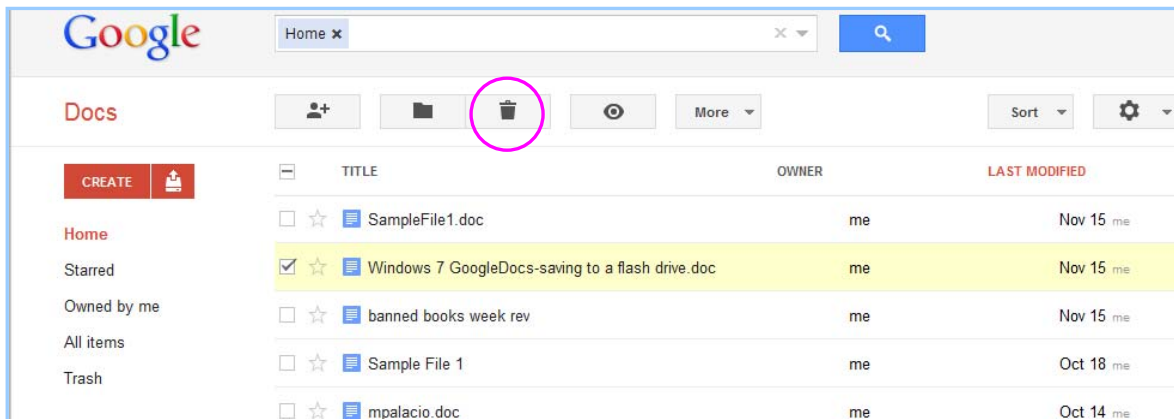


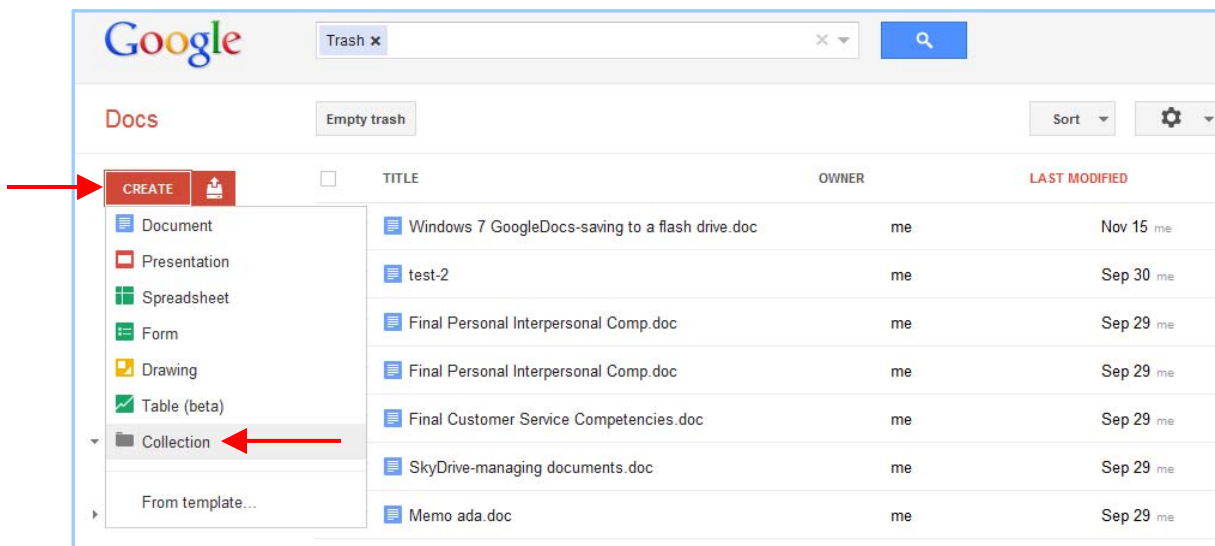
Managing Your Files

Log into your Google Account.

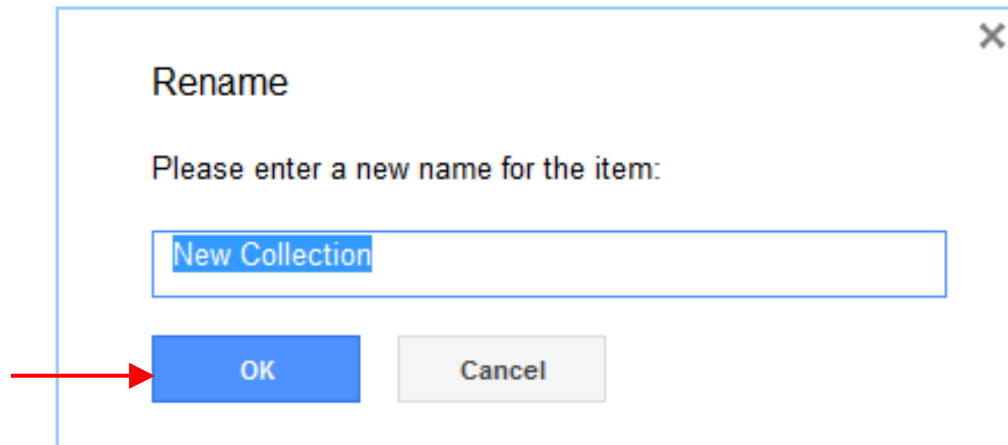
To **delete a document**, place a check mark in the box next to the document you would like to delete, and click on the **“Trash”** icon.



