



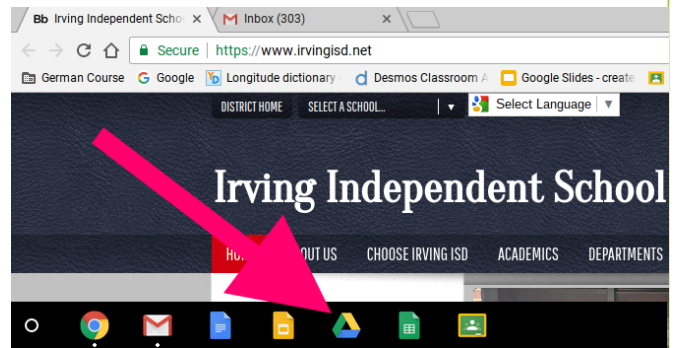
Chromebook

Google Drive

Accessing Google Drive

You will be using different devices throughout the school day. Luckily, documents created on Chromebooks are automatically saved to your Google Drive.

To access your Google Drive, click on the Google Drive icon at the bottom of the screen.



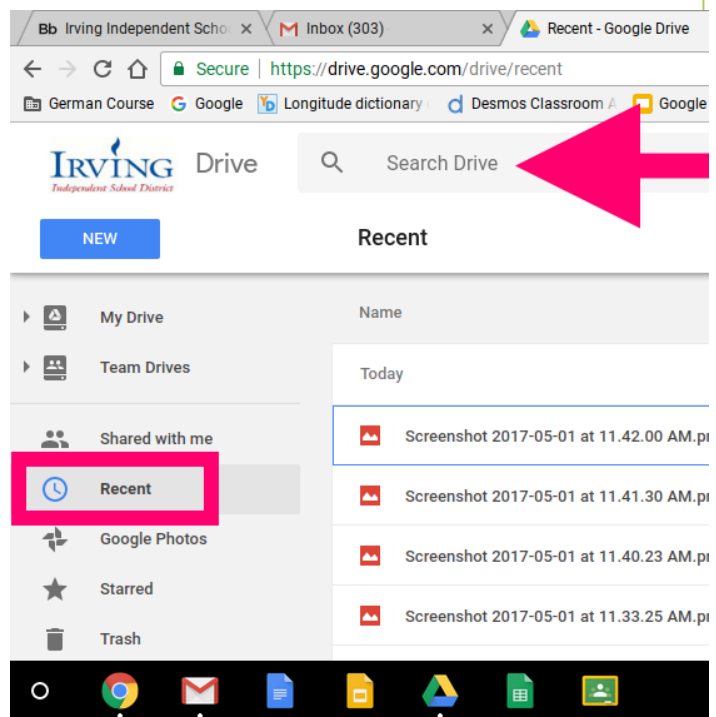
Finding Your Documents

Once you have many documents in your Google Drive, it may become difficult to find the ones you want. There are many ways to manage this.

Search – Use the search bar at the top of your Drive to search for the names of or words within documents.

Recent – Click on Recent to see the documents you have edited most recently.

Folders – If you want to stay organized, you can create folders for your documents. Click New to create a folder. You can drag documents into folders.



Click on the NEW button to create new documents or folders. Choose Folder to create a new folder. Choose Google Docs to create a word processing document. Choose Google Sheets to create a spreadsheet. Choose Google Slides to create a presentation. You can save any kind of file – images, video, audio, etc. – into your Google Drive.

