



GoogleDocs - Create or Upload a File

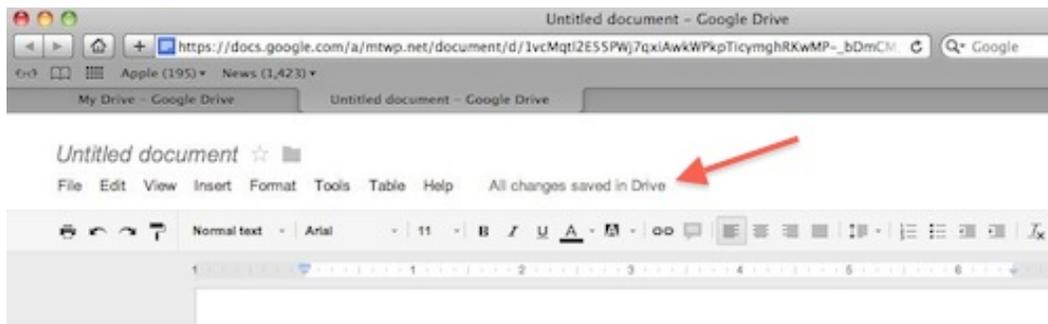
Manheim Township School District Technology Training Guide

Create/Edit a Document

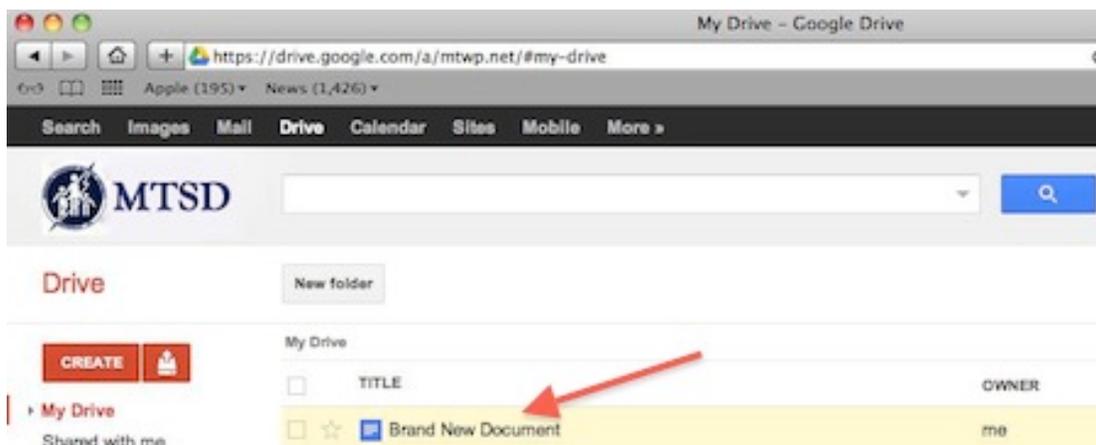
- ▶ To create a new document, click the *Create* button in the upper right corner then select the type of file you would like to create.



- ▶ A new blank document will open in a new window/tab in your browser.
- ▶ In the browser window, you will see the customary pull-down menus (*File, Edit, View, etc.*) found in all applications. You can also see that the file is automatically saved after every edit.



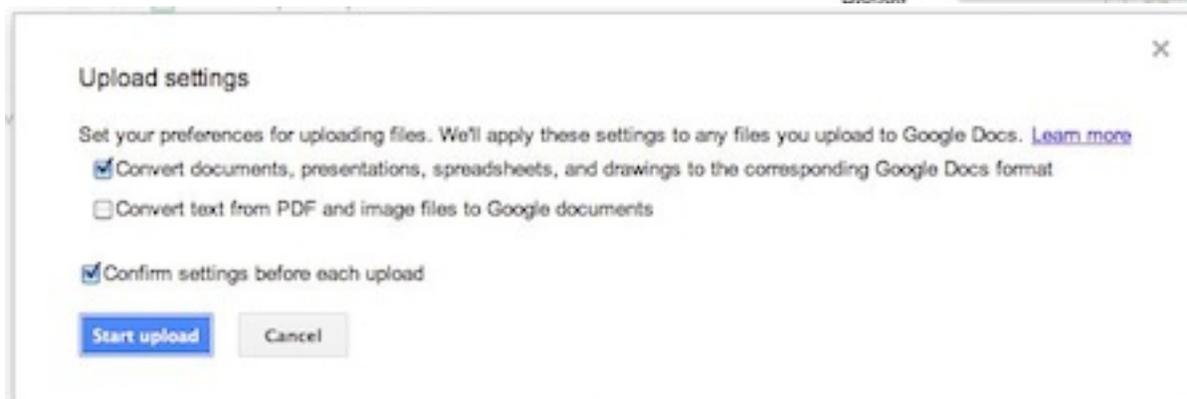
- ▶ A new document is always called *Untitled document*. To change the name of the file, click *File -> Rename*.
- ▶ To close the document, simply close the browser window/tab.
- ▶ To edit an existing document, click the file's name in the main Google Drive window.



Upload a Document

Files that have already been created in Microsoft Word, Excel, and PowerPoint can also be uploaded to Google Docs/Drive for further editing and sharing. Other file types (PDFs, JPGs, etc.) can also be uploaded and shared.

- ▶ To upload a file, click the upload icon then select *Files*.
- ▶ In the Open dialog box, select the file(s) you would like to upload.
- ▶ In the *Upload settings* screen, it is best to select the *Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format* option. This will enable you to edit those types of files inside of Google Docs.



- ▶ After the upload is complete, you can click the file's name in the main Google Drive window to work with it like any other Google Doc.