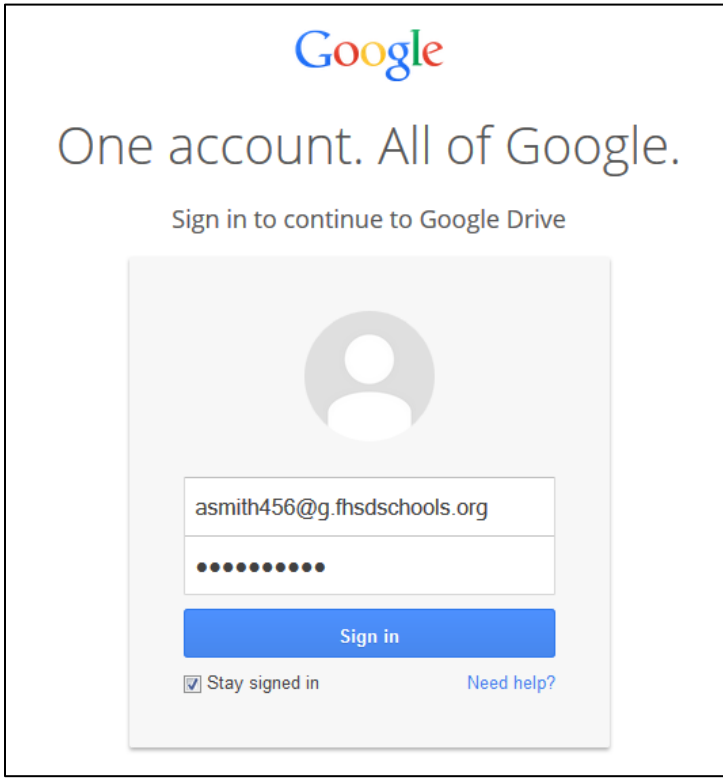


How to Use Google Drive

Student Instructions to access Google Drive



1. Go to **drive.google.com**
2. Enter your username and password

Username:

astudent456@g.fhdschools.org

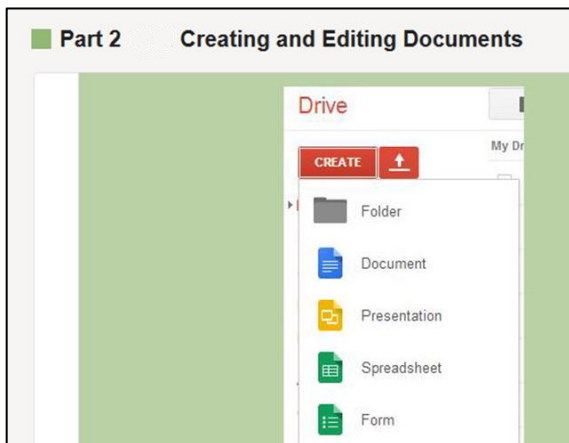
(first initial last name last three digits of student number@g.fhdschools.org)

Password: Fhsd#####

(use your student number instead of #####)

3. You will be prompted to change your password after you login in for the first time. We suggest using your school computer password.
4. Now you are ready to use Google Drive!

