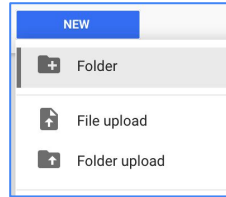
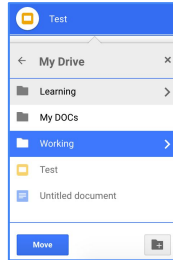
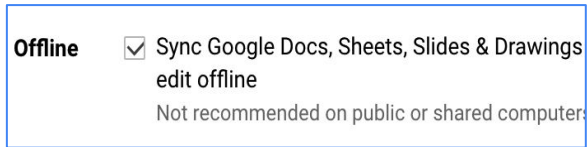
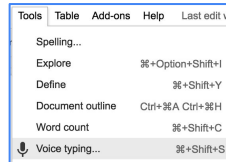
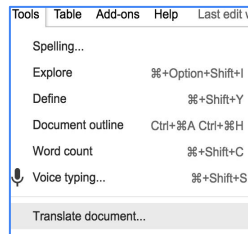


Google Drive & Docs Handout

STEP	IMAGE
1. Click New and Select Folder or you can upload your folder in Google Drive.	
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.	
3. To turn on the offline feature, select Setting, and then check on Offline. Turn on Google Drive before working offline.	
4. Click on Tools and select Voice Typing to ask Google to type for you.	
5. Click on Tools and select Translation to translate your documents into another language.	
6. Go to File and select See Revision History. You can restore your documents written at a specific time.	