

Google Drive

Tap into your Google Drive via iOS

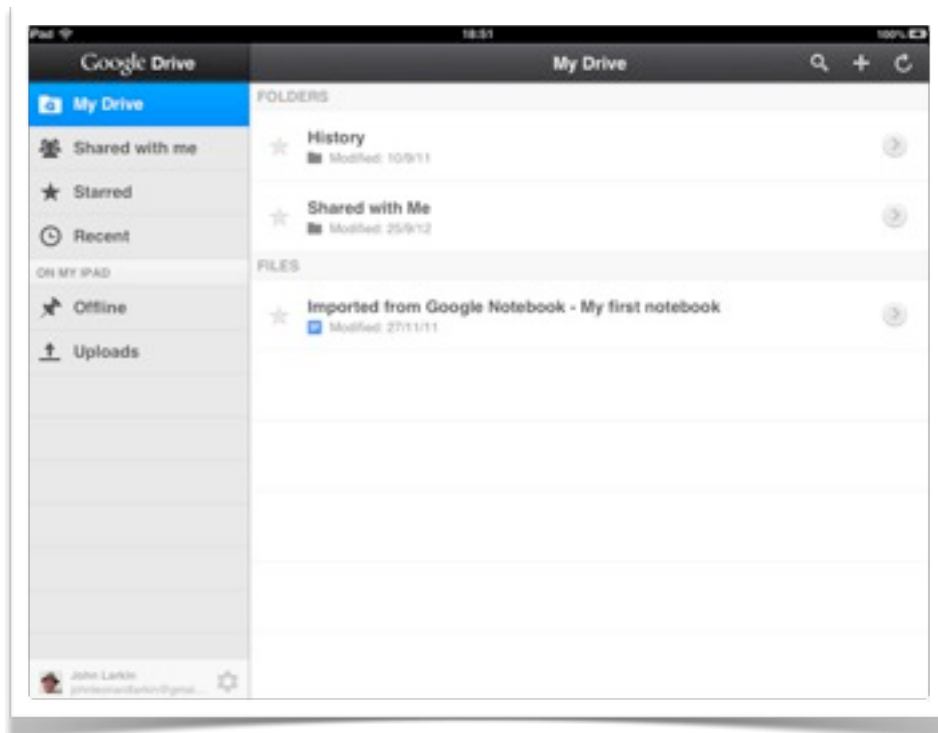


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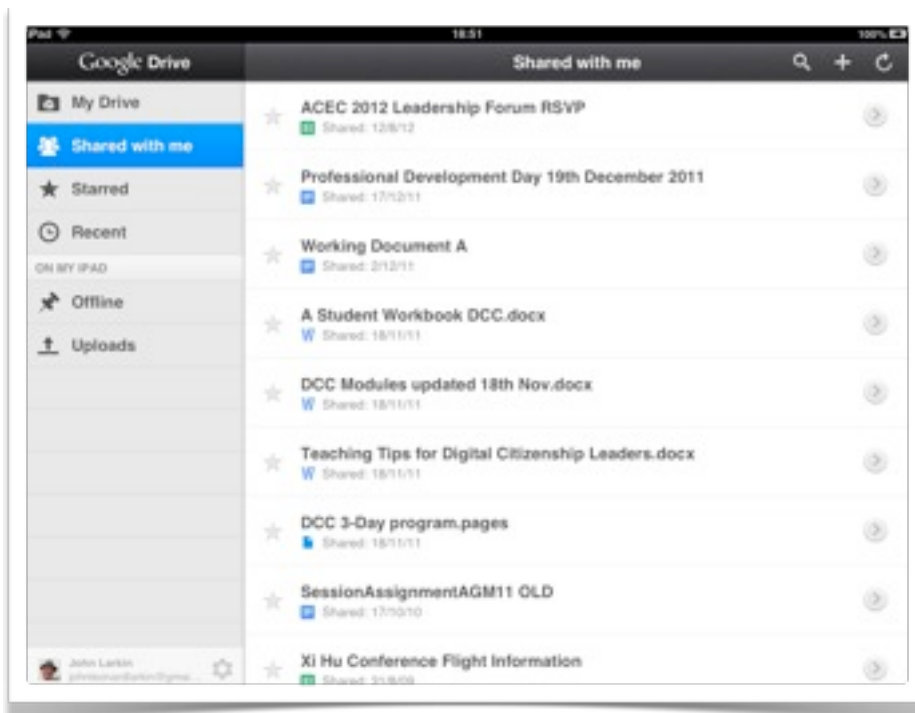
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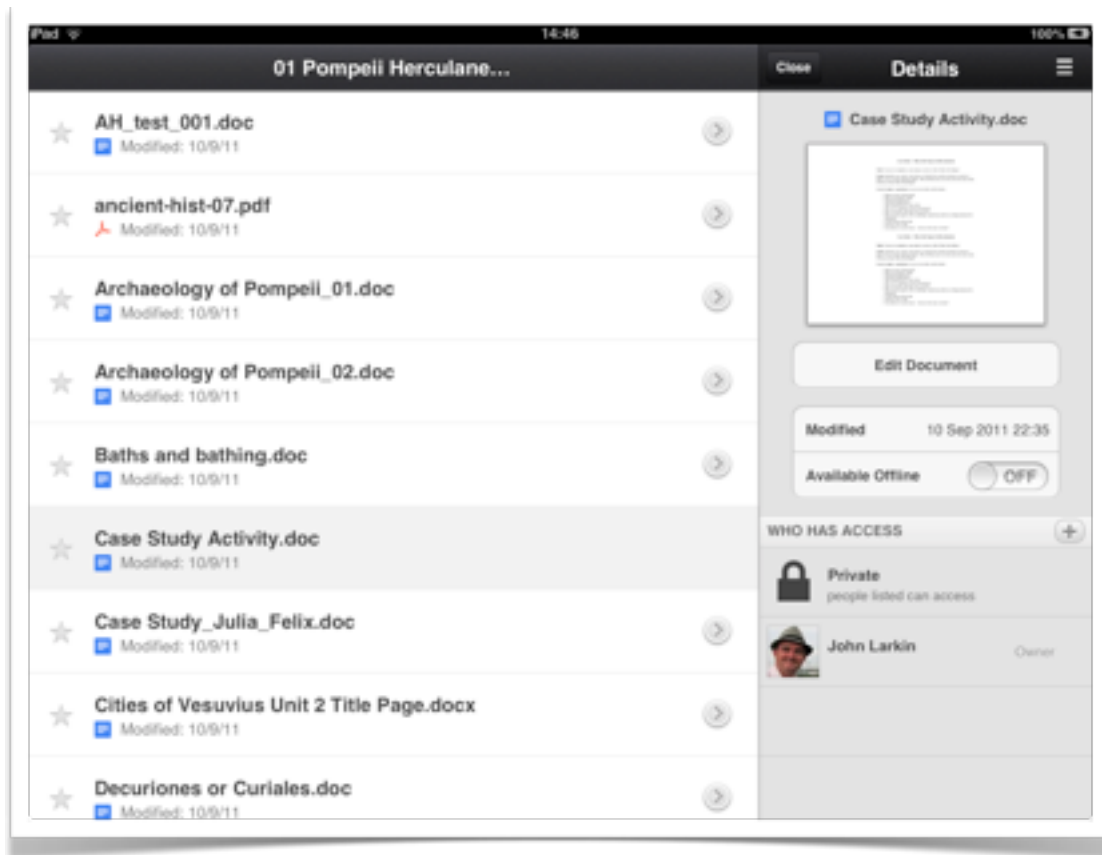
The Google Drive app on the iPad is quite straightforward and easy to use. After you have linked up with your Google account the following screen will appear.