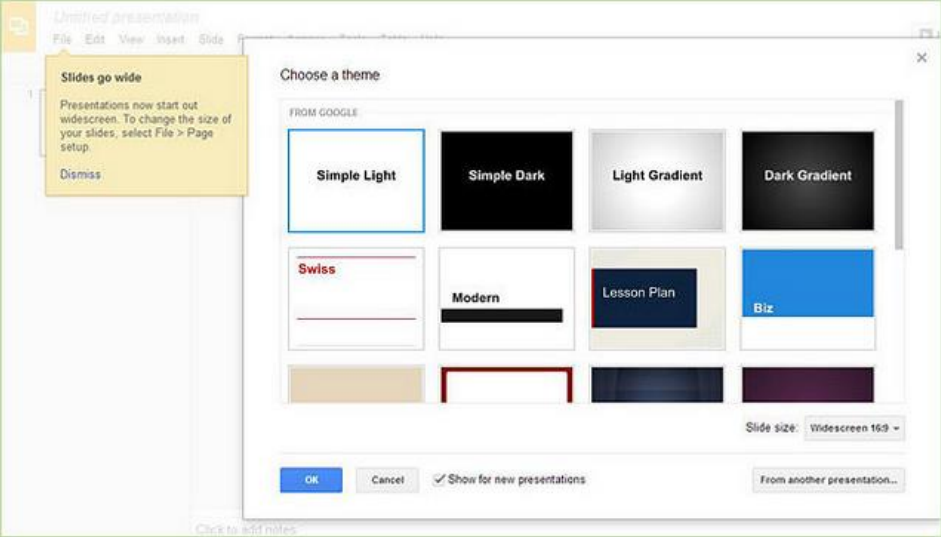
Create Files in Google Drive



1 Click the **CREATE** button. A menu will appear that allows you to choose what type of document you want to create. You have several options by default, and more can be added by clicking the "Connect more app" link at the bottom of the menu:

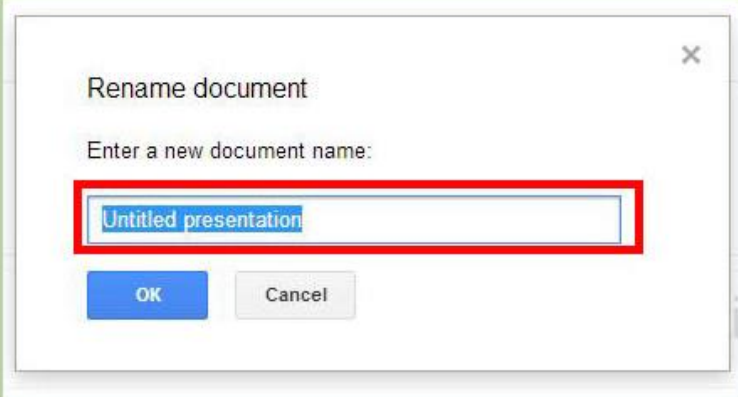
- Folder – This creates a folder in your My Drive for file organization.
- Document – This creates a blank word processor document. You can adjust formatting and page setup using the tools and menus at the top of the document. You can export documents into Microsoft Word, OpenOffice, PDF, and other formats.
- Presentation – This opens the Google Drive equivalent of Microsoft PowerPoint. Files can be exported as Microsoft PowerPoint, PDF, JPG, and other formats.
- Spreadsheet – This creates a blank spreadsheet. Spreadsheets can be exported as Microsoft Excel, OpenOffice, PDF, CSV, and other formats.
- Form – This allows you to create forms that can be filled out online. Forms can be exported to CSV files.

Create Files in Google Drive Continued



The screenshot shows the 'Choose a theme' dialog box in Google Drive. The dialog is titled 'Choose a theme' and has a close button (X) in the top right corner. It features a grid of theme thumbnails under the heading 'FROM GOOGLE'. The themes include 'Simple Light', 'Simple Dark', 'Light Gradient', 'Dark Gradient', 'Swiss', 'Modern', 'Lesson Plan', and 'Biz'. At the bottom right, there is a 'Slide size' dropdown menu set to 'Widescreen 16:9'. At the bottom, there are 'OK', 'Cancel', and 'Show for new presentations' (checked) buttons, along with a 'From another presentation...' link.

