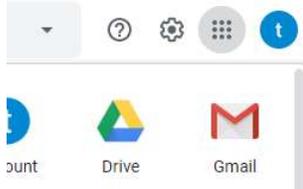




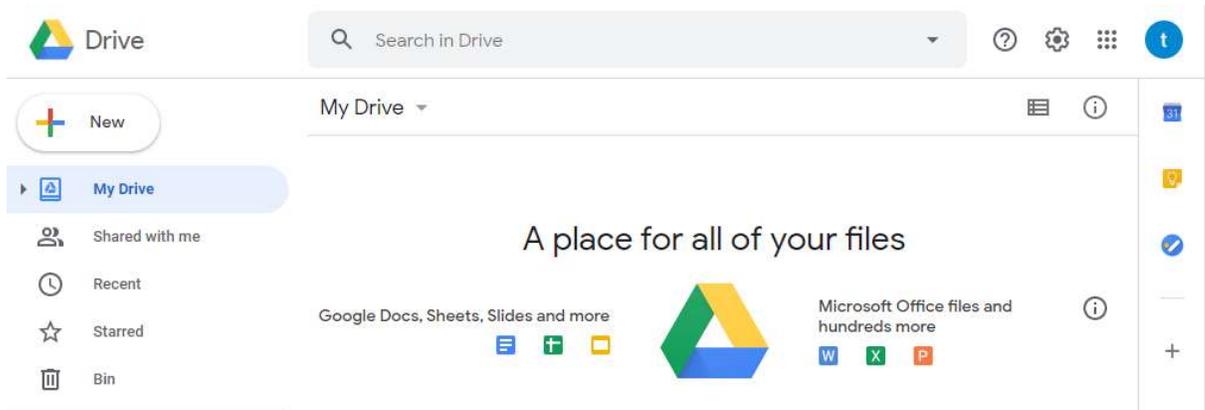
For the following, it is assumed that the user already has a google account and the computer being used is already logged in to that account.

Here are the basic steps you need to take in order to: Use the cloud-based Google Drive

1. Point your browser to google.com in order to show the quick access icons on the top right of your window.
2. Click the "apps" icon (little grid with 9 squares), and then click the "Drive" icon

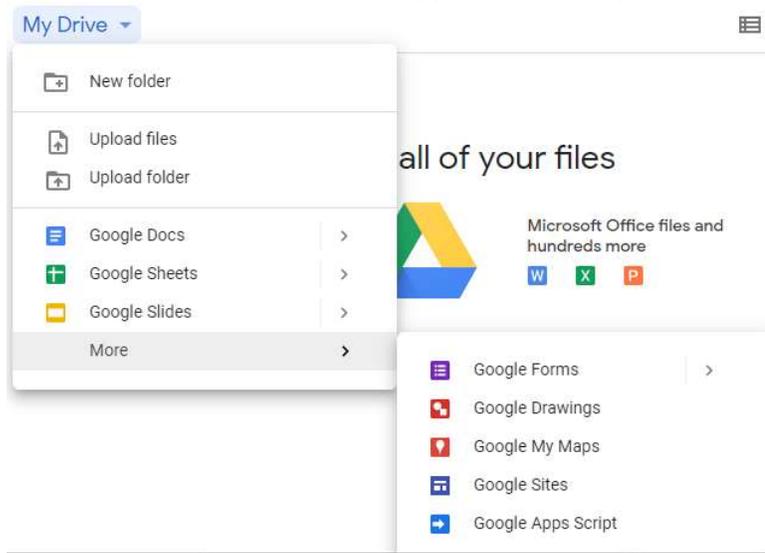


3. The basic file manager will open up and show a list of locations on the left panel and the contents of the selected location on the main window area



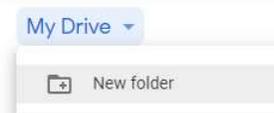
4. This is the "base" of your cloud account and the one place that you can have access to all the files associated with your account. Click on any of the items on the left to see the main area change and view the contents.
5. Organization of your files is important as a single area can quickly get cluttered with a lot of files. Just like on our personal computer, we have to create a folder structure and each folder can be related to a specific aspect of our life (personal, professional, university, etc.).