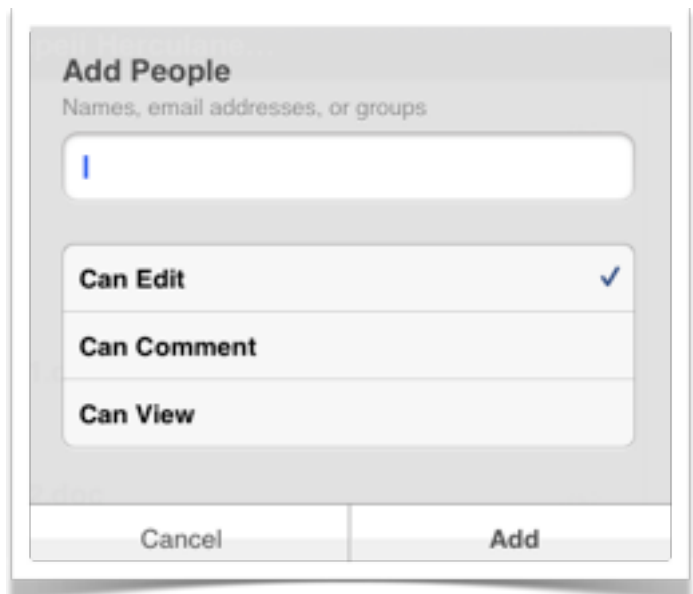
You can view the contents of your **Google Drive** as well as **shared**, **starred** and **recent** items. You can also work with offline documents and manage uploads. You can easily navigate the folders within Google Drive.



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



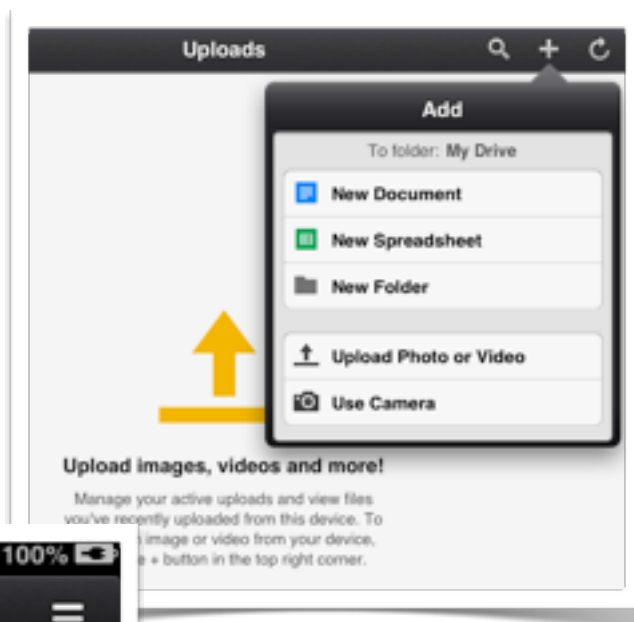
Tapping on the “+” icon adjacent to the Who Has Access item will allow you to share the selected document with other users.



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.