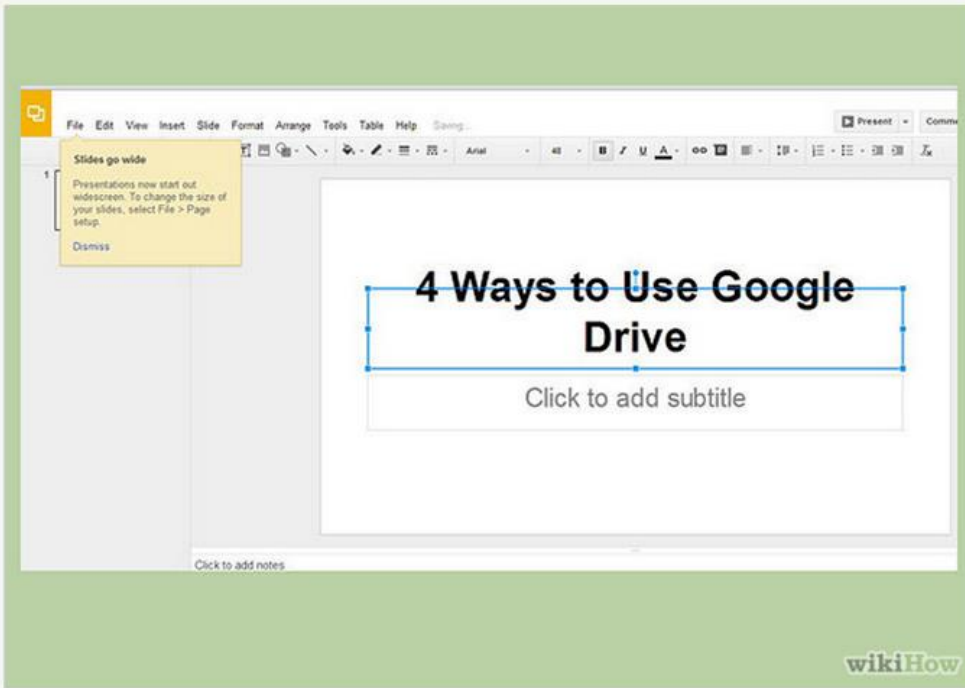
2 Create a new file. Once you've selected your document type, you will be taken to your blank document. If you chose Presentation or Form, you will be greeted by a wizard that will help you configure the feel of your document.



The screenshot shows the 'Rename document' dialog box. The title is 'Rename document' with a close button (X) in the top right. Below the title, it says 'Enter a new document name:'. A text input field contains the text 'Untitled presentation', which is highlighted in blue. A red rectangular box is drawn around the input field. At the bottom, there are 'OK' and 'Cancel' buttons.

3 Name the file. At the top of the page, click the italic gray text that says "Untitled <file type>". When you click it, the "Rename document" window will appear, allowing you to change the name of your file.

Edit Files in Google Drive

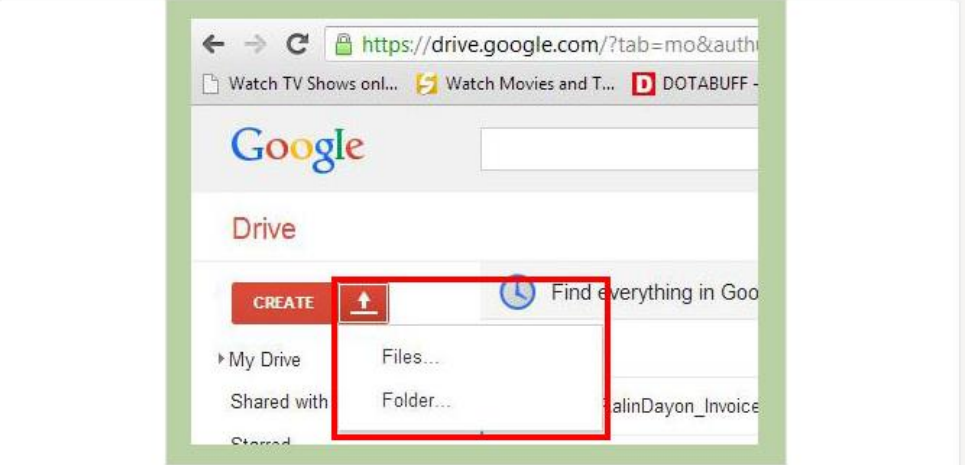


4 Edit your document. Begin writing your document as you would in its commercially-equivalent. You will most likely find that Google Drive has most of the basic features, but advanced features you may be used to are not available.

- Your document saves automatically as you work on it.

