

# How to add to your Google Document Folder:

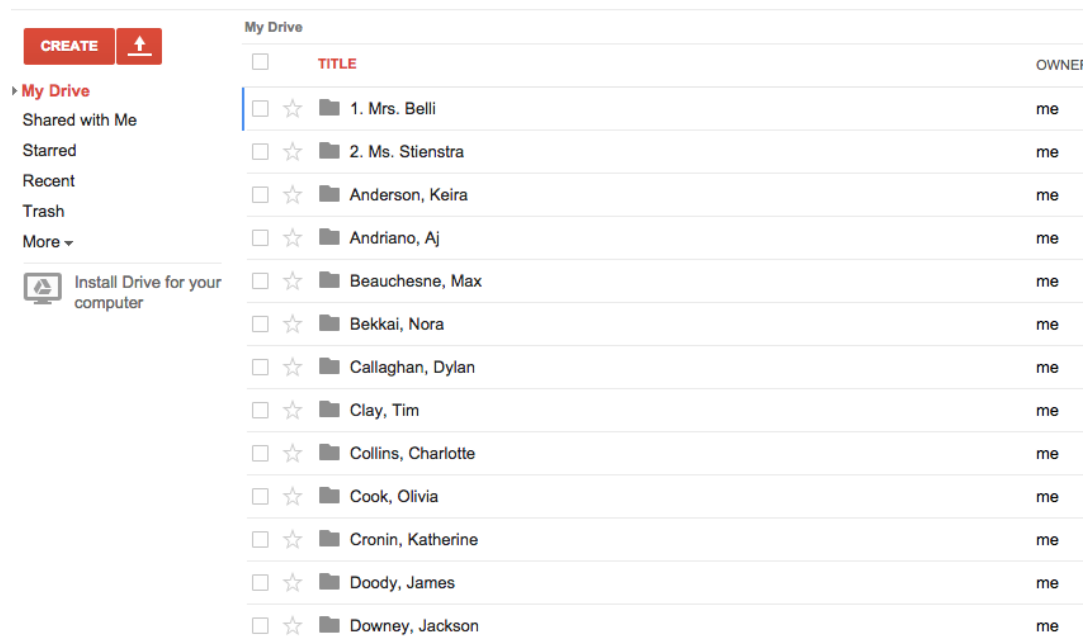
1. Sign into class google drive:  
username/gmail: [bst1415@gmail.com](mailto:bst1415@gmail.com)  
password: 93Village

## Keep in mind:

- All your documents save as you go, there is no need to press save.
- Your folder is for you. DO NOT enter or use a teammate's folder unless you have permission.
- This is a community space, be respectful and do your best work.

