

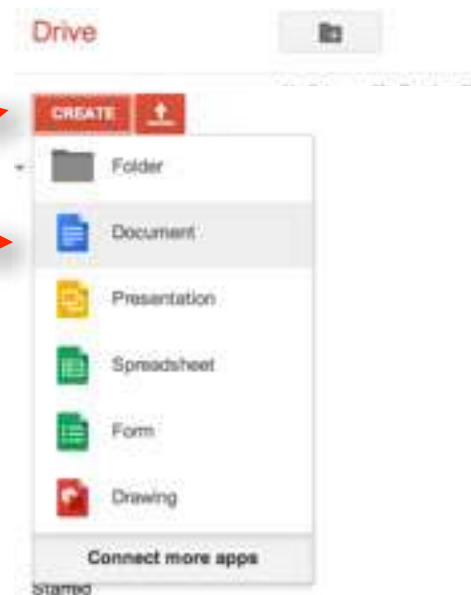
Google Drive: Create a Document

1. Click the folder for the class which the document will be shared with.

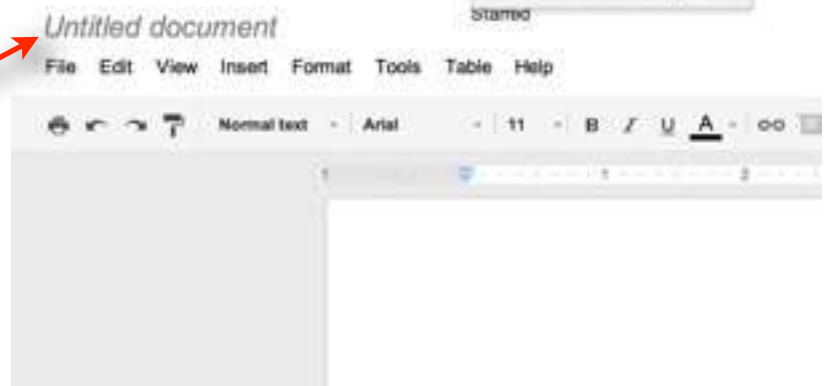
The letters will turn "RED."



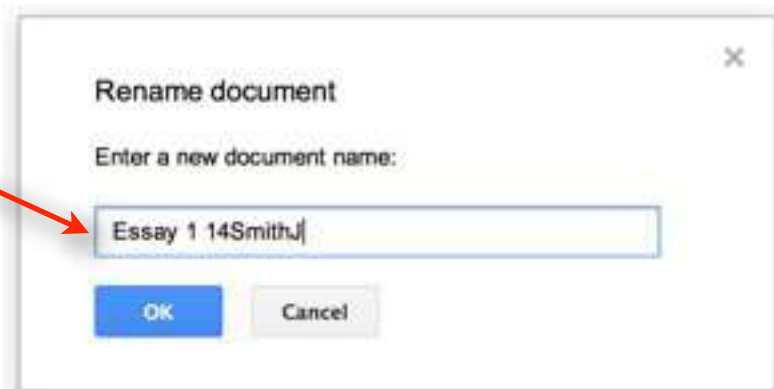
2. Click Create and choose Document



3. A new document will open.
Click the words "Untitled document" to
Rename the document.



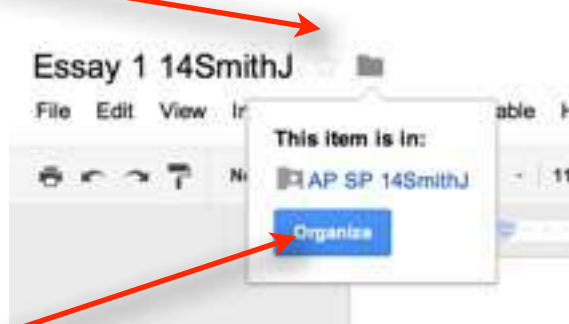
4. Type a title, include your
username.



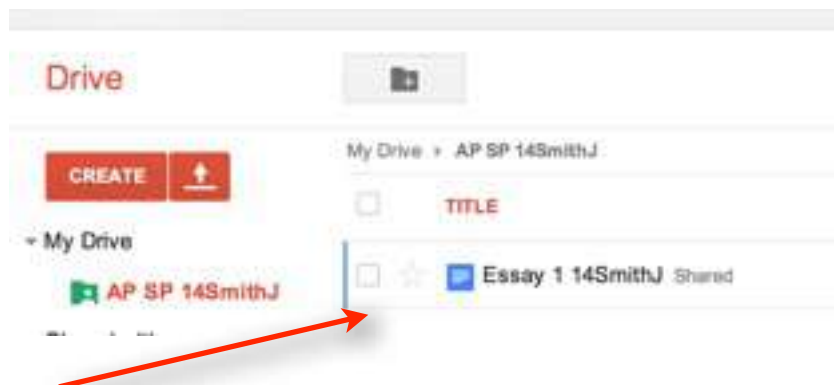
5. The Title will change - if the title needs to be changed, click on the title again.



