

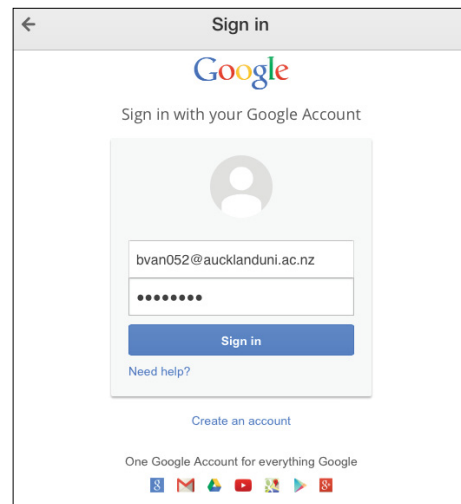
Using Google Drive for iPad

Opening and Signing into Google Drive

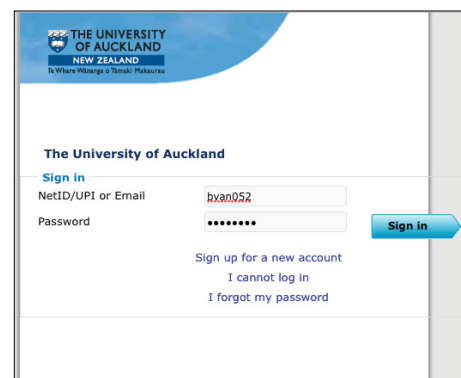
- 1 To open Google Drive, select the Google Drive app from the home page. To sign in to the app, tap *Get Started*.



- 2 Enter your EC Mail details and tap *Sign In* to log in to your University-provided Google Account.



- 3 Next, enter your University NetID details and tap *Sign In* to verify your log in to Google Drive.



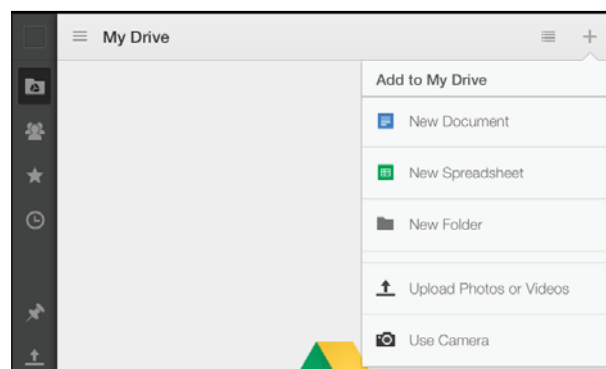
Using Google Drive for iPad

The Basics of using Google Drive on iPad

The Google Drive app lets you open, view, rename, and share your Google Docs and files. Here's what you can do in the Drive app on your iPad:

- Open and view your files and Google Docs in the following formats:
 - Google documents, spreadsheets, presentations, and drawings
 - All Microsoft Office formats
 - TXT and PDF files
 - Images (JPG, GIF, PNG, BMP, TIF)
 - Movies (MOV, AVI, MP4)
- Edit Google documents and Google spreadsheets (Microsoft office files not included)
- Share something from your Google Drive with other people
- View the real-time collaboration

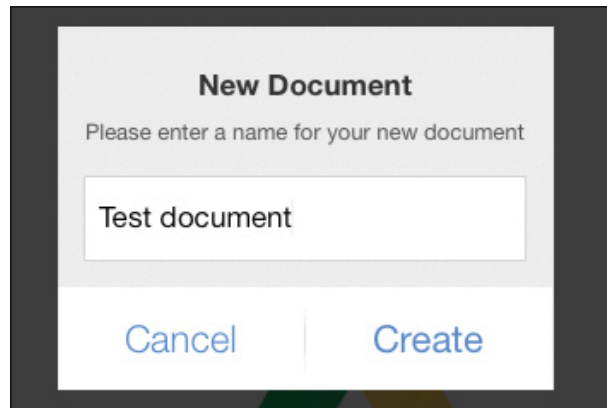
- 1 To create a new document, press the *Plus* button in the top menu bar to bring up the drop down menu. Press *New Document* to create a new Google Document.



