

Google Drive

Keep everything. Share anything.



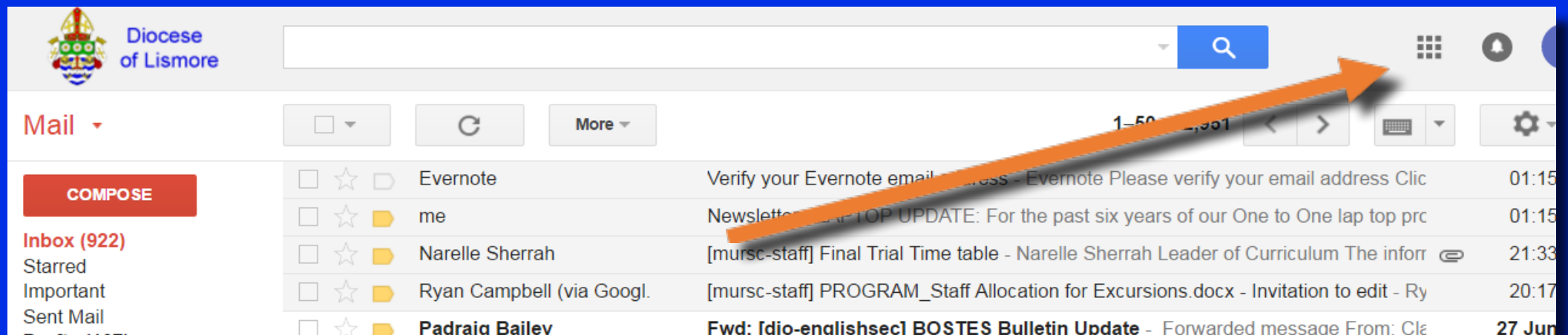

**KEEP
CALM**
AND
**SAVE YOUR
WORK**



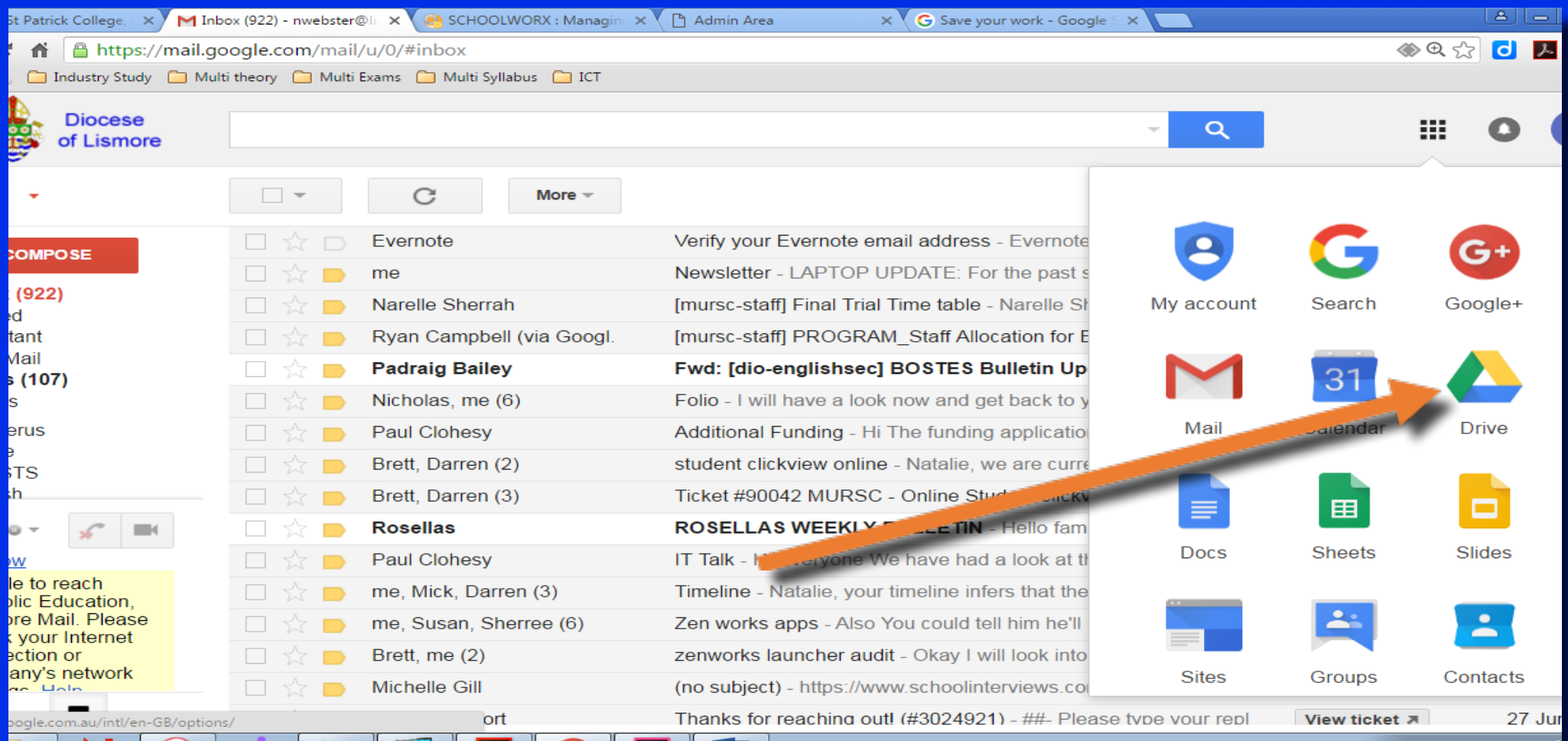
The 'How to Save Your Work to Google Drive
Guide'

