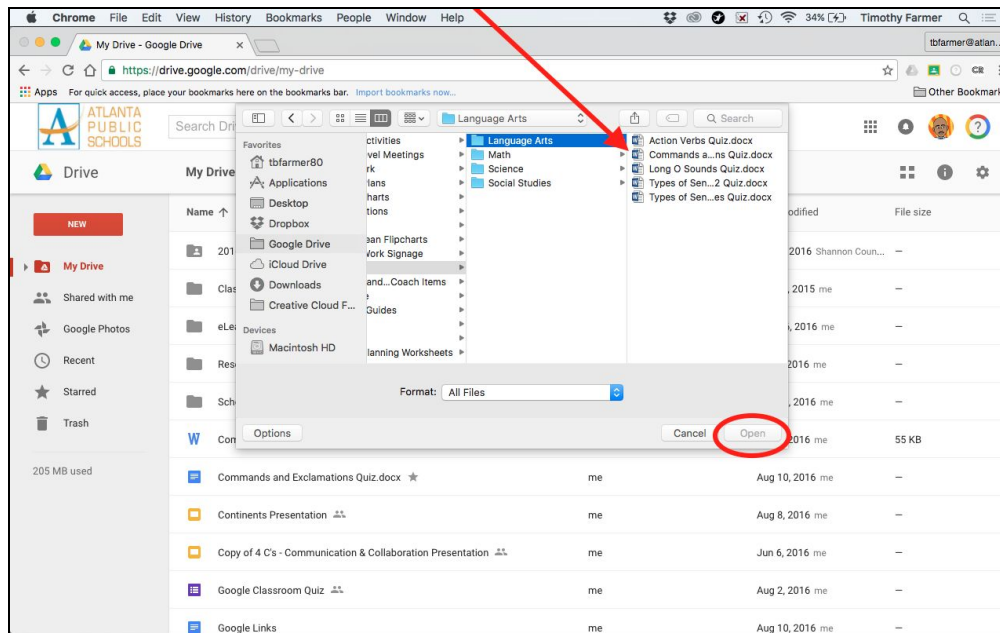


## Uploading Files

**Step 1:** Click on the red “New” button in the left side menu. Then, click on “File Upload.” You can also create folders to organize your files and upload file folders from your computer.



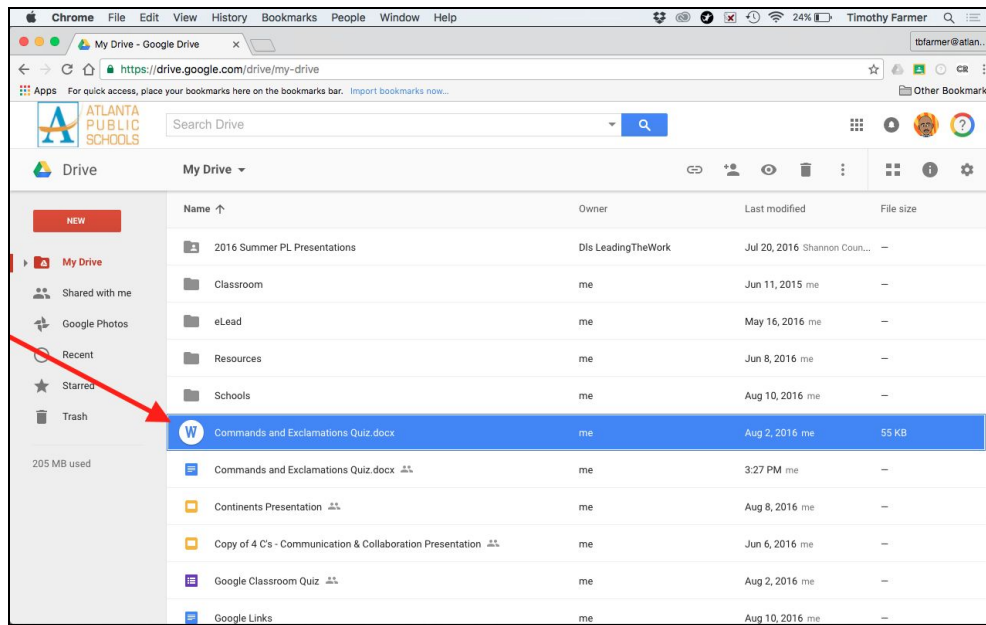
**Step 2:** Once you click on “File Upload,” the files from your computer will appear. Select a file to upload and click “Open.” The file will be uploaded to the main page of your Google Drive account.