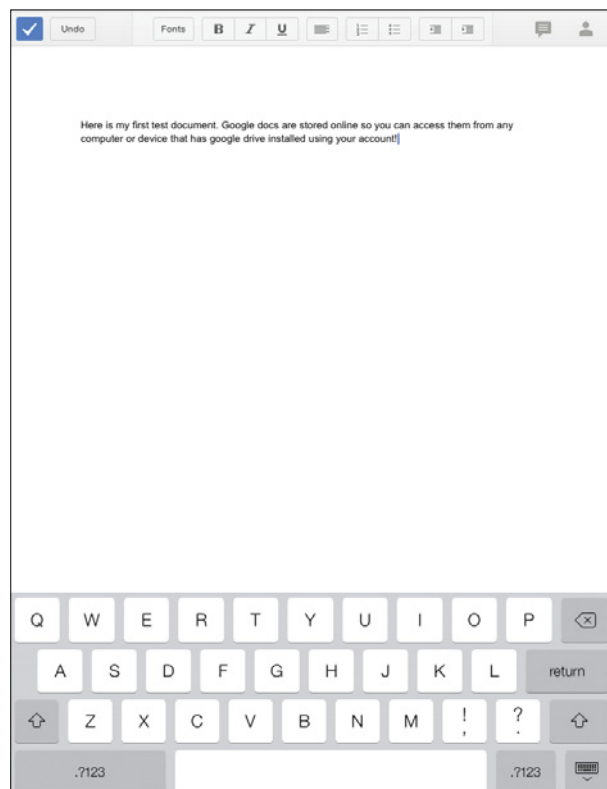
Using Google Drive for iPad

- 2 Enter a name for your document and press *Create*. Your new document will be added to your My Drive homepage.

Tap anywhere in your document to begin typing.



- 3 To *format* your document, select the appropriate feature from the tool bar at the top of the document. To save, tap the blue *Tick* at the top of the document.

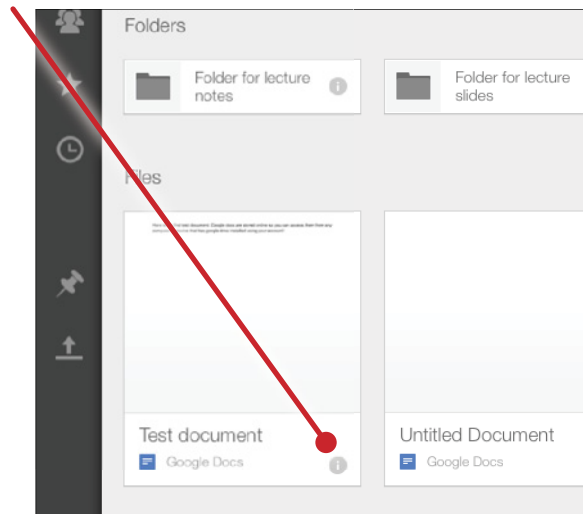


- 4 You can also view comments left on your document by yourself or others by tapping the *Speech Bubble* icon in the menu, or see who your document is currently being shared with by tapping the *Silhouette* icon.

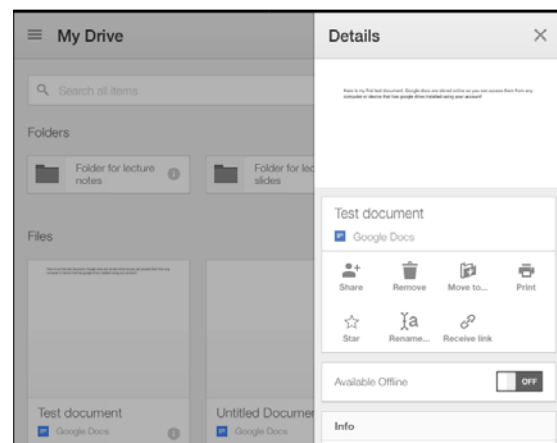
Using Google Drive for iPad

Sharing your documents in Google Drive

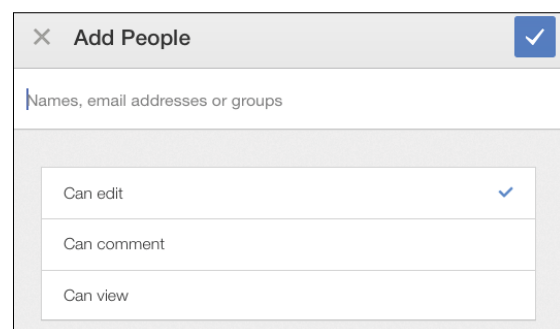
- 1 Find the document you want to share and tap the *Details* button on the document.



- 2 Here you are able to choose from a range of features including *sharing, removing* or *printing* your document. To *Share* your document with others, tap the *Share* button.



- 3 Enter the *name, email address* or *group* you wish to share your document with. You can also choose the level of permission they have from *Editing, Commenting* and *Viewing* your document.



Using Google Drive for iPad

Viewing your Google Drive documents offline

1 To view your documents offline, turn **Available Offline - ON** in the document details.