STEP 1:

Click on the 9 square icon in the right corner of your emails

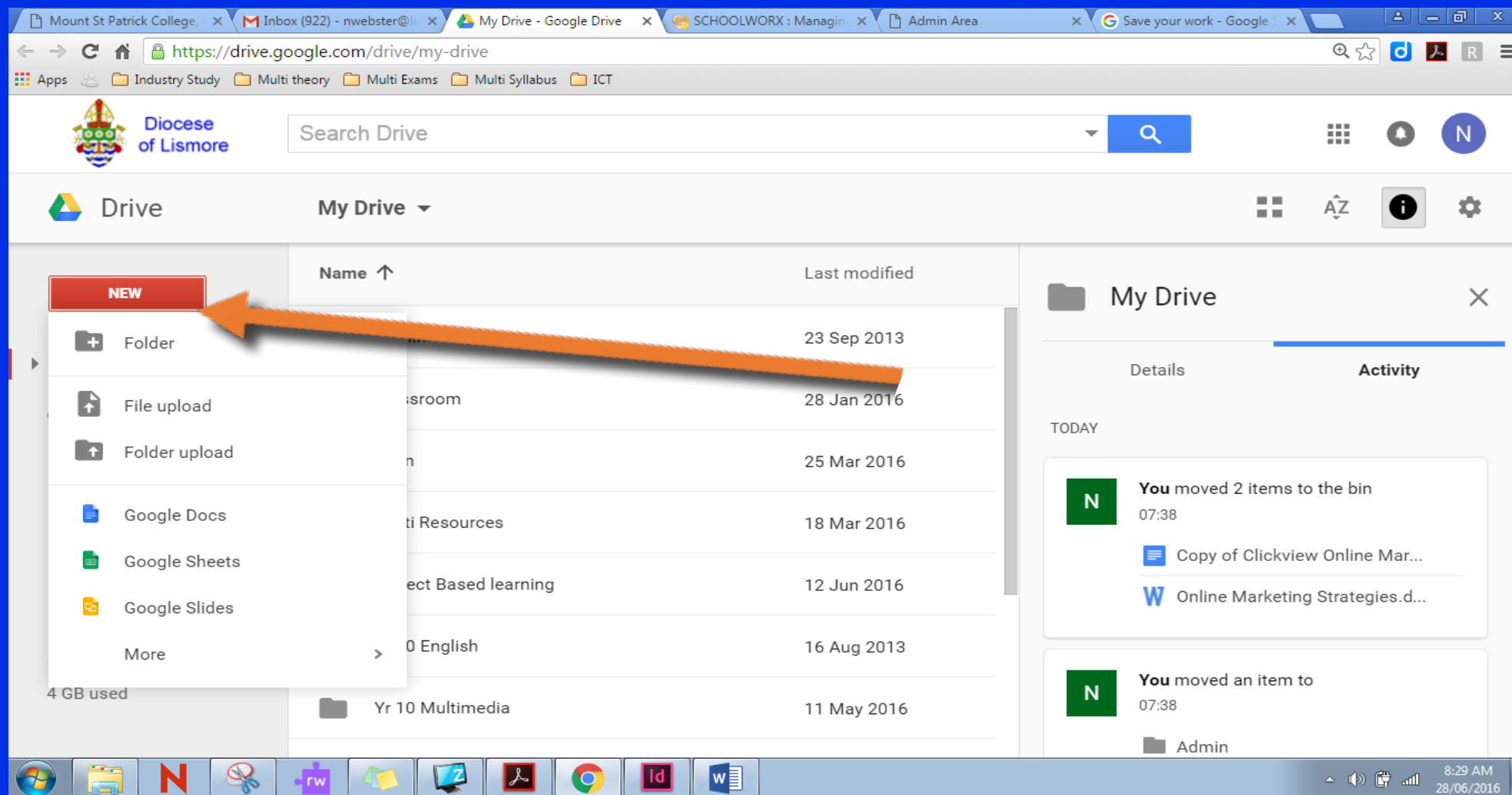


