

Creating a folder in Google Drive



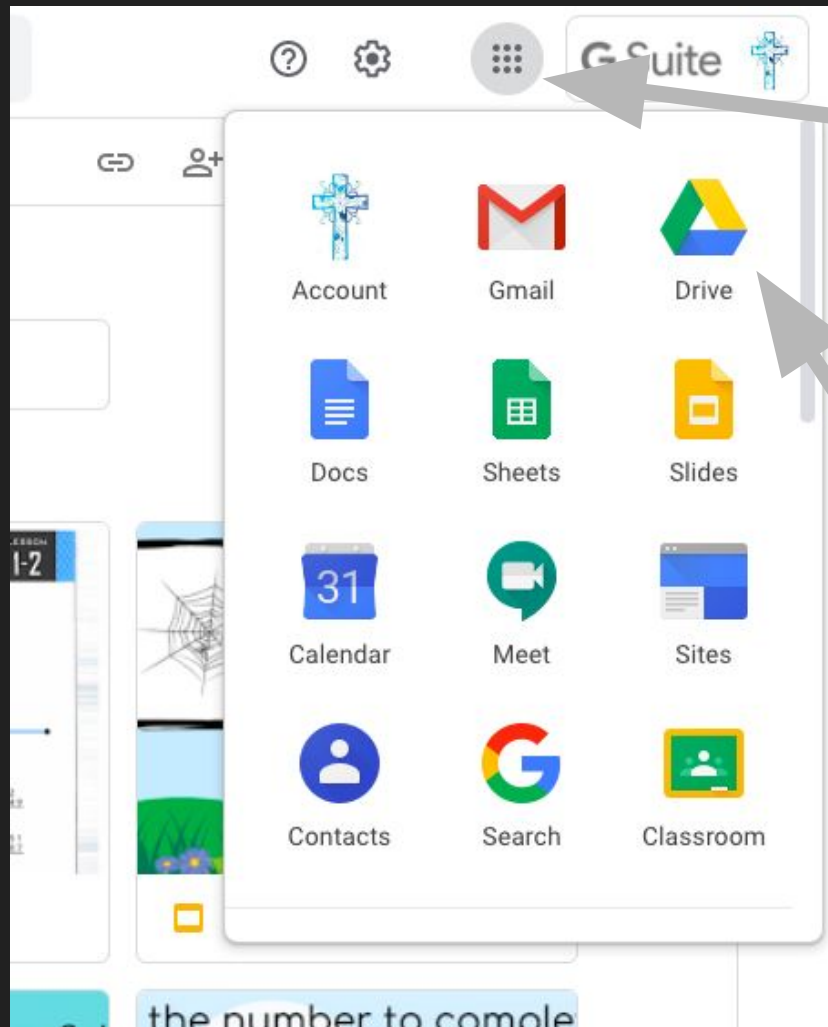
Google



Google Search

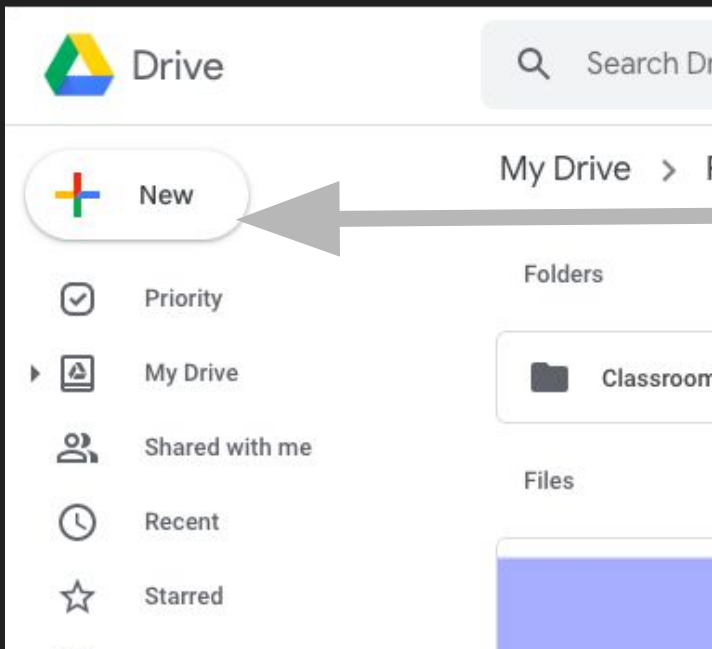
I'm Feeling Lucky

Sign into your Google Suite Account

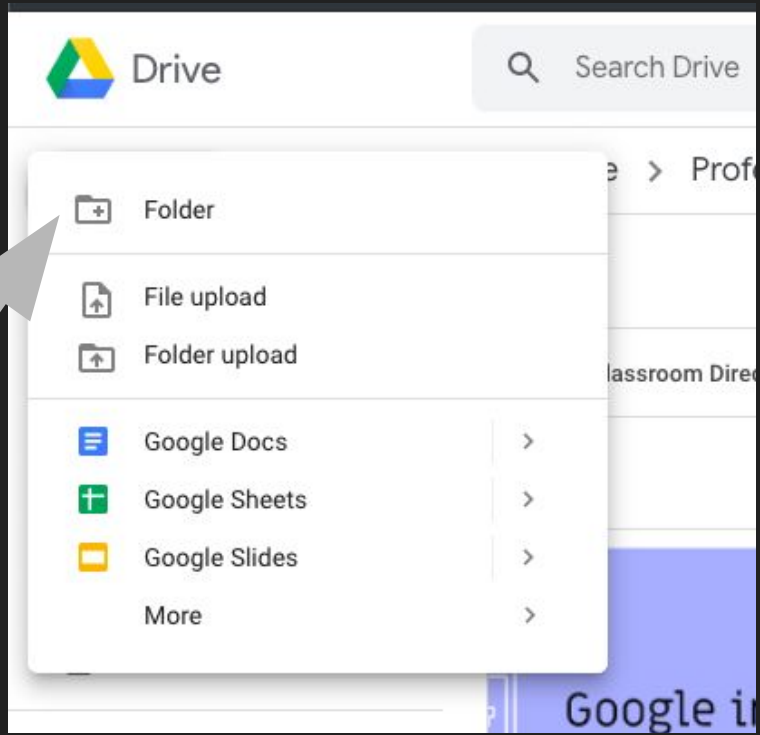


Click on the matrix

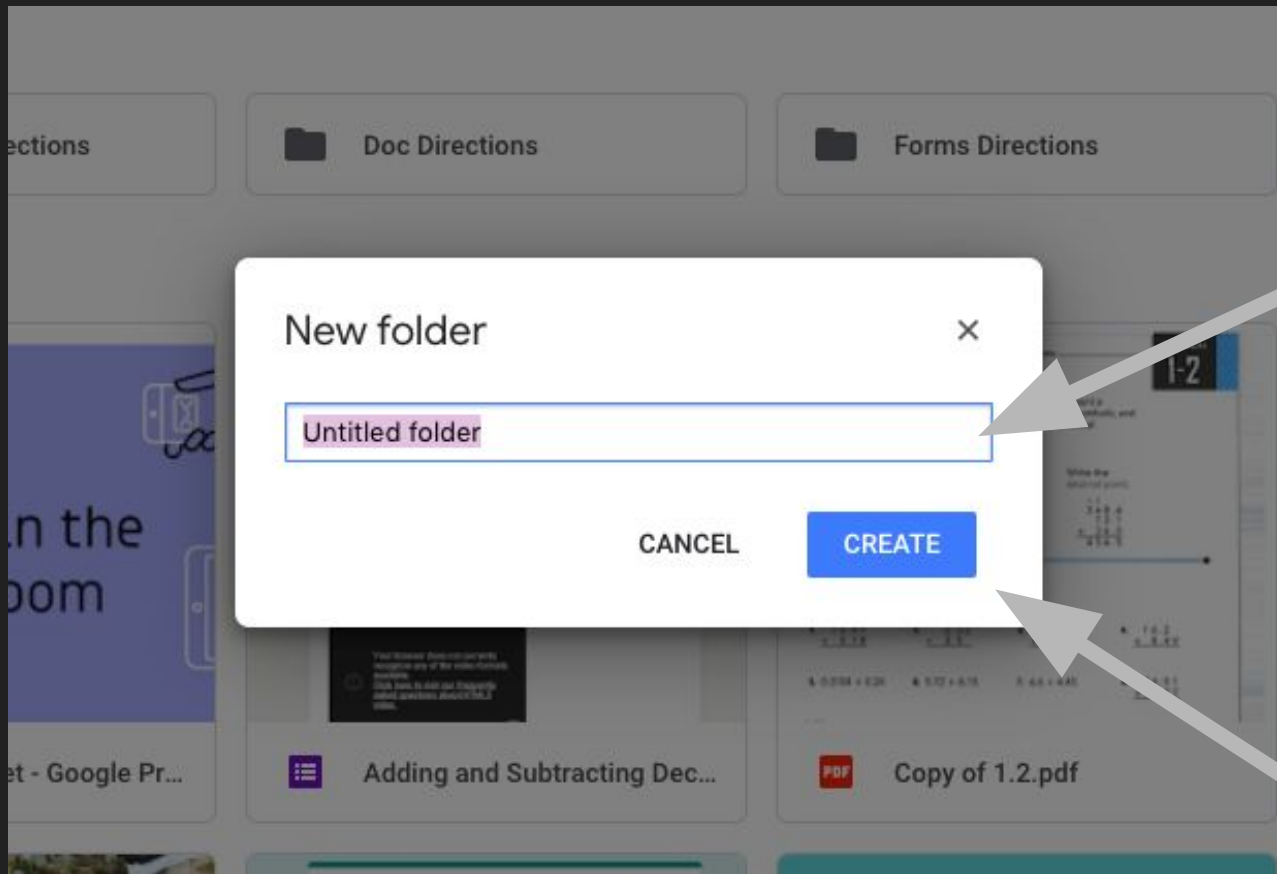
Click on Google Drive icon



1) Click on "New"



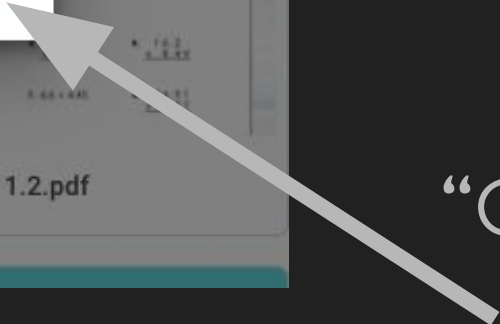
2) Click on "Folder"



Name your folder.



Click "Create"



To add a document to your folder you can click and drag the document to the folder of your choice

The screenshot shows the Google Drive interface. At the top, there is a search bar labeled "Search Drive" and navigation icons. Below the search bar, the breadcrumb path is "My Drive > Professional Development > Google Presentation tools". Under the "Folders" section, there are four folders: "Classroom Directions", "Doc Directions", "Drive Directions", and "Forms Directions". Below the folders, there is a "Files" section containing four items:

- A presentation titled "1/23-St. Bridget - Google Pr..." with a thumbnail showing "Google in the Classroom".
- A presentation titled "Adding and Subtracting Dec..." with a thumbnail showing a math problem: "Adding and Subtracting Decimals".
- A PDF document titled "Copy of 1.2.pdf" with a thumbnail showing a math lesson titled "Add Decimals" with various decimal addition problems.
- A presentation titled "Google Suite" with a thumbnail showing a quiz question: "Which Google Programs are you most efficient in?".