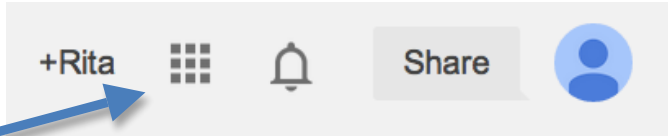


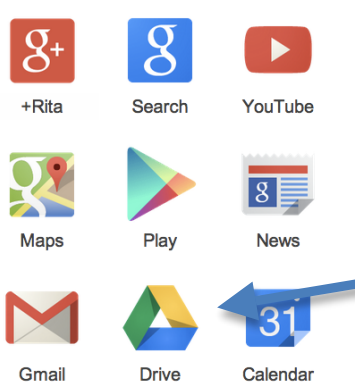
## USING GOOGLE DRIVE

Create a google account with your @sbschools.org email (Handout)  
Go to [www.google.com](http://www.google.com) and click on *Sign In* in the upper right corner.  
Sign into Google.

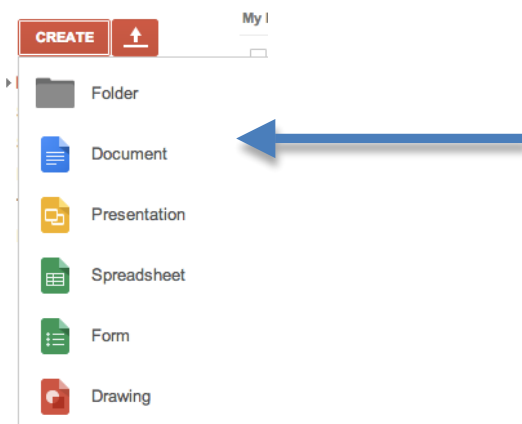
In the upper right corner next to your name there is a grid of dots(apps). Click on the grid.



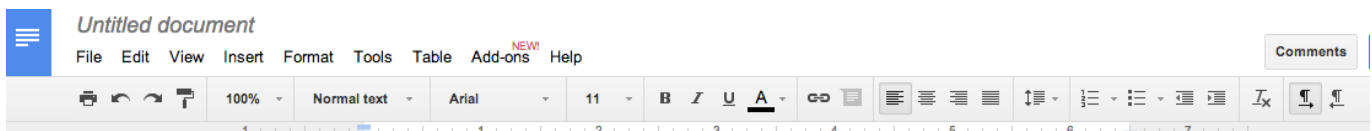
From the icons that appear, click on *Drive* at the bottom



When Google Drive opens, click on *Create* in the left margin to create a new document.



At the top, click on *Untitled document* and rename your document.  
As you can see the interface is very similar to the MS Word interface



You may begin by selecting a typeface, size and font color. Type anything you like and it will automatically save it.

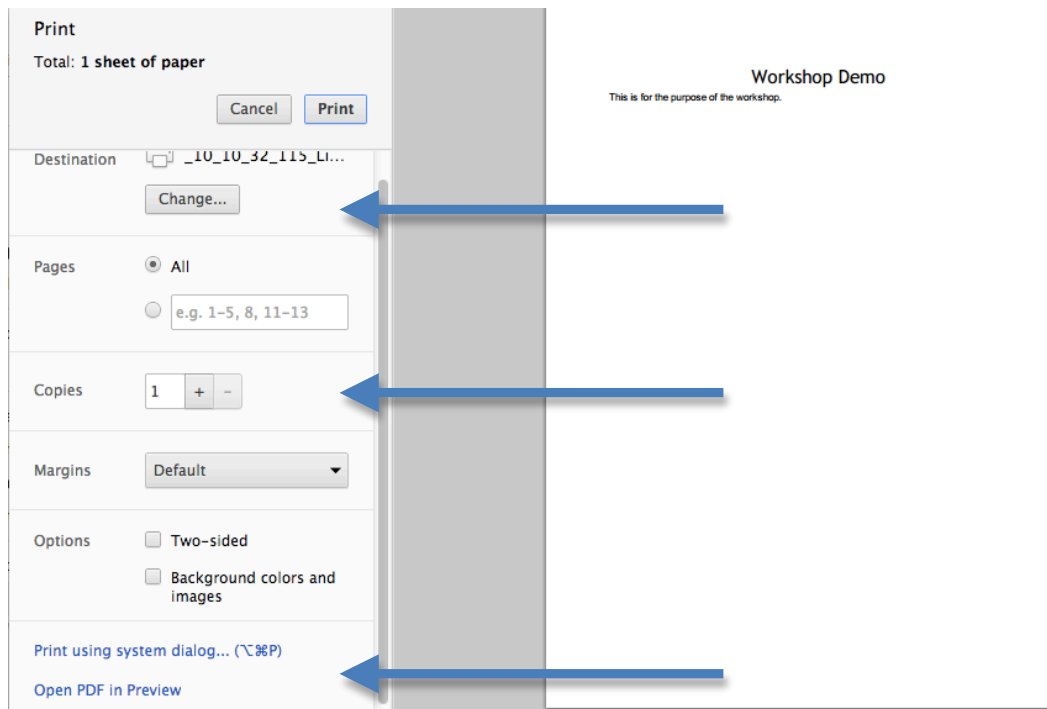
Go to *File>Print*

The following box has a good deal of information you should be familiar with:

*Destination* selects the printer.

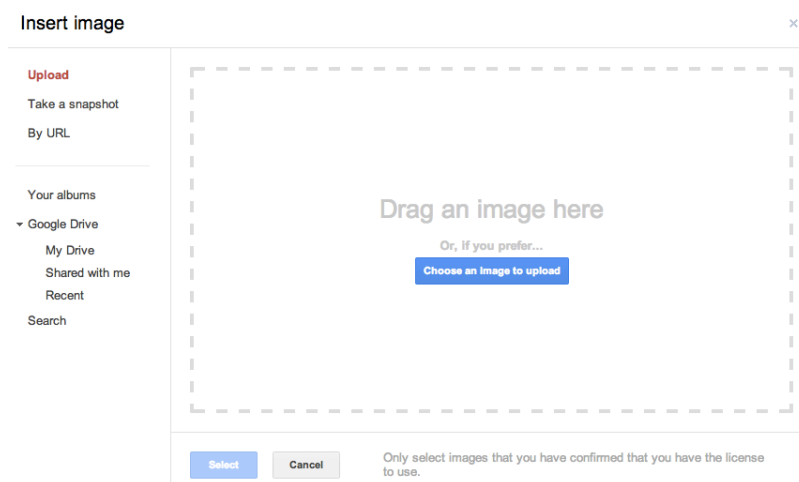
Indicate how many copies you want.

Click on *Open PDF in Preview* to preview the document and make sure it will print with the proper formatting.



The document will open in Preview. If it looks good, Go to *File>Print*.

To insert an image, Go to *Insert>Image* and on the box below select *Upload*.



Then select the image and size like you would in a Word document.