

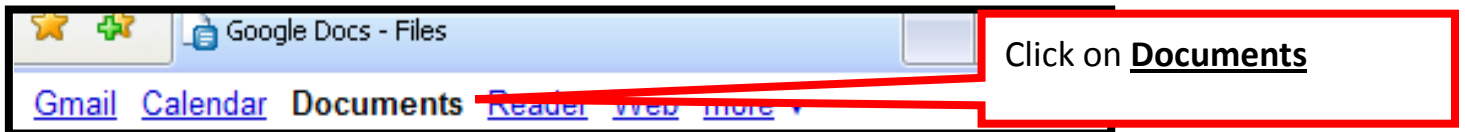
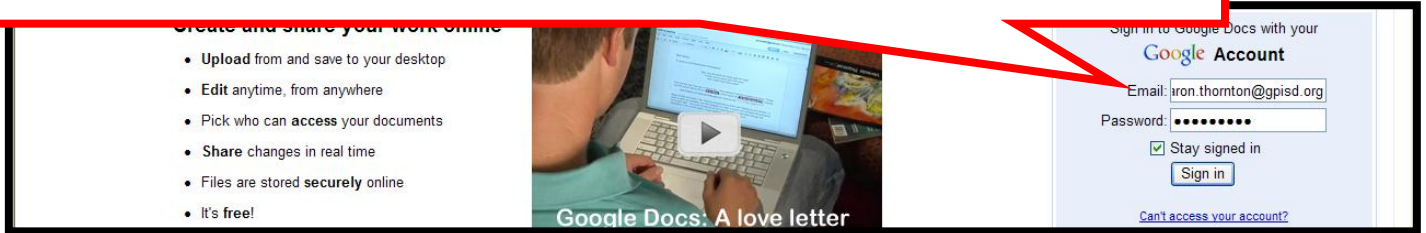
Upload Files to Google Docs

Did you know that you can now upload many types of files to Google Docs besides Office documents such as Word, Powerpoint and Excel such as music and video files?

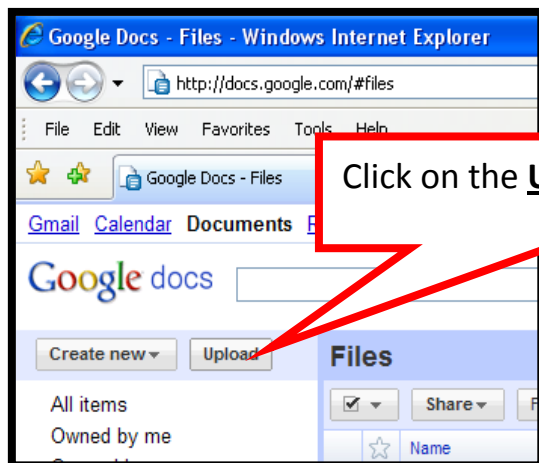
Benefits: You can download large files that you will be able to open on any PC computer and share with others such as music and or videos. It gives you a url website for your file that you can email to anyone.

Navigate to <http://www.google.com>

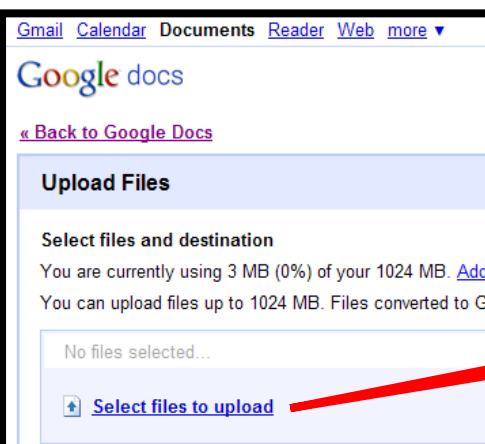
Login to your Google Account or set up an account if you don't already have one.



Note: If documents are not listed on yours- Click on More drop down arrow and choose even more. You will see documents in the full Google Apps list.