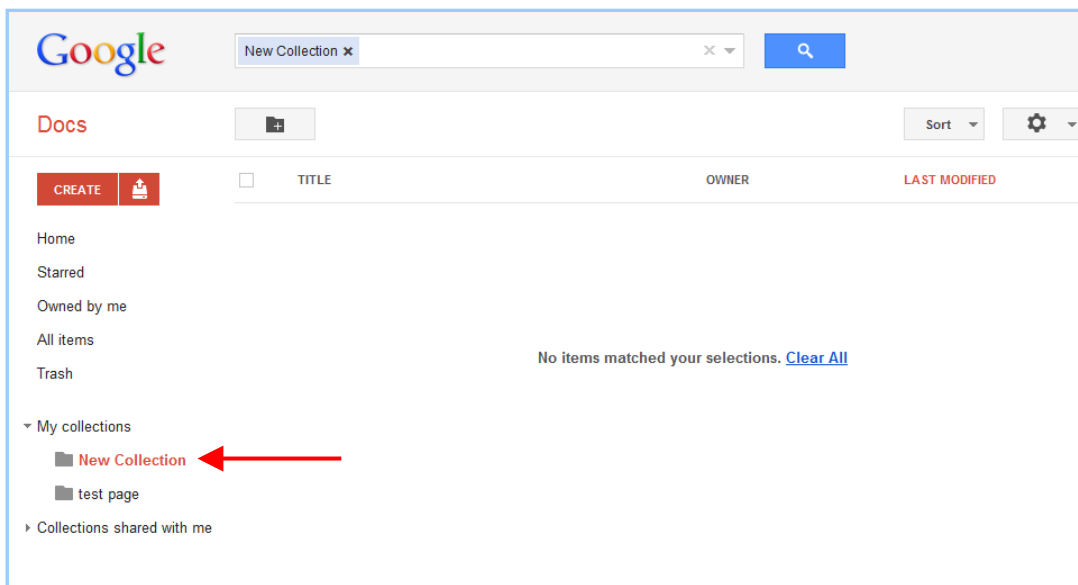
To **create a folder**, click on the **“Create new”** button, and select **Collection**. (Folders are called Collections in Google docs.)



Enter the name of the Collection and click on “**OK**”.



Under “**My Collections**” you will find your new collection folder.



To add a document into your “**Collection**”, click on the document and drag it into the “**Collection**” folder. Notice that your document has a label and the “**Collections**” group appears on the main page.

The screenshot shows the Google Docs interface with a list of documents. On the left, there are navigation options: Home, Starred, Owned by me, All items, Trash, My collections, and Collections shared with me. The main list has columns for checkboxes, star icons, document names, and owner names. A pink arrow points from the text above to the 'New Collection' label next to 'SampleFile1.doc'. Another pink circle highlights the 'New Collection' label next to 'banned books week rev'.

	OWNER	TITLE
Home		New Collection
Starred		SampleFile1.doc New Collection
Owned by me		Windows 7 GoogleDocs-saving to a flash drive.doc
All items		banned books week rev New Collection
Trash		Sample File 1
My collections		mpalacio.doc
		mpalacio
Collections shared with me		banned books week.doc

To Preview a document, click on the check box next to the document name and then click on the **Preview** Icon. The document is displayed on the right hand side.

The screenshot shows the Google Docs interface with a document preview. The top toolbar includes icons for sharing, folders, trash, preview (eye icon), and more. A pink arrow points from the text above to the 'Preview' icon. The document list on the left has a check box next to 'bann me' highlighted with a pink circle. The right side shows a preview of the document 'banned books week rev'.

	OWNER	LAST MODIFIED
Home	New me	11:20 am me
Starred	Sam me	Nov 15 me
Owned by me	Wind me	Nov 15 me
All items	<input checked="" type="checkbox"/> bann me	Nov 15 me
Trash	Sam me	Oct 18 me
My collections	mpal me	Oct 14 me
	mpal me	Oct 14 me
Collections shared with me	bann me	Oct 11 me
	bann me	Oct 11 me