STEP 2: Click on the Google Drive Icon

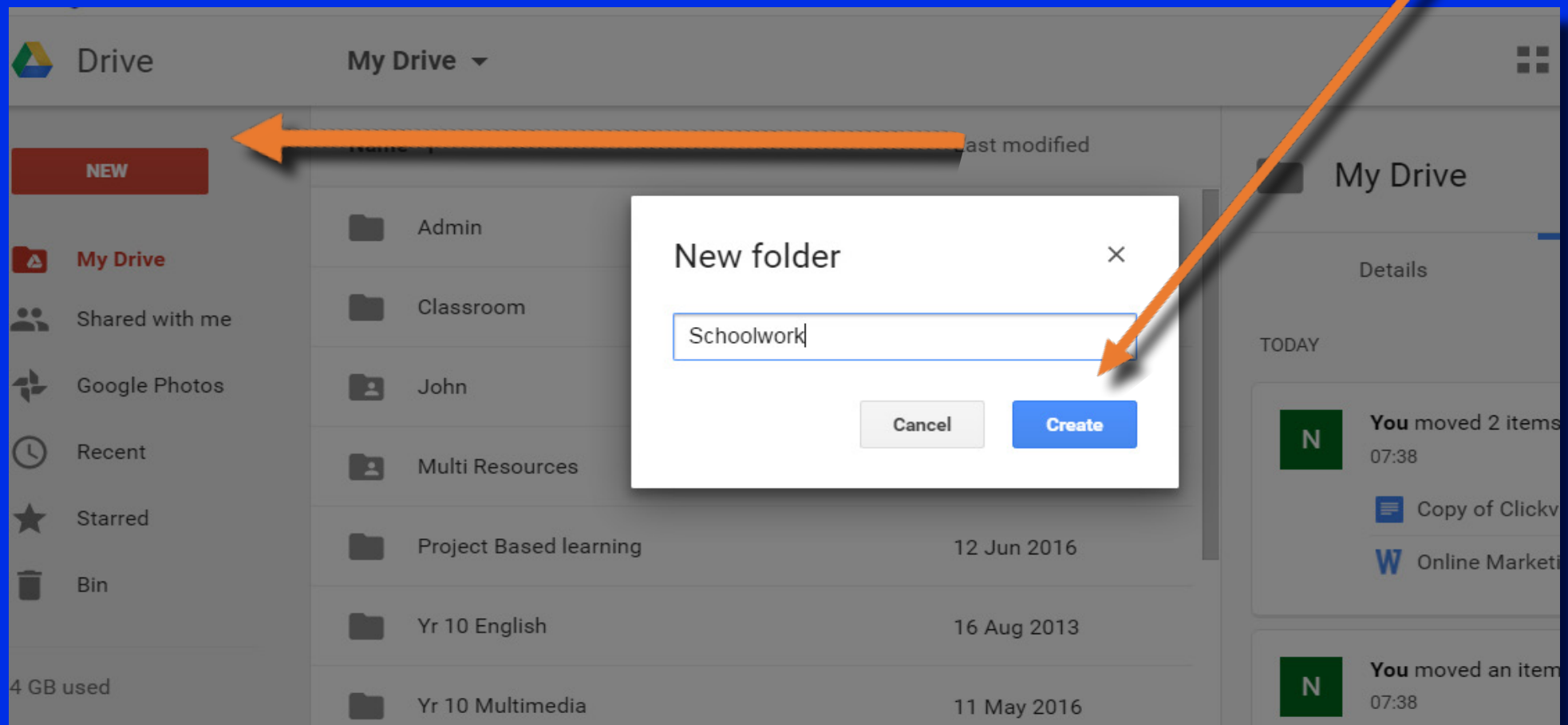


STEP 3:

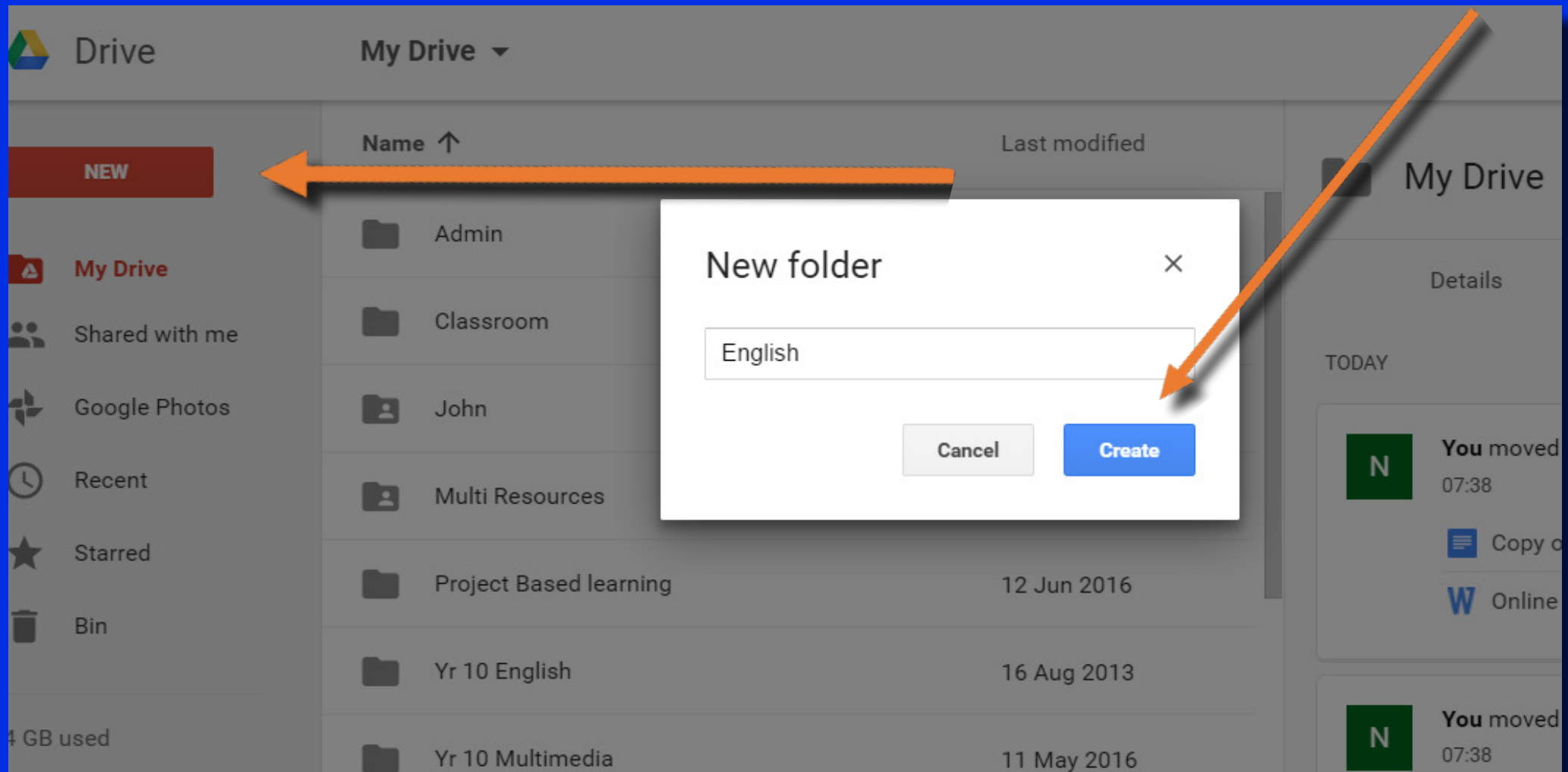
Click on NEW to create a Folder: It is best to set up your folder system from the beginning to stay organised



