

# Google Drive

Tap into your Google Drive via iOS

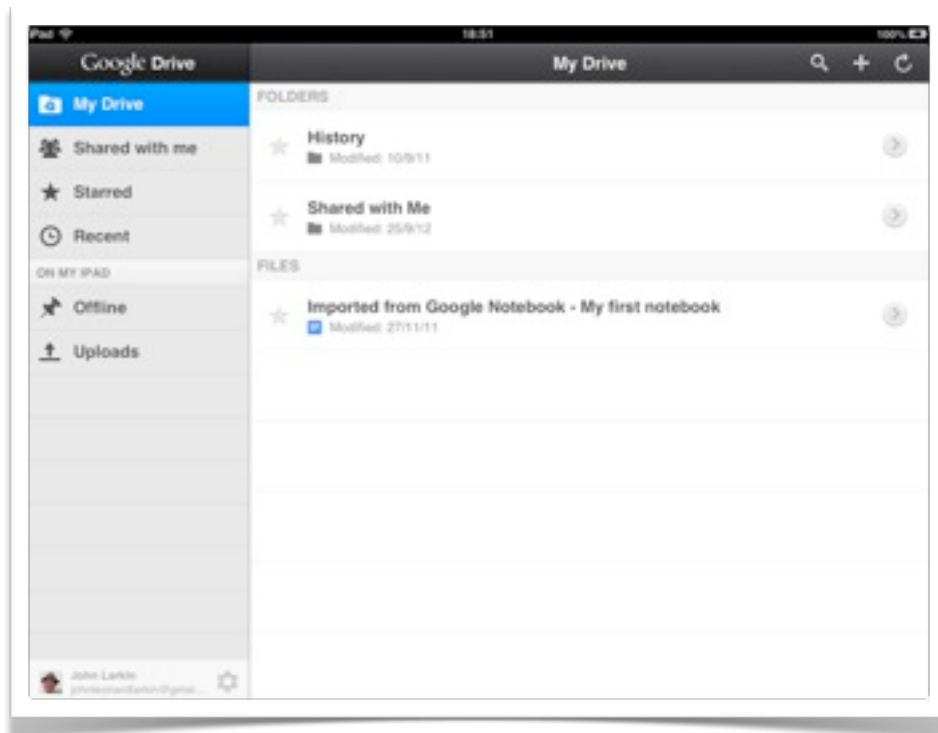


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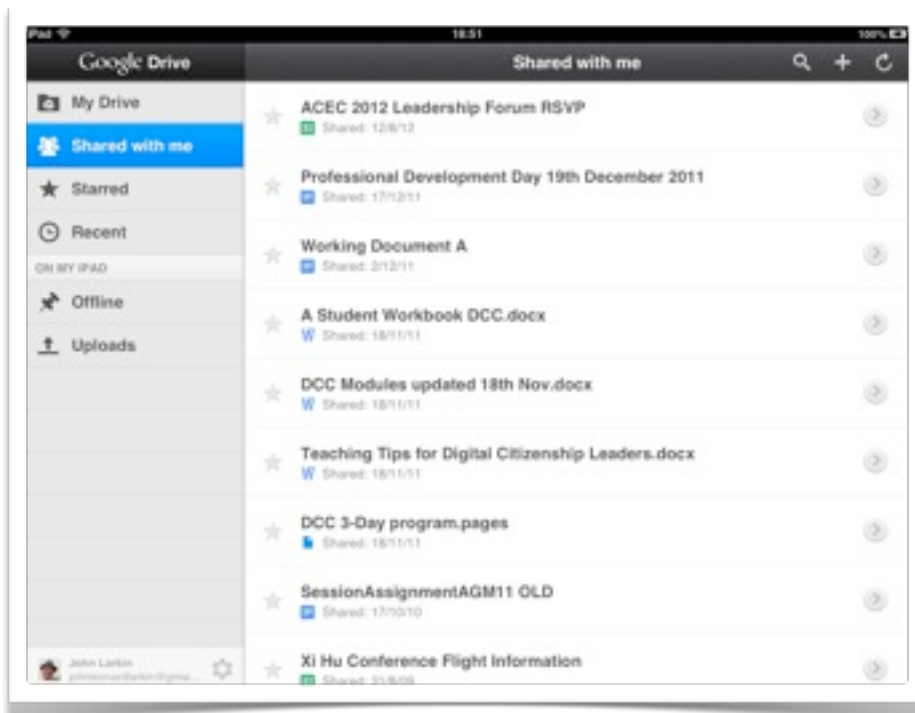
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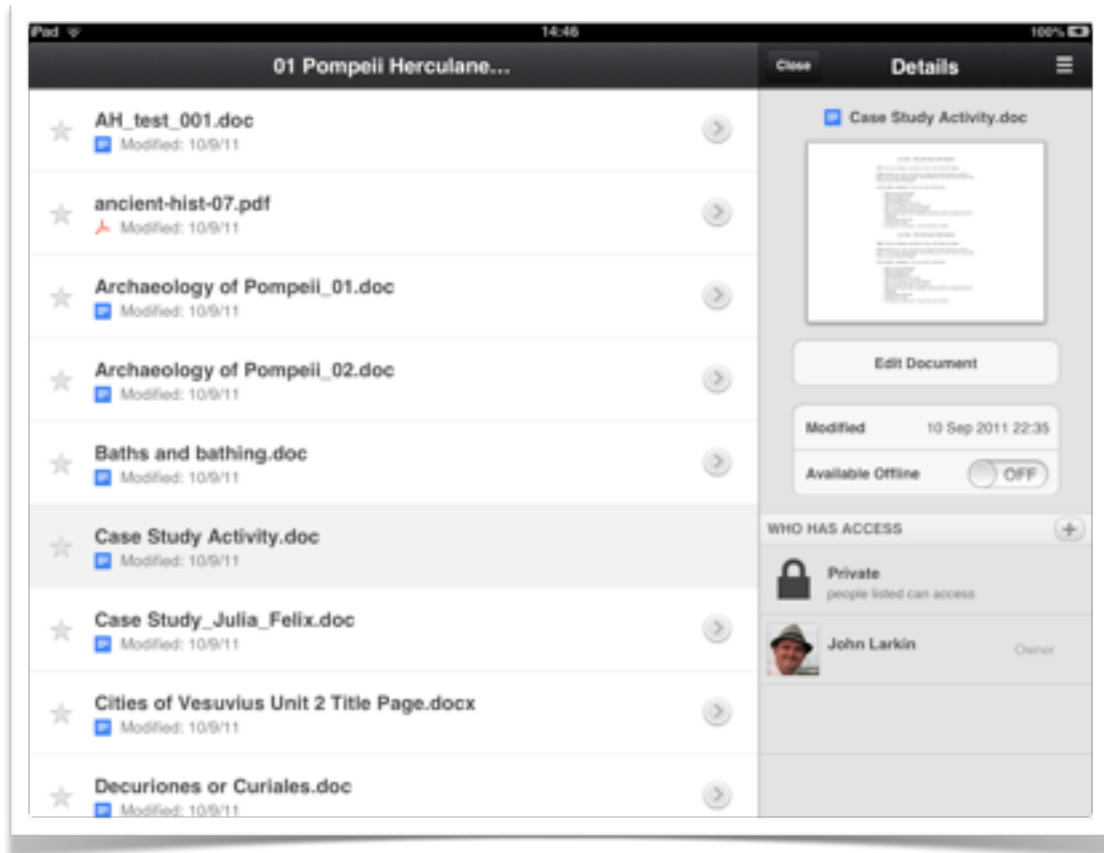
**The Google Drive app on the iPad** is quite straightforward and easy to use. After you have linked up with your Google account the following screen will appear.



