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.

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.