STEP 4: Create a School work folder first

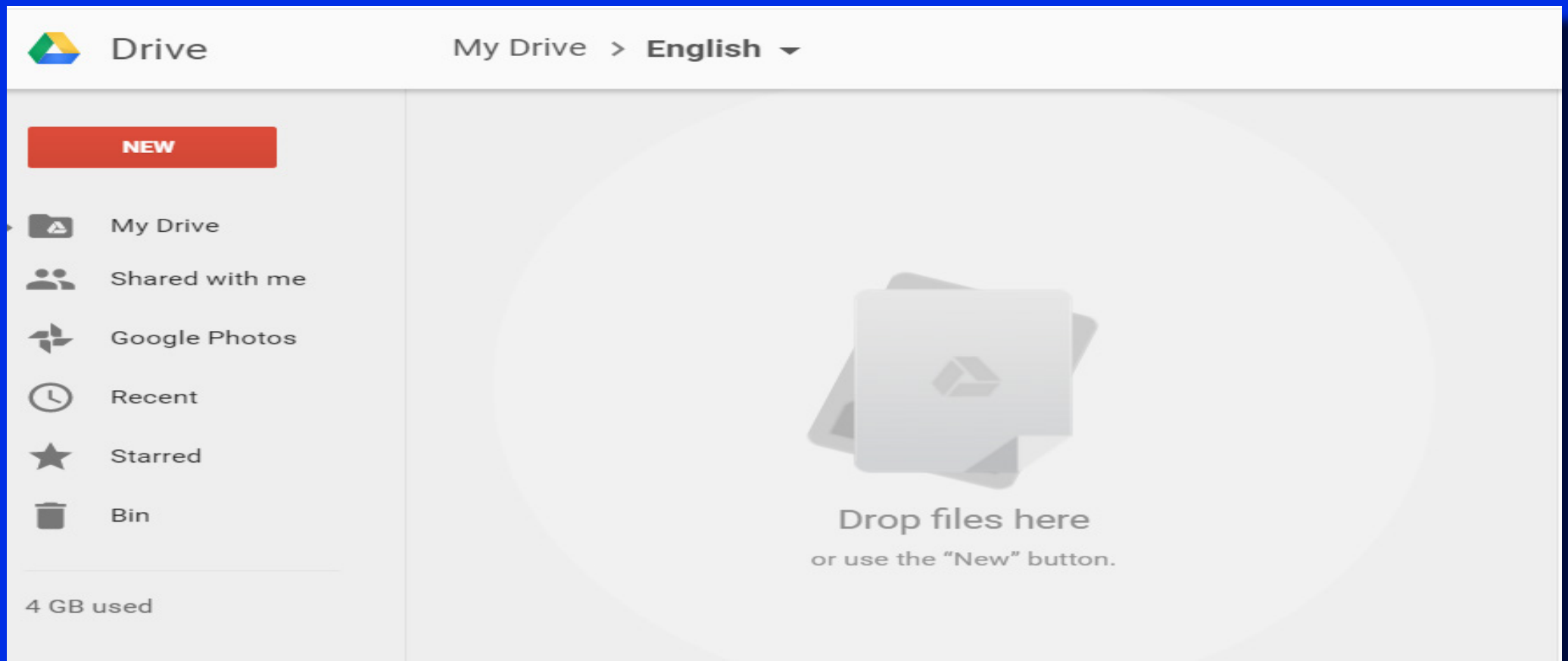


STEP 5: Now set up all of your subject folders



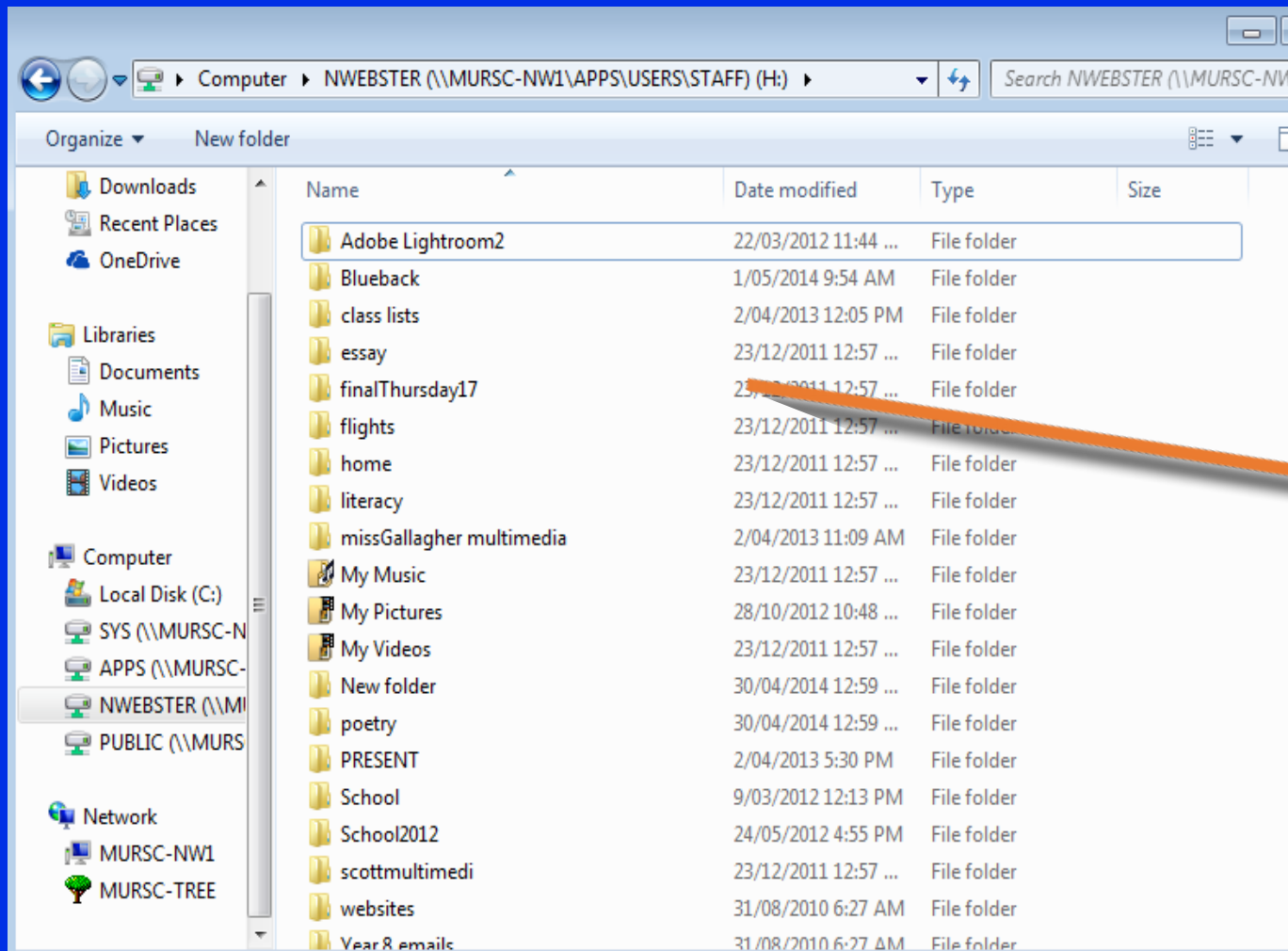
STEP 6:

Now double click on the folder you wish to upload the files to



STEP 7:

Now drop and drag your files to the new Google drive folders



English



Drop files here
or use the "New" button.