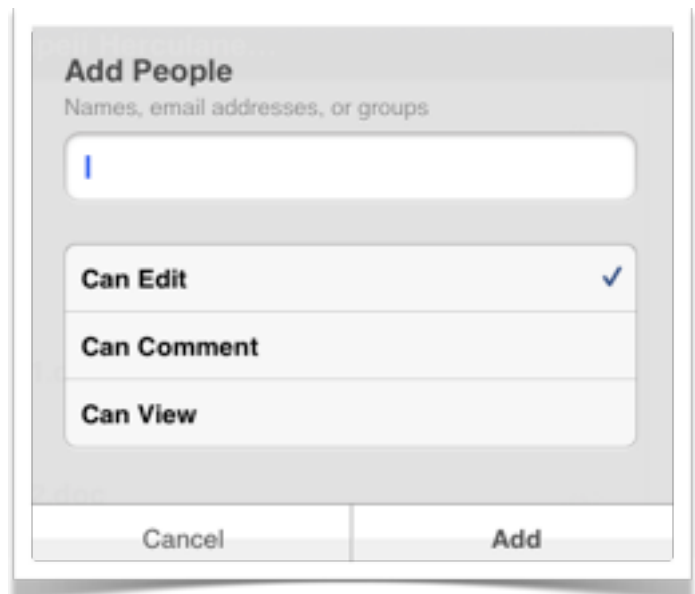
You can view the contents of your **Google Drive** as well as **shared**, **starred** and **recent** items. You can also work with offline documents and manage uploads. You can easily navigate the folders within Google Drive.



**Tapping on a Word or Excel document** will allow you to **edit** and **share** the document. Powerpoint documents **cannot** be edited.



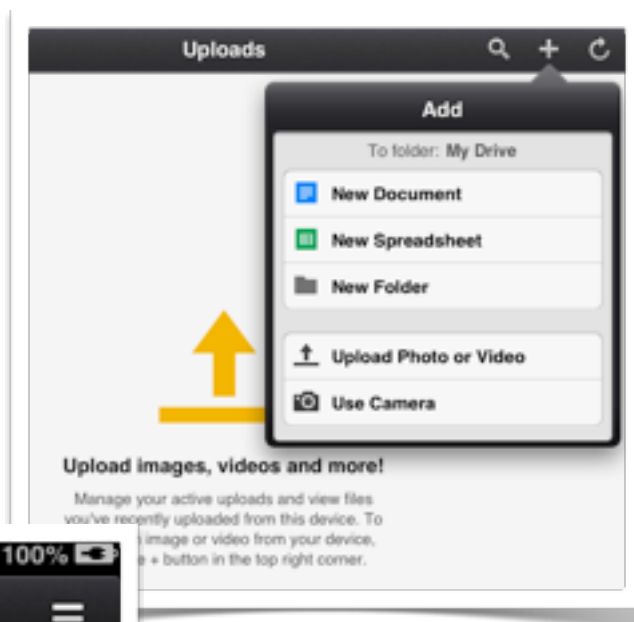
Tapping on the “+” icon adjacent to the Who Has Access item will allow you to share the selected document with other users.



## Adding documents and folders

Tapping on the “+” icon in the upper right hand corner of the window will allow you to create a new document or spreadsheet.

You can also create a new folder and upload photographs or video files to your Google Drive.



Tapping on the **Actions** icon will allow you to share, rename, move and remove the file.

Editing functionality is straightforward. Other editors can be viewed. PowerPoint files **cannot** be edited.

