

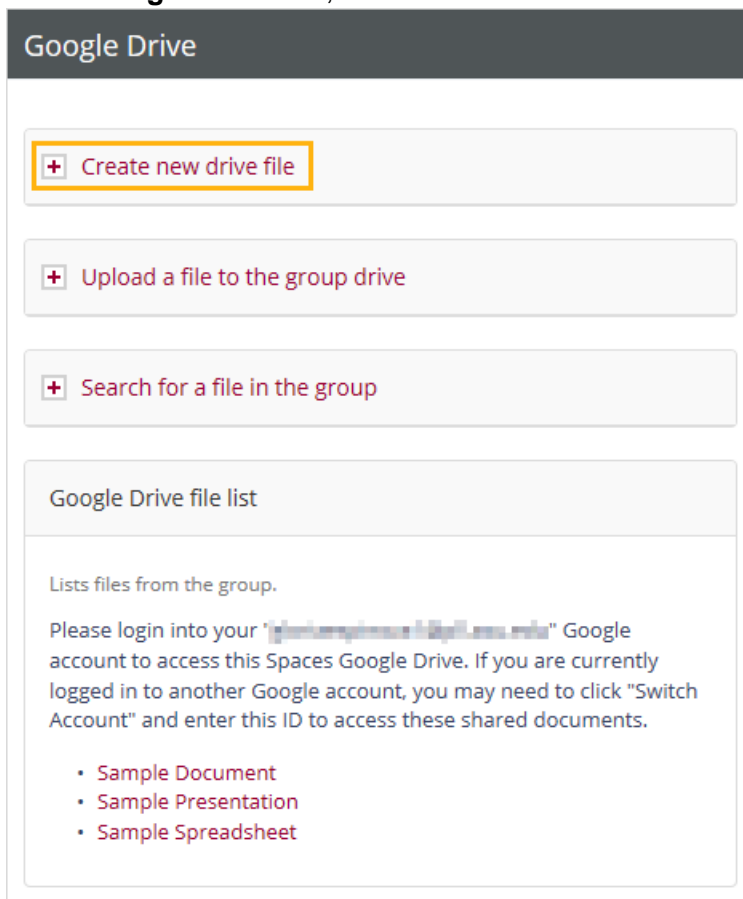
Spaces: Google Drive

Contents

Create a Google Drive File.....	1
Open, Edit, and Download Google Drive Document.....	2

Create a Google Drive File

1. In the **Google Drive** box, click on **Create new drive file**.



2. Enter the title of file and select the file type by opening the drop down menu.

Create new drive file

Create a new empty file in the group Google drive that will be shared with all group members.

The title of the new file *

File type *

- Select -
- Document
- Spreadsheet
- Drawing
- Presentation
- Form
- Folder

3. Click the **Create File** button.



Open, Edit, and Download Google Drive Document

1. In the **Google Drive** box, click on the document you wish to open from the **Google Drive file list** section.

Google Drive

Create new drive file

Upload a file to the group drive

Search for a file in the group

Google Drive file list

Lists files from the group.

Please login into your "jg...@asu.edu" Google account to access this Spaces Google Drive. If you are currently logged in to another Google account, you may need to click "Switch Account" and enter this ID to access these shared documents.

- Sample Document
- Sample Presentation
- Sample Spreadsheet

2. Once the document is open, you may start editing.
3. To download the document, click the **File** tab located in the tool bar.



4. Select the **Download as** option to select the document type.