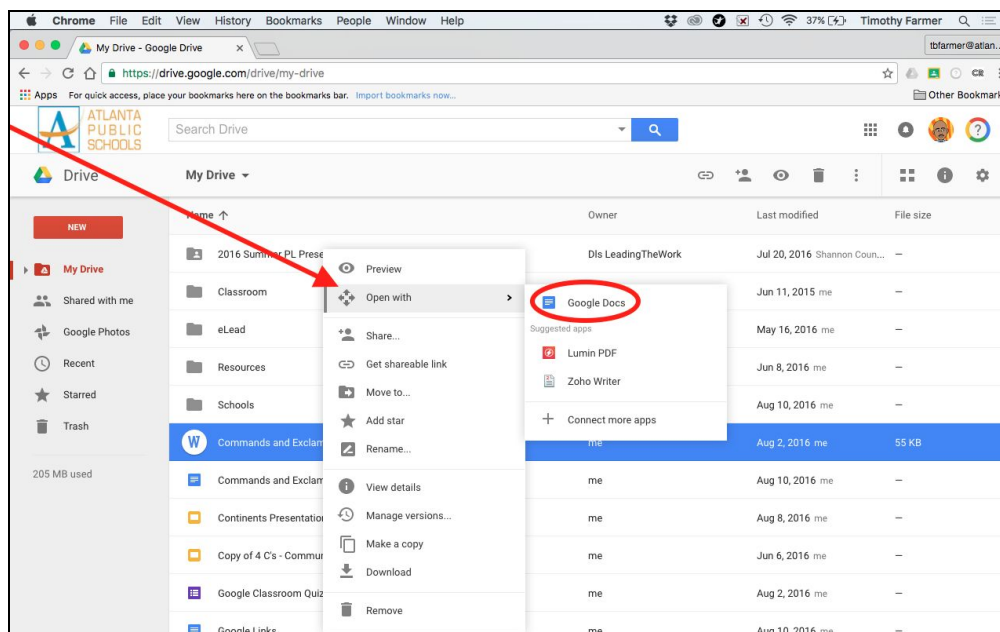
## Converting Files

If you upload Microsoft Office documents (Word, Excel, PowerPoint) to your Google Drive, they can be converted to Google applications (Docs, Sheets, Slides), which are editable online.

**Step 1:** Select a Microsoft Office document that you'd like to convert to a Google application. I've selected a Word document below as an example.

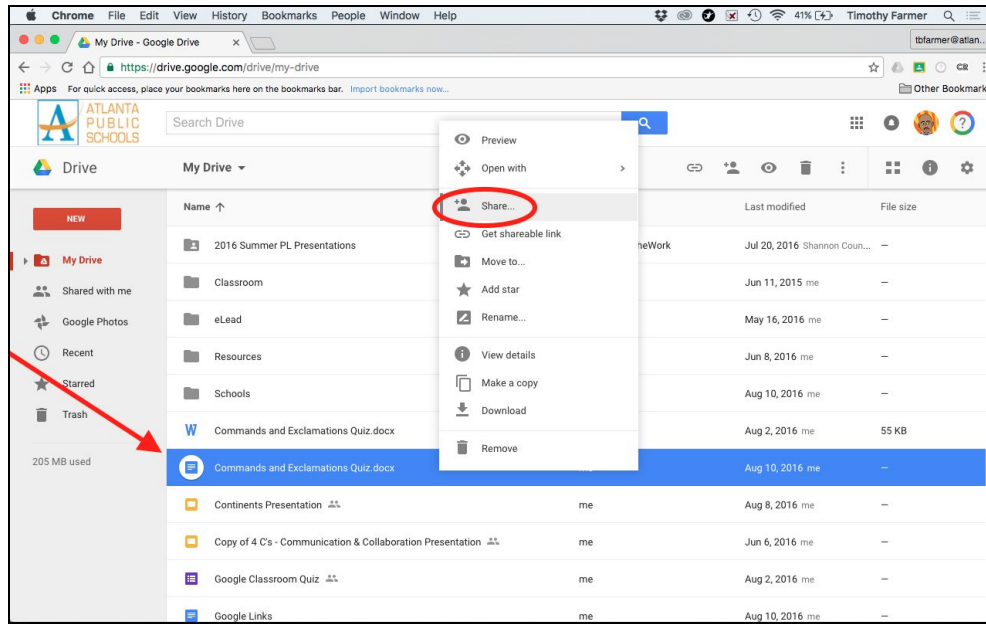


**Step 2:** Right click on the file and a menu will appear. From the menu, select "Open With." In the submenu that appears, click on "Google Docs." The Word Document will be converted into a Google Doc which is editable online and saves automatically in read time.