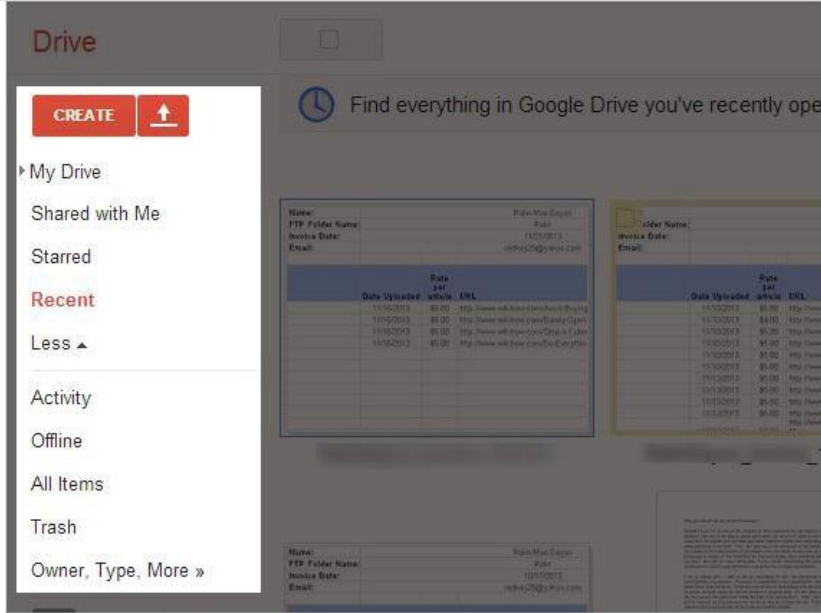
wikiHow

Add Files to Google Drive



2 Add files to your drive. There are two ways to add files to your drive. You can create Google Drive documents, or you can upload files from your computer. To create a new file, click the CREATE button. To upload a file, click the “Up Arrow” button next to the CREATE button.

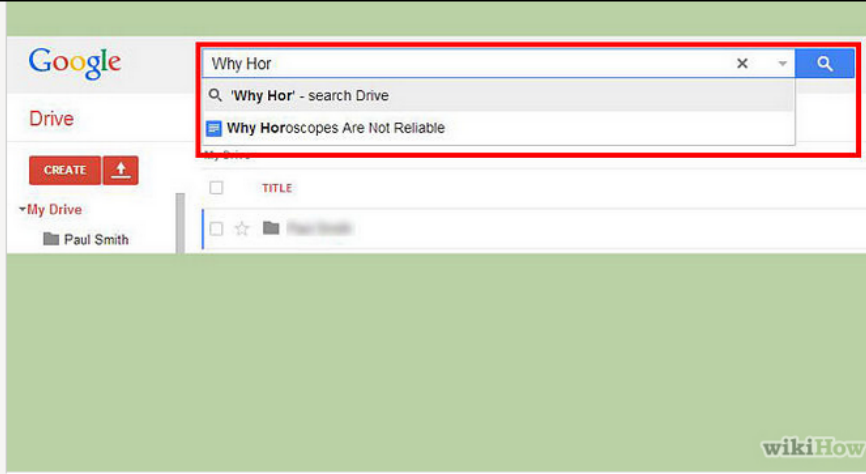
Navigate Files in Google Drive



The screenshot shows the Google Drive interface. On the left, there is a navigation bar with the following options: My Drive, Shared with Me, Starred, Recent, Less (with a downward arrow), Activity, Offline, All Items, Trash, and Owner, Type, More (with a rightward arrow). At the top left, there are 'CREATE' and 'upload' buttons. The main area shows a search bar with the text 'Find everything in Google Drive you've recently opened'. Below the search bar, there are several document thumbnails, each with a table of data. One table has columns for 'Date Uploaded', 'File Size', and 'URL'. Another table has columns for 'File Name', 'Access Date', and 'Email'.

4 Use the navigation bar on the left side to browse your files. “My Drive” is where all of your uploaded files and folders are stored. “Shared with Me” are documents and files that have been shared with you by other Drive users. “Starred” files are files that you have marked as important, and “Recent” files are the ones you have most recently edited.