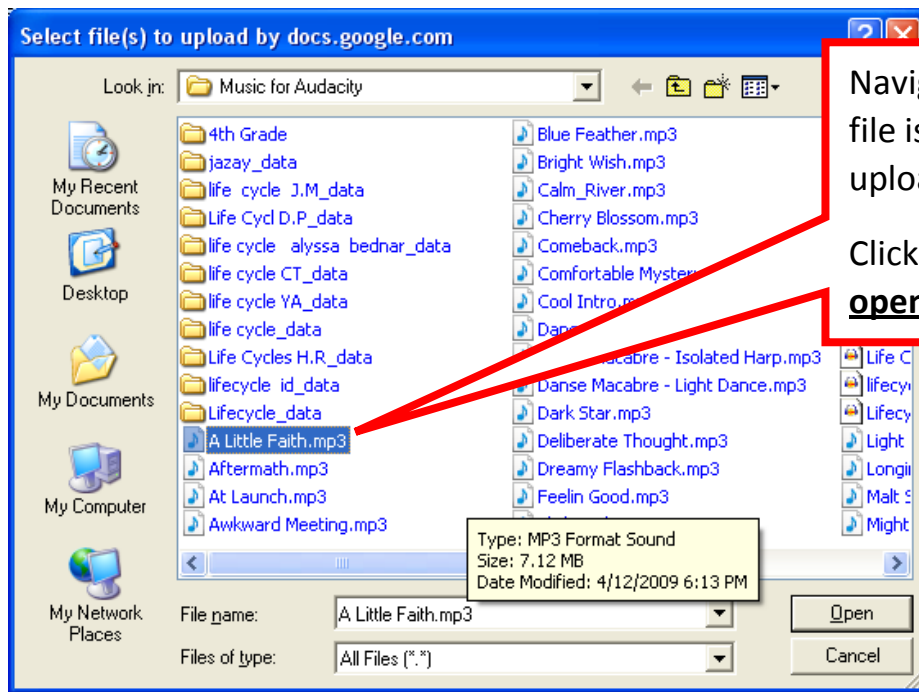
Click on the **Upload button**



Notice you can see how much storage Google docs allows and how much you have left. You can also purchase more storage @ 20 GB for \$5.00 per year.

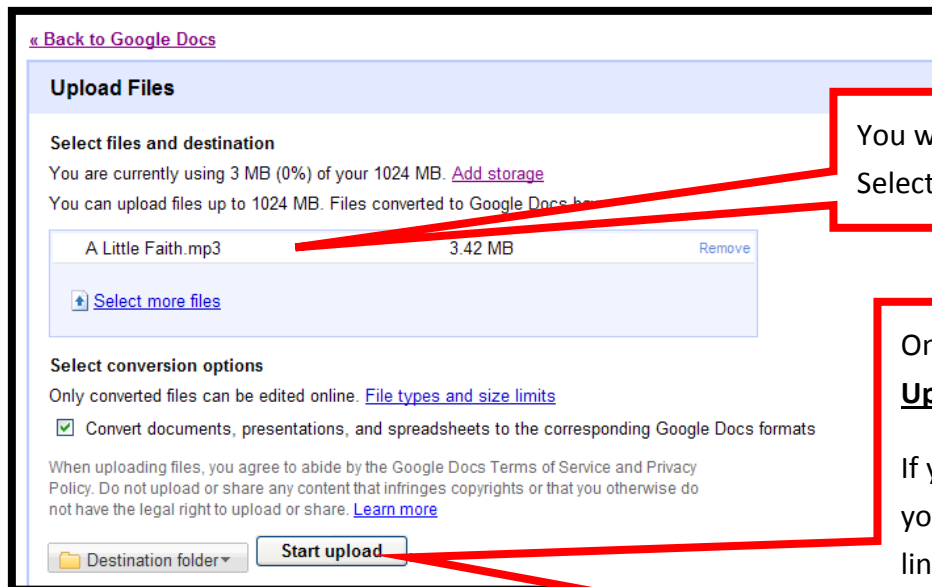
Click on the Link: **Select files to upload.**

Sharon Thornton- Instructional Technology



Navigate to the place where your file is stored. Here I want to upload a music file.

Click on the file to select and click **open**.



You will now see your file. You can Select more files if you like.

Once you are done, click the **Start Upload** button at the bottom.

If you have already created folders, then you can click on the destination folder link so it downloads to a specific folder.