6. To Check which folder the document is in or to move to another folder - Click the folder icon next to the title.



7. Click Organize to Move, then select destination folder.

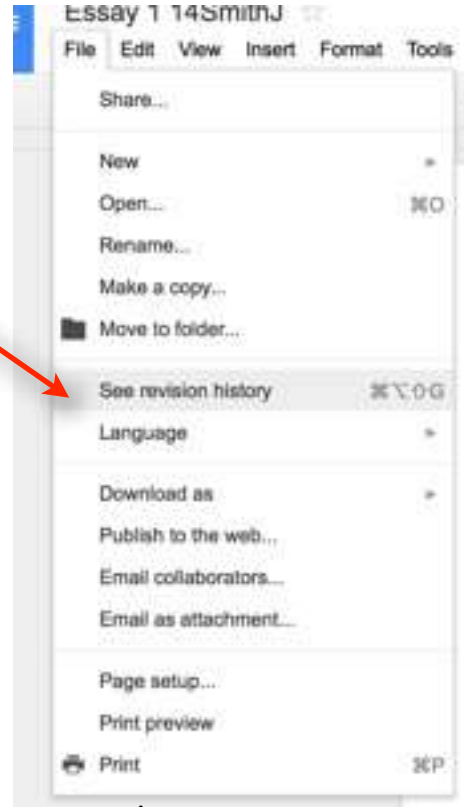


8. Go to My Drive and click on your folder to see the new Document

Common Tasks for Teachers

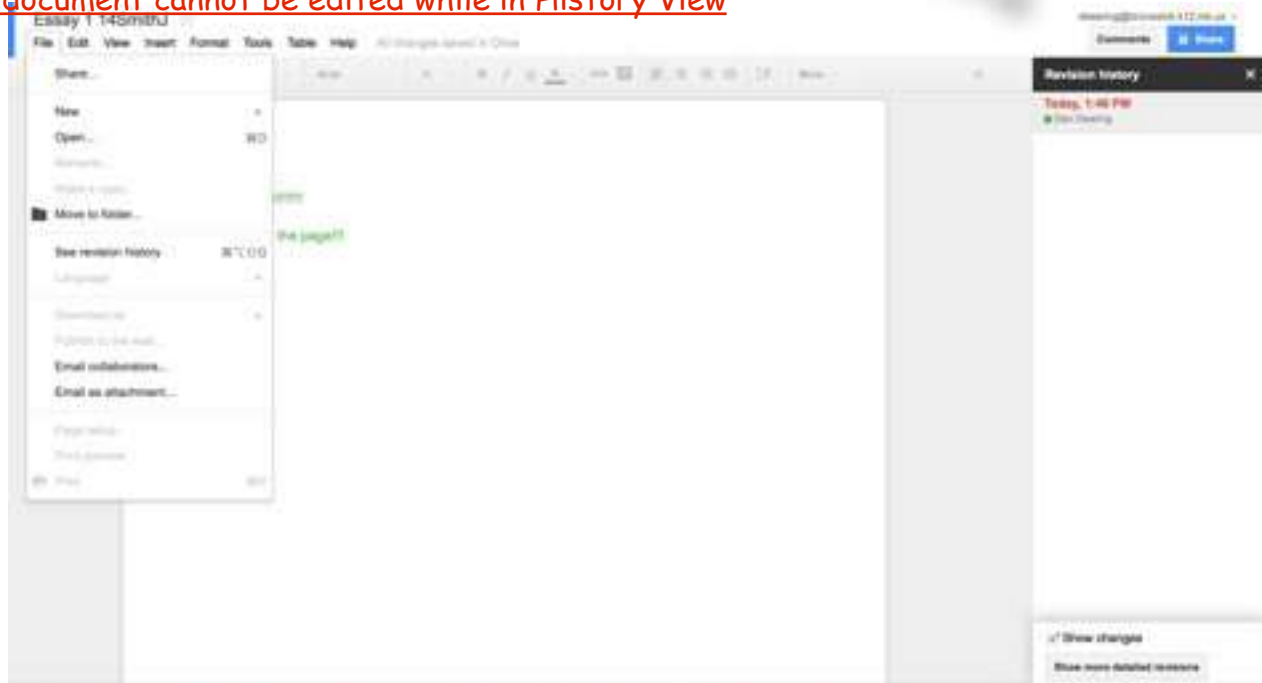
"Revision History"

1. Seeing the "Revision History"
Click: File - See Revision History



2. The History will show up in the right hand column. The more times the document has been opened and closed, the more history dates to choose from.

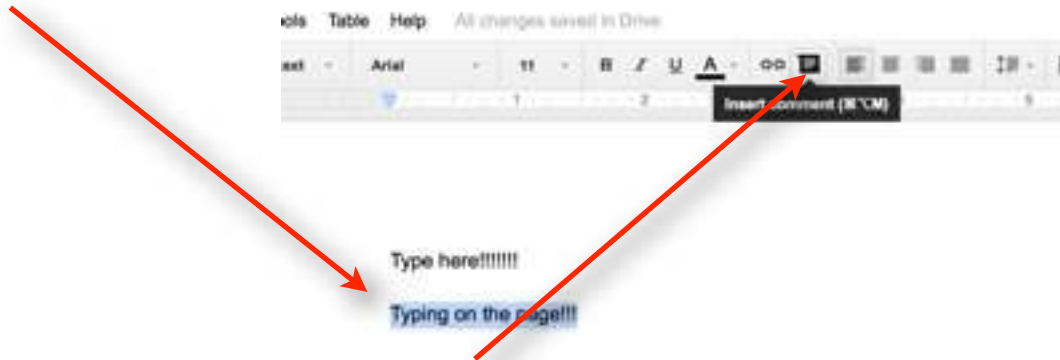
Note: The document cannot be edited while in History View



"Comments"

1. To Insert a comment:

Highlight the area where the comment is needed.



2. Then click the Comment Icon on the toolbar

3. Type a Comment - then click the word Comment



4. When a student clicks the Comment area it will highlight the part of the document the Comment



"Printing"



1. Click the Printer Icon - A downloaded copy of the document will go to your machine. It may open in Preview or Adobe Acrobat - Print the document from either program.

Drop Down Menu

File Edit View Insert Format Tools Table Help

