

How to Upload and Download documents to your Google Drive

*You can **upload** or **download** all file types to Google, but you **can only change and edit** files that are **Google Apps** (i.e. Google docs, spreadsheets, etc.) Example, if you **upload a Microsoft Word Document** to your **Google Drive**, you will need to **download it to your computer and open it in Word to edit it**. You will then need to **upload it to your Drive again**. You can change a **Word doc to a Google Doc** but that is a tutorial from another time.

Uploading a File

- 1) Sign In and Go to your Google Drive
- 2) In Drive select the Upload button next to the Create button.

- 3) In the submenu highlight and select "Files..."
- 4) This will bring up your directory window of your computer.
- 5) Select the file(s) you want and click on "Open"

- 6) In the bottom right-hand corner of your Google Drive you will see the file(s) you select upload. It will also provide a status whether the file uploaded successfully.

- 7) Your file will appear in your Drive.

**Note there will be an Icon denoting the type of file it is. In this case a big blue "w" for Microsoft Word.*

Downloading a File

- 1) In your Google Drive, locate the file you wish to download. Click on the small checkbox to the left of the file. This will open up options at the top of the page.

- 2) In the additional options click on "More." In the drop down menu select download.

- 3) Depending on the Browser you are looking at Google through and what type of computer operating system you are using the Downloaded file will either appear in a folder you select or in your Downloads file. Generally it's located in the sidebar of your directory window.