6. If you click the "My Drive" that appears in the top of the main area, a pop up appears

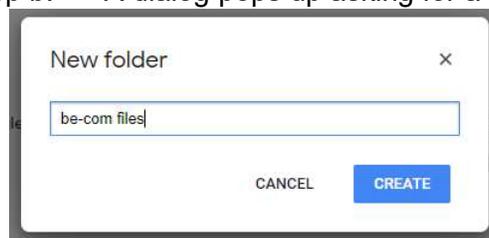


7. This is your starting point to anything and everything in your google drive
- Use the "new folder" to create a new folder
  - If you like to upload "files" or "folders" from your current location use the appropriate commands.
  - To create new 'productivity-related' files use the Docs, Sheets or Slides commands
  - If you want to access more, use the More command (as seen above)
8. To demonstrate to you how this works I will create a folder called 'be-com files' in that folder I will create another folder called 'documents' and in that folder I will create a document called 'sample.doc' to write some text. The following is the sequence of captures to demonstrate

Step a. Click on the 'My Drive' text and select the 'New folder' command

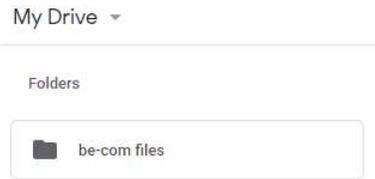


Step b. A dialog pops up asking for a folder name, Enter a name and click create



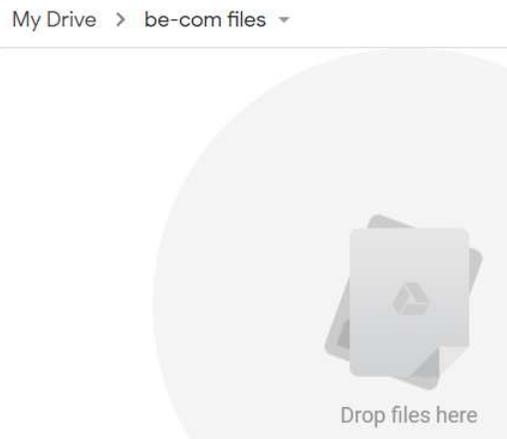
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Step c. The folder appears. Double click the 'be-com file' folder to open it.



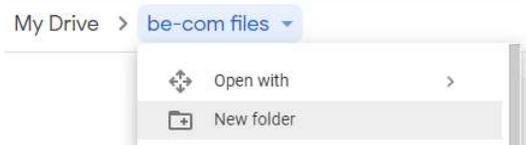
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Step d. The folder opens up (the structure My Drive > be-com files is shown)



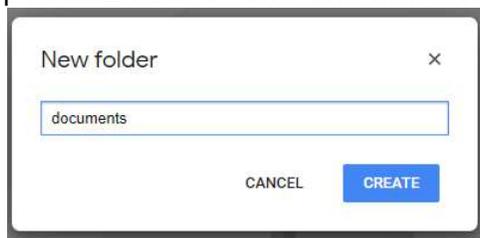
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Step e. Create a subfolder in 'be-com files' by clicking and selecting 'new folder'

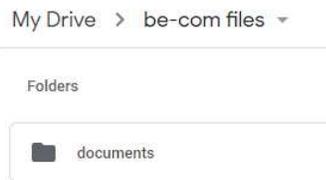


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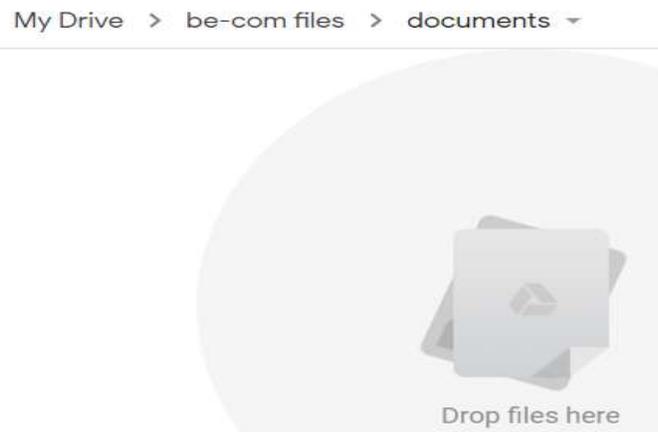
Step f. Enter the name and click the 'Create' button



Step g. The folder is created and appears in the listing underneath



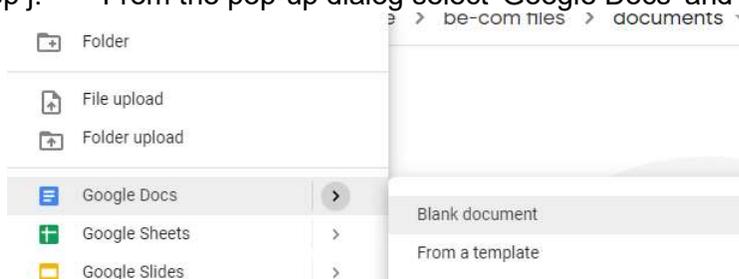
Step h. Double click on the 'documents' to open the folder (change current folder)