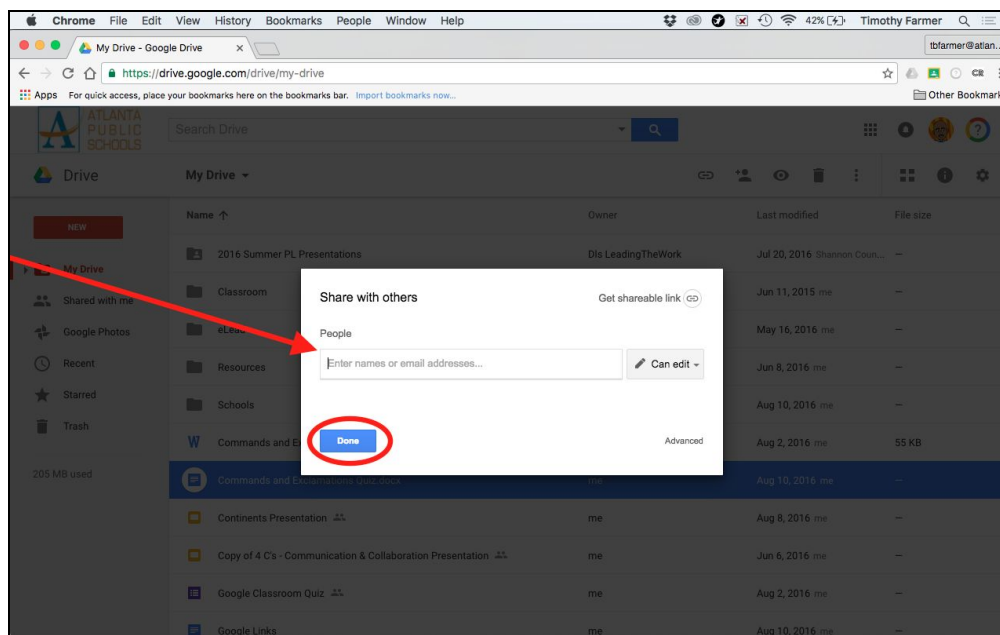


## Sharing Files

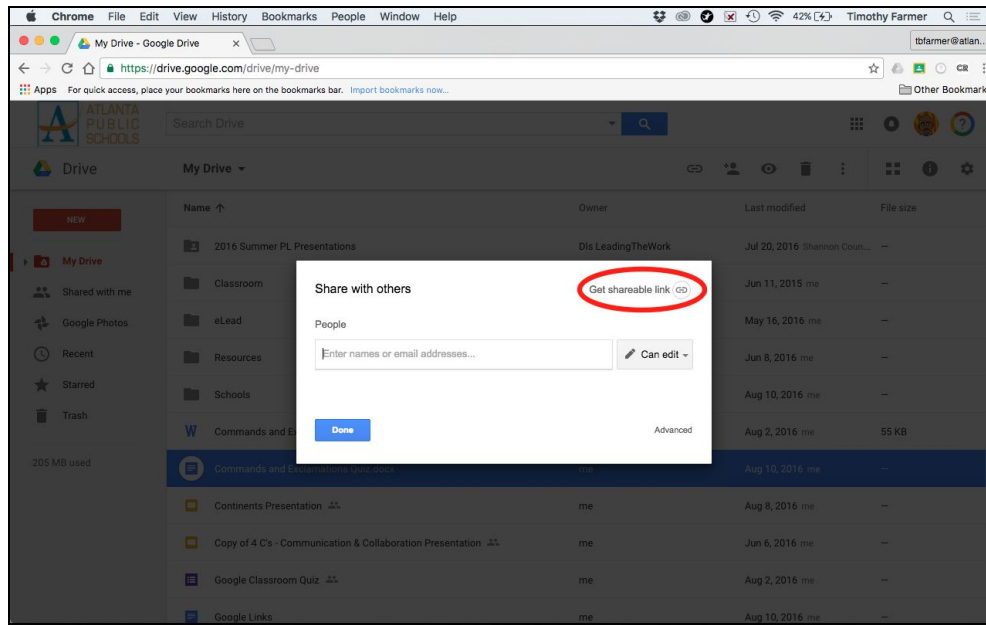
**Step 1:** Select the document that you want to share. Right click on it and select “Share.”



**Step 2:** Enter the email APS username of the person who you want to share the document with. You can enter multiple usernames to share a document with multiple people. Then, click “Done to share the document. The person with whom you are sharing a document will get an email notification. **APS users will need to be signed into their account to access the file.**



**Step 3:** You can also share a document by getting a link. In the share popup box, click on “Get Sharable Link.”



**Step 4:** Click on the arrow to the right of “View” to show all of the sharing options.

