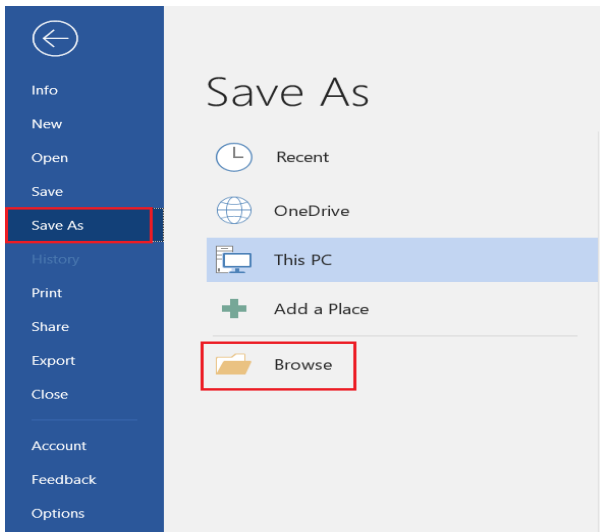
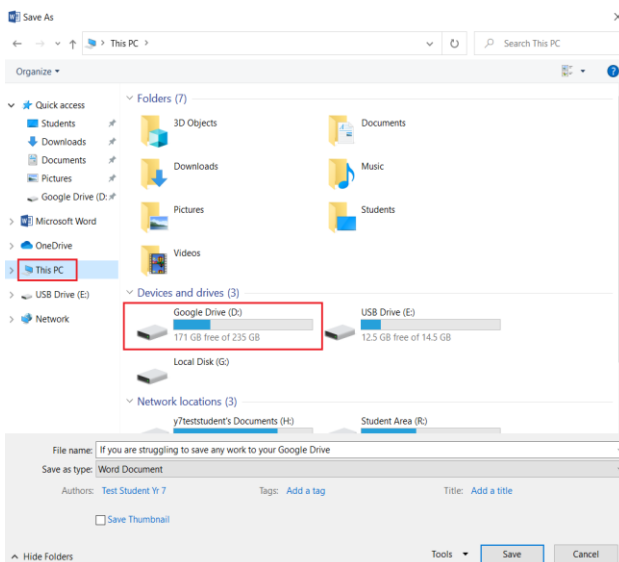


Student Guide: How to save work to Google Drive

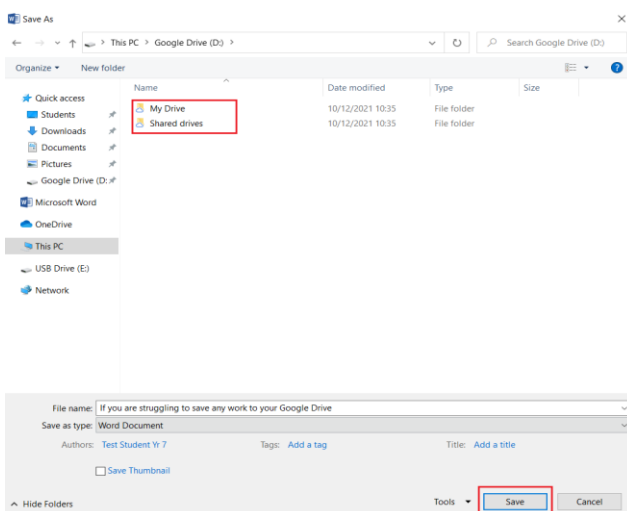
If you are struggling to save any work to your Google Drive, please follow the simple steps below.



1. Click onto File > Save As > Browse.



2. Once the window opens, click onto **This PC** down the left side, then click onto **Google Drive**.



3. Here you can save to either your own personal Google drive or to a shared google drive, if you are unsure of where to save your work, always ask your subject teacher.