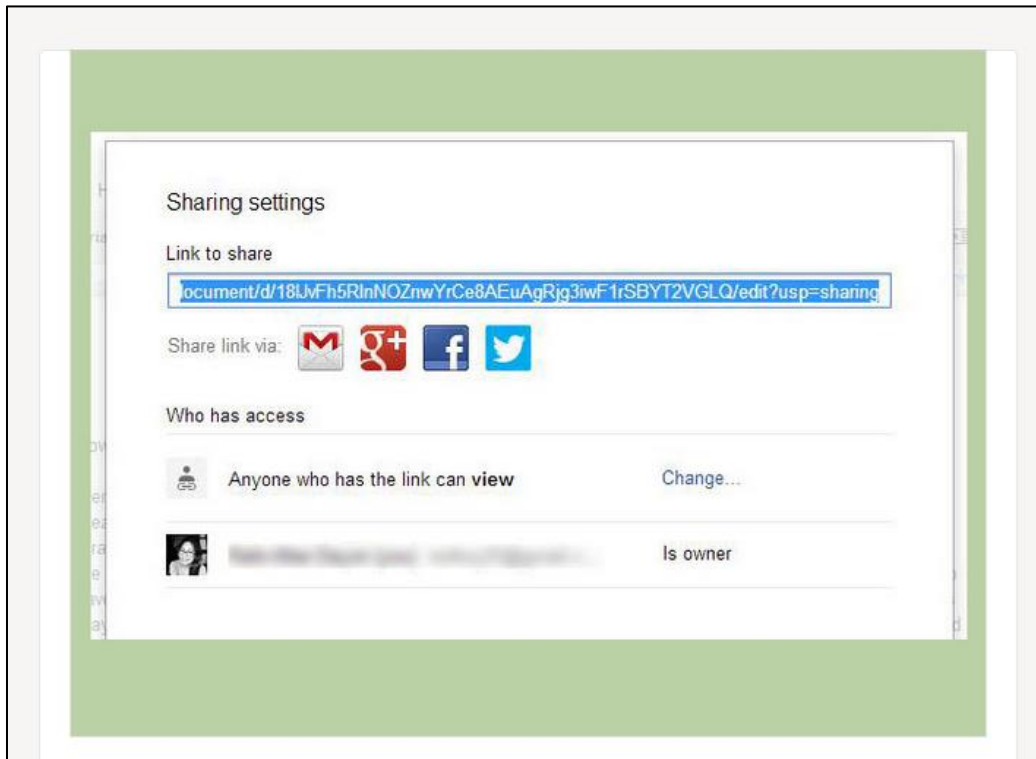
Search Files in Google Drive



The screenshot shows the Google Drive search bar at the top of the page. The search bar contains the text 'Why Hor' and has a search icon on the right. Below the search bar, there are two search results: 'Why Hor - search Drive' and 'Why Horoscopes Are Not Reliable'. The search bar and results are highlighted with a red box. The background shows the Google Drive interface with the navigation bar on the left and a document thumbnail with the text 'wikiHow' visible.

5 Search for files. You can search through your Google Drive documents and folders using the search bar at the top of your page. Google Drive will search through titles, content, and owners. If a file is found with the exact term in the title, it will appear under the search bar as you type so that you can quickly select it.

Share Files in Google Drive



6 Share your document. Click File and select Share, or click the blue Share button in the upper right corner to open the Sharing settings. You can specify who can see the file as well as who can edit it.

- Give the link at the top to the people you are sharing the file with. You can use the buttons below to quickly share via Gmail, Google+, Facebook, or Twitter.
- Change who has access to the document by clicking the "Change..." link. By default, the document is private and you must invite people for them to have access. You can change this to allow everyone who has the link, or to open and searchable by the entire internet.
- Invite people to edit your document by entering their contact information into the "Invite people" field. Invited users must sign in to Google Drive in order to access the document.
- Change invited people's access by clicking the blue link next to each to their names. You can allow them to edit the document or just be able to view it.