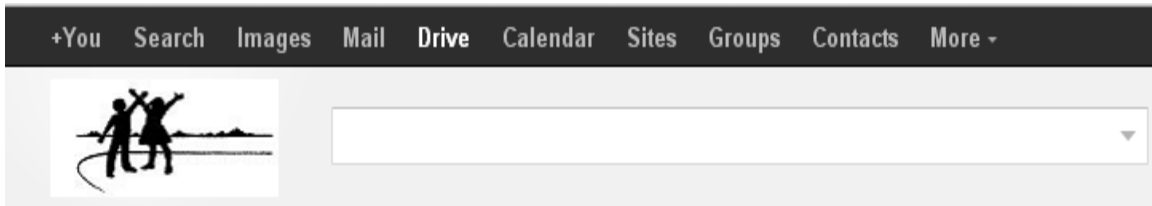
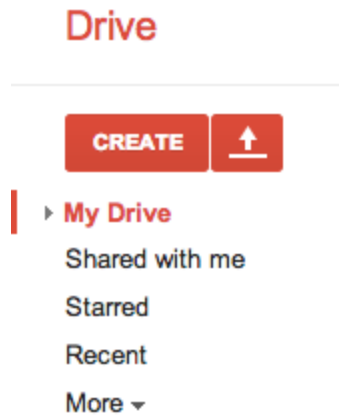


How to access your Drive/Documents

1) On the top of your home screen click on *DRIVE*.



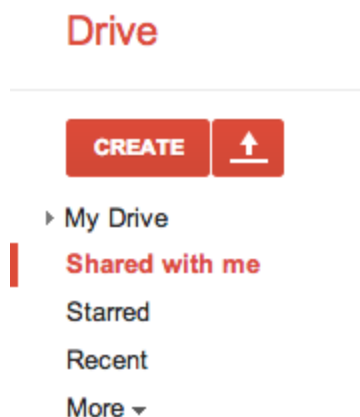
2) On the far left hand side of your screen select *MY DRIVE*.



- this is your main storage area for documents - any documents YOU create are stored here
- you can create folders to store documents (learn how to do this by selecting DRIVE FOLDERS)

How to access Documents shared with You

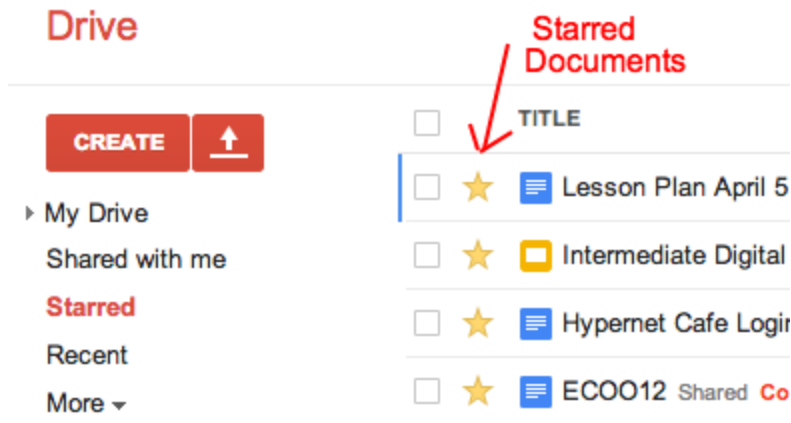
1) On the left side toolbar, click on *SHARED WITH ME*.



- here you will find any documents that have been shared with you by someone else

How to access Starred ☆ Documents

1) On the left side toolbar, click on *STARRED*.



- here you will find any documents that you marked with a star (clicking on the star beside document)
- some people use this to easily access important documents

How to Search for your Documents

You are able to search through your DRIVE, SHARED WITH ME OR STARRED documents easily by using the search bar within Google Drive.

1. Click on the option you would like to search within on the left side toolbar (DRIVE, SHARED WITH ME, STARRED).
2. Type in the name of the document, or a keyword within the document you are searching for and the document should appear.