Step i. To create a new item, click the 'New' icon

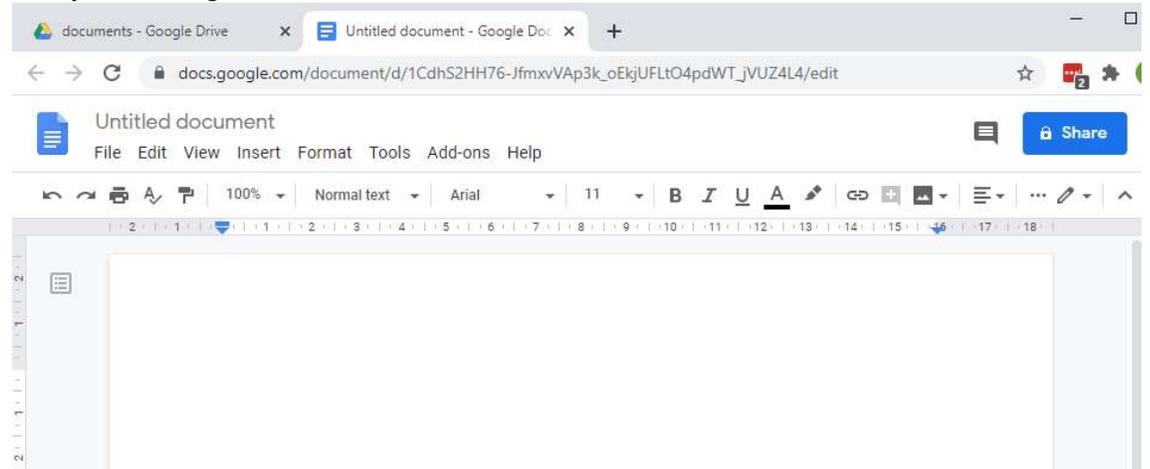


Step j. From the pop-up dialog select 'Google Docs' and select 'Blank document'

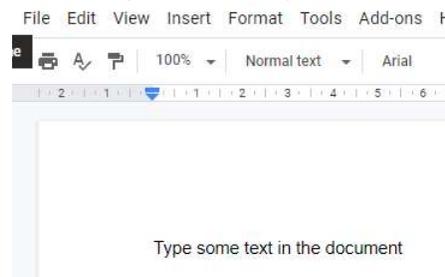


Step k. The view switches to 'Docs' which opens up in a new tab. The document editor has opened up in a new blank document that has been created and is

ready for editing

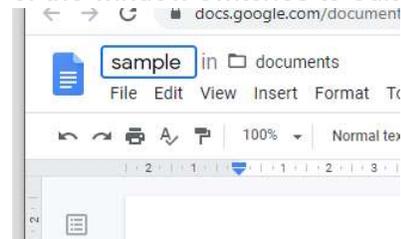


Step l. Type the text you want to insert in the area.

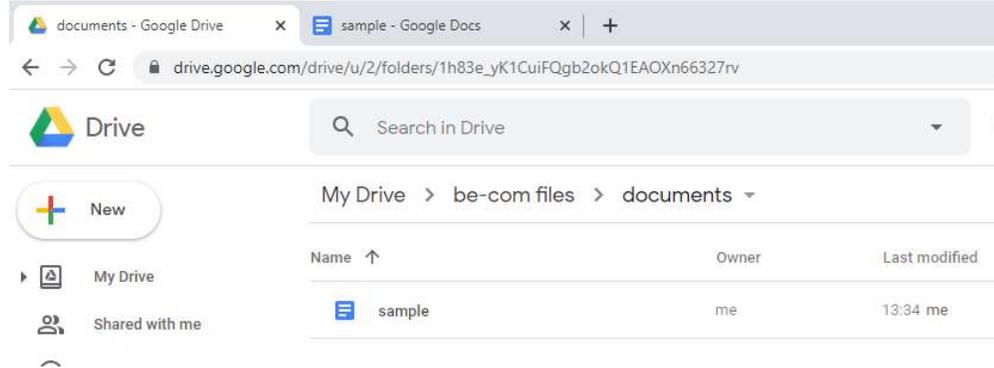


**You should know:** When working on google drive docs or any other application you do not need to remember to save your progress. Saving is performed automatically after any editing you perform.

Step m. Use the file menu and select rename to change the file name; the top left of the window switches to edit mode and you can rename the file



Step n. If you now switch back to the google drive tab you will see the contents of the 'documents' folder



In a similar fashion you can create as many folders as you like, as well as, as many files as are required. All these files and folders are yours (in your drive). In a different how-to document we'll see how to share documents or folders with other users.



With google drive, move you mouse above anything you see, some popup hint will appear to explain the functionality or what the control does (or means)