

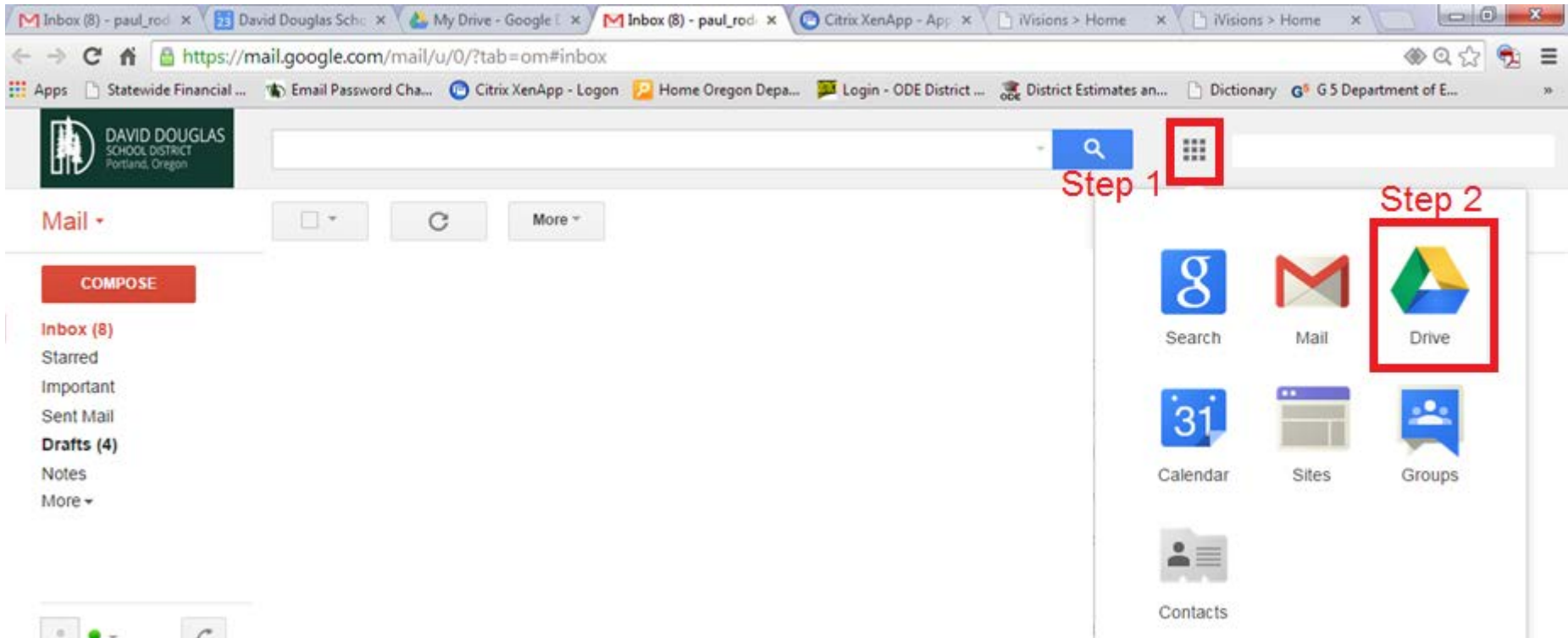


David Douglas School District  
Google Doc's

Login to your district email and follow the steps below.

Step 1) Click once on the [Apps] icon that looks like nine boxes. The apps menu will expand to show your available applications.

Step 2) Click once on the [Drive] icon; This will open a new web browser window.



\\10.53.254.25\bank\$\SECRETARY TRAINING\Secretaries Training 10.01.2014\Google Docs 101.docx

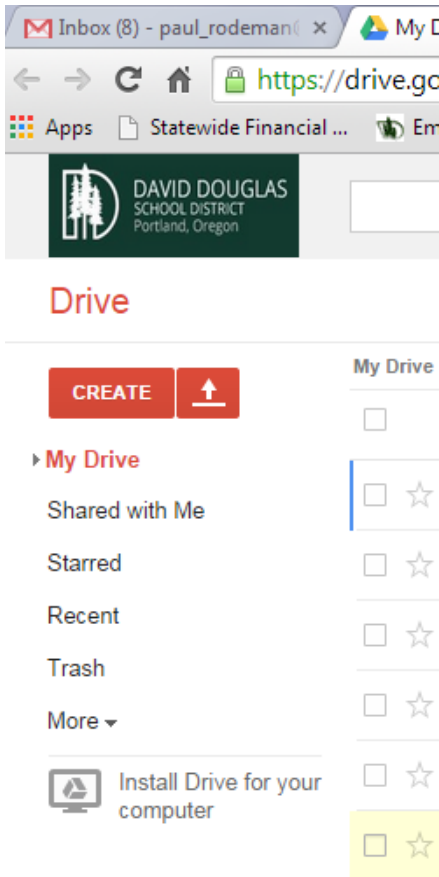
**Prepared By/Contact:** Paul Rodeman

**Effective Date:** 7/1/2014

**Next Review Date:** 6/01/2015



David Douglas School District  
Google Doc's



In the new browser window you will see the following options on the left hand side of the browser window.

**Create** – Allows you to create a document from scratch.

**Document types:**

**Folders:** Allows you to create folders to organize your documents


**Documents:** Word Processing Document

**Presentation:** Presentation documents like Power point

**Spreadsheet:** Worksheet like an Excel file

**Form:** Allows you to prepare a questionnaire or form for staff or parents to complete

**Drawing:** Allows you to make a drawing Similar to Paint

**Upload**  ← Button – This feature allows you to upload an existing Word, Excel, Power Point or PDF Doc.

**My Drive** – Files you have uploaded and shared with other users

**Shared With Me** – Files another Google user has shared with you

**Recent** – Files you have been working on most recently

**Trash** – Deleted Files

\\10.53.254.25\bank\$\SECRETARY TRAINING\Secretaries Training 10.01.2014\Google Docs 101.docx

**Prepared By/Contact:** Paul Rodeman

**Effective Date:** 7/1/2014

**Next Review Date:** 6/01/2015



David Douglas School District  
Google Doc's

Additional Buttons on the top right hand side of the screen: The red letters above the icons correspond to the letters and descriptions below.



**A) Activity** – Allows you to see your recent activity

**B) List View** – Changes your view to list mode and displays your documents in a list

**C) Grid View** – Changes your view to grid mode and displays your documents as icons in a grid

Note: You can see examples of the different views on the next page

**D) Settings** – Allows you to change some of your display settings

\\10.53.254.25\bank\$\SECRETARY TRAINING\Secretaries Training 10.01.2014\Google Docs 101.docx

**Prepared By/Contact:** Paul Rodeman

**Effective Date:** 7/1/2014

**Next Review Date:** 6/01/2015



David Douglas School District  
Google Doc's

List View

My Drive

**TITLE**

☆ Secretary Trainings

☆ 20140916134551014.pdf

☆ form-ed-1\_504-075-2\_2014 v2.pdf

☆ Infinite Visions Known Issues

☆ Mgr. Sup. Mo. Leave Report - 2013

Grid View

My Drive

**TITLE**

Secretary Trainings

20140916134551014.pdf

form-ed-1\_504-075-2\_2014 v...

\\10.53.254.25\bank\$\SECRETARY TRAINING\Secretaries Training 10.01.2014\Google Docs 101.docx

Prepared By/Contact: Paul Rodeman

Effective Date: 7/1/2014

Next Review Date: 6/01/2015