

Create folders and documents

Search for documents

Advanced Search Options

View Options

Upload documents

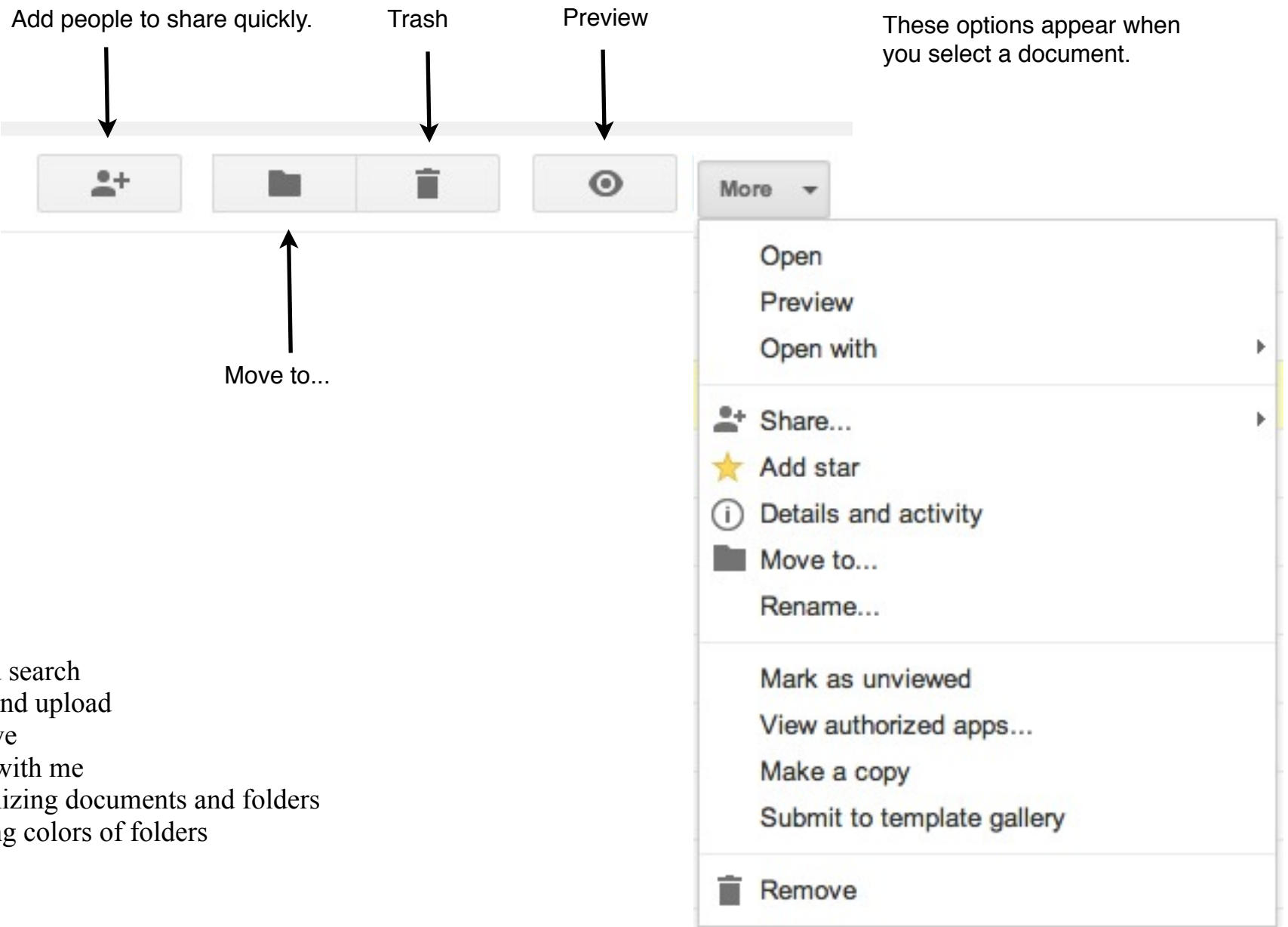
Settings

The screenshot shows the Google Drive interface for the user ksheehan@aswarsaw.org. The interface includes a search bar at the top, a left sidebar with navigation options, and a main content area displaying a list of files. Annotations with arrows point to various features: 'Create folders and documents' points to the 'CREATE' button; 'Search for documents' points to the search bar; 'Advanced Search Options' points to the search icon; 'View Options' points to the view toggle buttons; 'Upload documents' points to the upload icon; and 'Settings' points to the gear icon.

	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	GoogleApsImports_2014-01-07_0817.csv Shared	me	Jan 8 me
<input type="checkbox"/>	New Student Checkout List Shared	me	Jan 7 me
<input type="checkbox"/>	dec 13.pdf Shared	me	12/13/13 me
<input type="checkbox"/>	2014-2015 Budget Requests Shared	me	12/5/13 me
<input type="checkbox"/>	ES Email Procedures Shared	me	12/2/13 me
<input type="checkbox"/>	FLYERInstructionalStrategiesFranProlman (1).pdf Shared	me	11/25/13 me
<input type="checkbox"/>	CEESA Presentation Shared	me	11/22/13 me
<input type="checkbox"/>	ES Apps Shared	me	11/22/13 me
<input type="checkbox"/>	Tech Coach Description Shared	me	11/22/13 Michael Sheehan
<input type="checkbox"/>	ES Parent Presentation Nov 21 Shared Parent Tech Meetings	me	11/20/13 Bruce Roadside
<input type="checkbox"/>	iPad Summit Summary Shared	me	11/19/13 me
<input type="checkbox"/>	ASW Holiday Party Invitation.pdf Shared	me	11/19/13 me

0.35 GB (1%) of 30 GB used

## Tips for Managing Your Google Drive



## Agenda

1. Layout
2. Sort and search
3. Create and upload
4. My Drive
5. Shared with me
6. Reorganizing documents and folders
7. Changing colors of folders