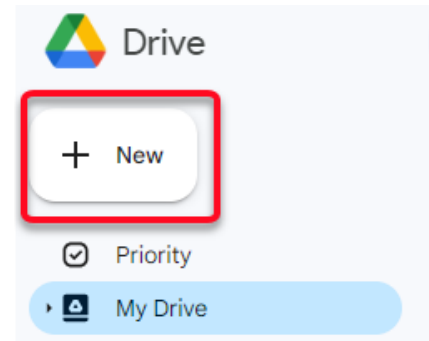# Getting the Most Out of Google Drive

1. Create a new folder in Google Drive

Folders are an easy way to keep files organized in Google Drive. Folders in Google Drive work exactly like folders you create on your desktop or in your Documents folder.

1. Login to drive.google.com
2. Click New
3. Click New Folder

## 2. Add at least two existing or new files to the folder

1. Click and drag a file into a folder
2. To drag multiple files at once, press and hold Ctrl on your keyboard while selecting the files
3. Once multiple files have been selected drag and drop them into a folder
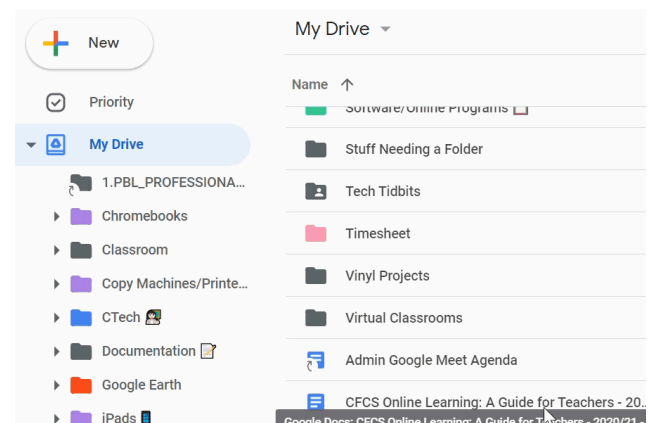
## 3. Star a file or folder in Google Drive

Starring files and folders that you use often makes it easier to find them quickly.

1. Right-click a file or folder in Google Drive, select Organize, then Add to Starred
2. Starred files/folders appear in the Starred section of your Google Drive
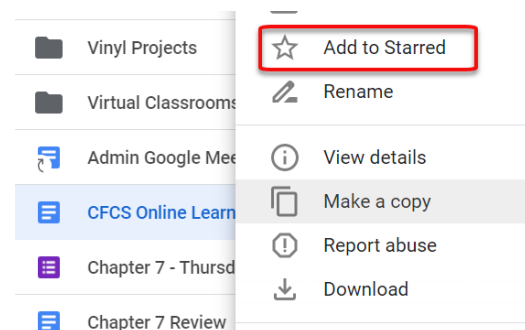
4. Share a file or folder with another teacher

1. Right click a file/folder in Google Drive, then click Share
2. Type the email address of the person (or people) you wish to share the file with, then choose the appropriate access - can edit, can comment or can view
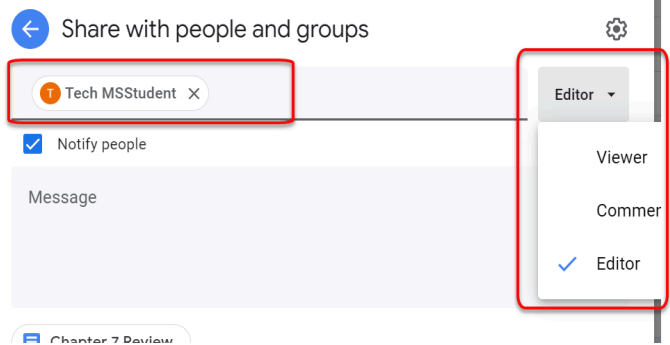
5. Convert a new or existing Microsoft Office file to a Google format

To edit a PDF, Word, Excel or PowerPoint file saved in Drive you must first convert it to a Google doc.

1. Sign in to Drive online
2. Drag and drop the Office file into Google Drive
3. Right click the Office file
4. Select Open with - Docs (or Sheets/Slides)
5. Once converted, you will see the Office version and the Google version of the file saved in your Drive