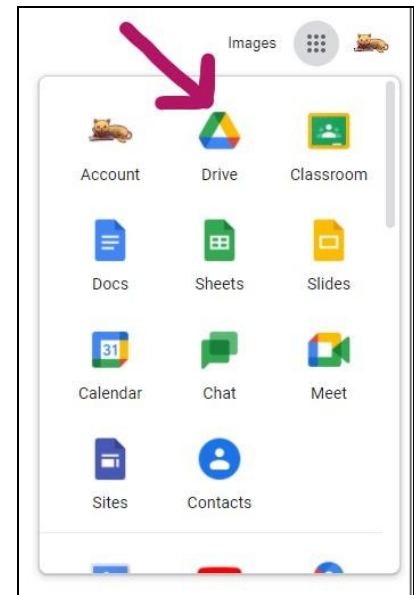


# How To Use Google Drive

## Accessing Google Drive

If you are using your school Chromebook and you are already logged in to your Lexington 4 account, open the Chrome browser and click the waffle icon in the top right corner of the screen, then choose **Drive** from the menu.

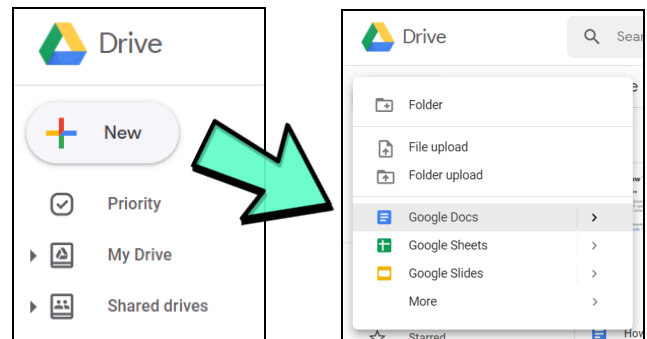
If you are using a different computer or device, open your web browser and go to <http://drive.google.com>. Then log in to your Lexington 4 account.









## Creating New Documents

From the left side menu, click the + **New** button and choose which type of document you would like to create.

See the chart below for the types of documents available in Google Drive and how you can use them.



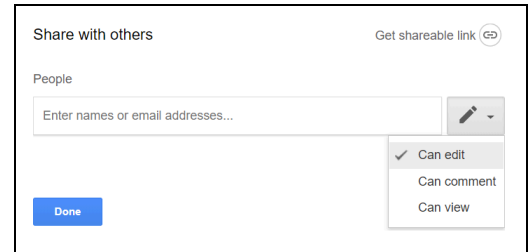
Editor	Description	Example uses
 Google Docs	Text documents	Proposals, reports, shared meeting notes
 Google Sheets	Spreadsheets	Project plans, budget sheets
 Google Slides	Presentations	Pitch decks, training modules, team presentations
 Google Forms	Surveys	Customer satisfaction surveys, group polls
 Google Drawings	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
 Google Sites	Websites	Team sites, project sites, resume sites

## Sharing Documents

To share your document with someone else, open the document and click the blue **Share** button in the top right corner.



In the People box, enter the **name** of the person you would like to share with. Click the **pencil** button on the right to choose which permissions you would like to give that person. Then click **Done**.



## Google Drive Tips

- Give your document a name so you can easily find it later. At the top of your document, click the words Untitled Document and change the title to something you'll remember.
- Create folders in Drive to organize your documents. Just click the + New button and choose Folder.
- Did you accidentally mess up something in your document? Don't worry! Just click File > Version History > See Version History to see all of the work you've done so far.
- Use the handy map below to learn more about all the functions of Google Drive!