2. Click on your personal folder. You may add documents in 2 ways.

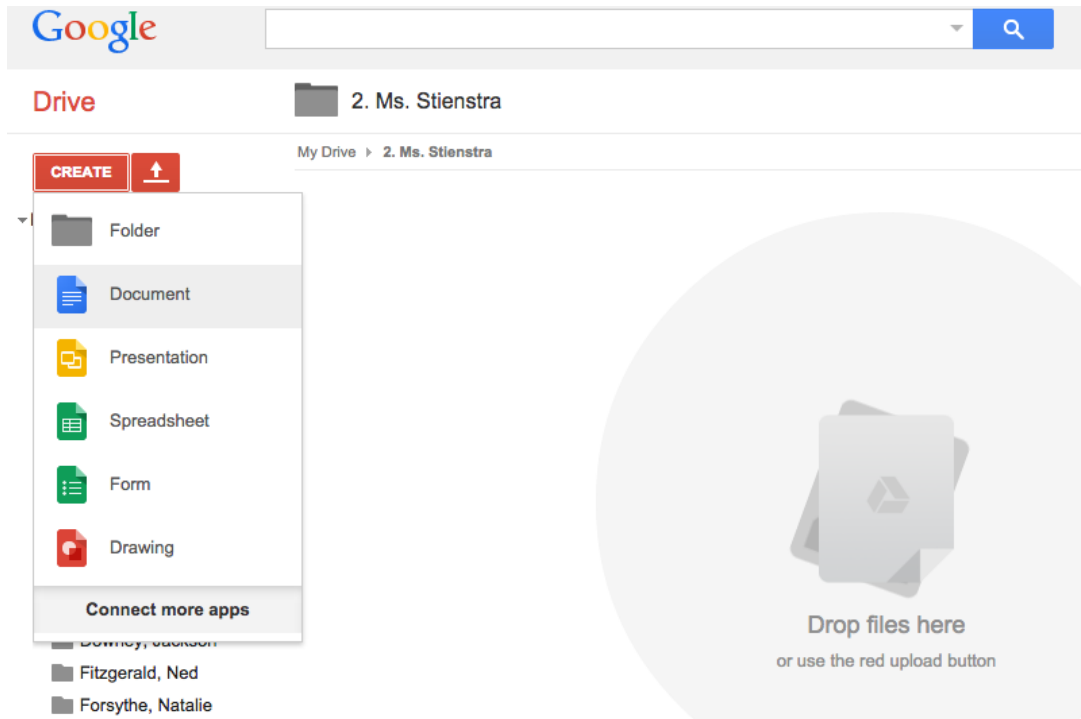
## Drive



The screenshot shows the Google Drive interface. On the left, there is a sidebar with navigation options: 'My Drive' (selected), 'Shared with Me', 'Starred', 'Recent', 'Trash', and 'More'. Below the sidebar is a prompt to 'Install Drive for your computer'. The main area displays a list of folders under the heading 'My Drive'. Each folder entry includes a checkbox, a star icon, a folder icon, the folder name, and the owner's name. The folders listed are:

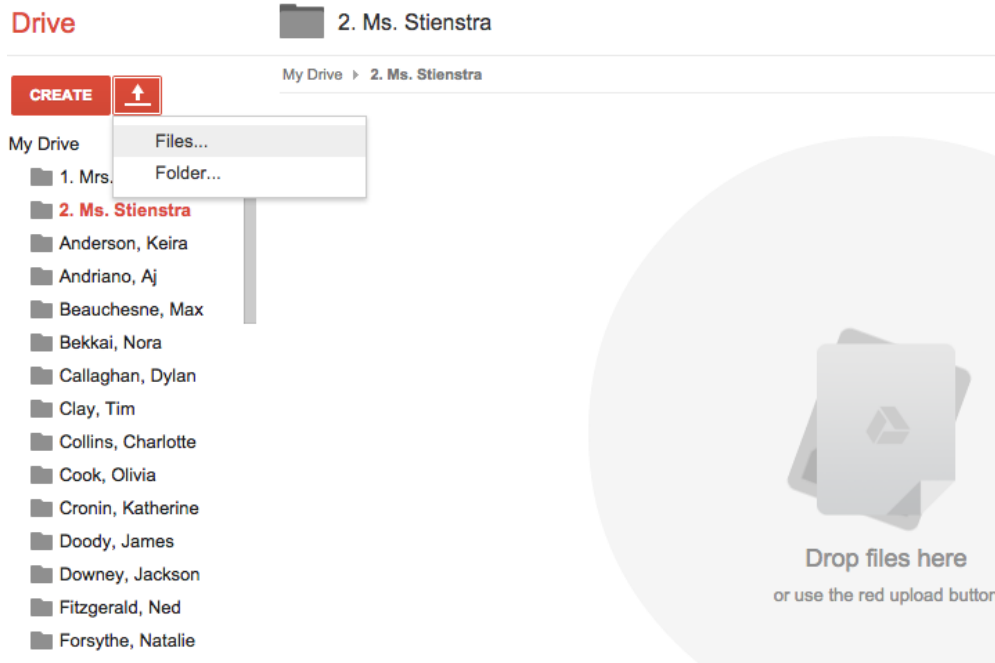
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TITLE	OWNER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Mrs. Belli	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Ms. Stienstra	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anderson, Keira	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andriano, Aj	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beauchesne, Max	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bekkai, Nora	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Callaghan, Dylan	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clay, Tim	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collins, Charlotte	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cook, Olivia	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cronin, Katherine	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doody, James	me
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Downey, Jackson	me

3. **5. CREATE NEW DOCUMENT:** When you are in your folder, click on Red Create button in the upper left corner, and chose document.



4. In the upper left corner of your new document it will say *Untitled Document*. Click on this, and you will be able to type in a title for your document.

5. **UPLOAD A DOCUMENT:** If you have already created a document on your personal computer and have it saved, you may upload it to your folder. Instead of clicking on the Create button, click just to the right, on the button with an upward arrow:



6. **Click File and chose a file from your computer.**