## **Google Drive & Docs Handout**

STEP	IMAGE
1. Click New and Select Folder or you can upload your folder in Google Drive.	File upload  Folder upload
2. Select a document(s) to move, right click on the document(s), select Move to, and then select a folder you want to move.	Company Compa
3. To turn on the offline feature, select Setting, and then check on Offline. Turn on Google Drive before working offline.	Offline Sync Google Docs, Sheets, Slides & Drawings edit offline  Not recommended on public or shared computers
4. Click on Tools and select Voice Typing to ask Google to type for you.	Tools Table Add-ons Help Last edit w Spelling  Explore \$6+Option+Shift+1 Define \$36+Shift+Y Document outline Ctrl+\$6A Ctrl+\$6H Word count \$4+Shift+C  Voice typing \$36+Shift+S
5. Click on Tools and select Translation to translate your documents into another language.	Tools Table Add-ons Help Last edit w Spelling Explore
6. Go to File and select See Revision History. You can restore your documents written at a specific time.	File Edit View Insert Format Tools T  Share  New  Open %CO Rename  Make a copy  ■ Move to  ↑ Move to trash  See revision history %%+Option+Shift+H

