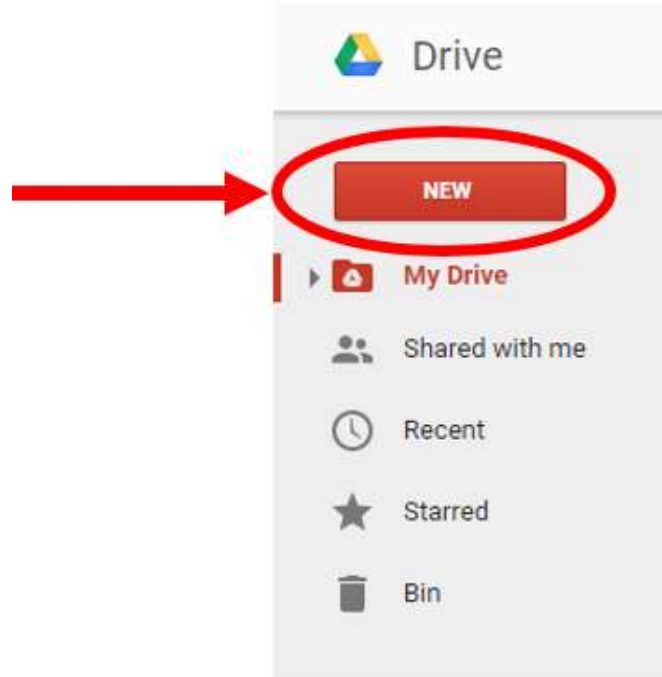
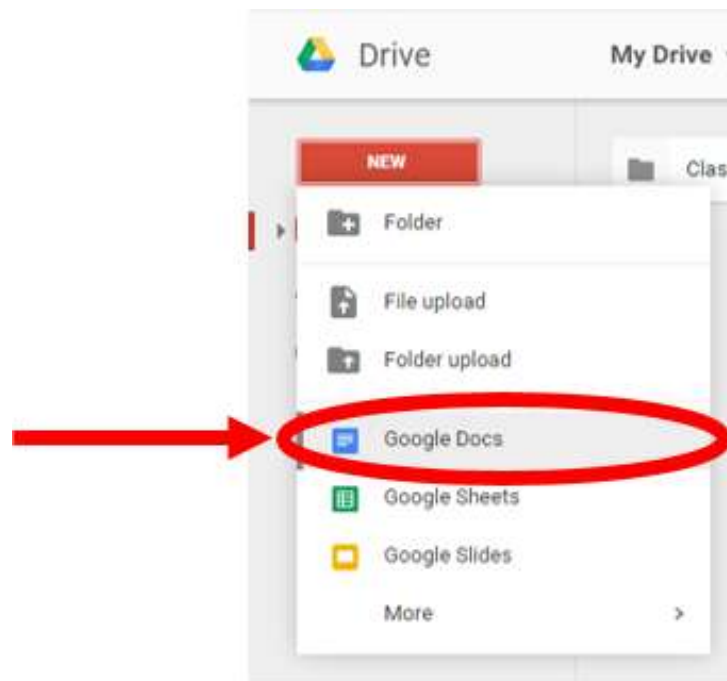


How to Create a Document on Google Drive (Desktop Version)

1) Click on the red 'NEW' button in the left hand corner of Google Drive.



2) Select 'Google Docs'.



3) An 'Untitled Document' should open in another tab in your browser.