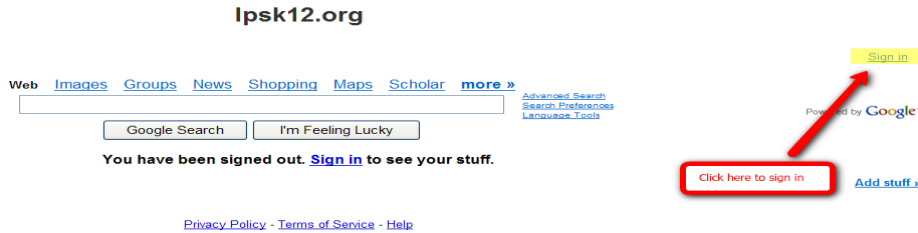


How to Upload a Presentation or Document to Google Docs

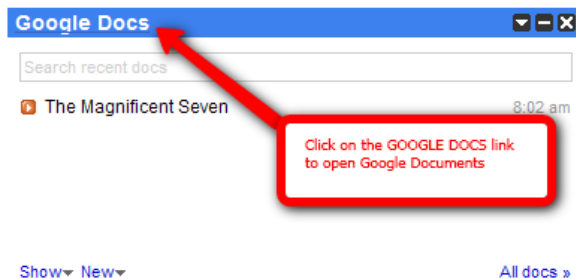
- 1.) First go to www.lpsk12.org and click sign in on the upper right hand corner.



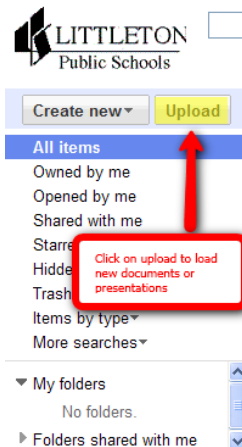
- 2.) Sign in with your assigned LPS user name and password.



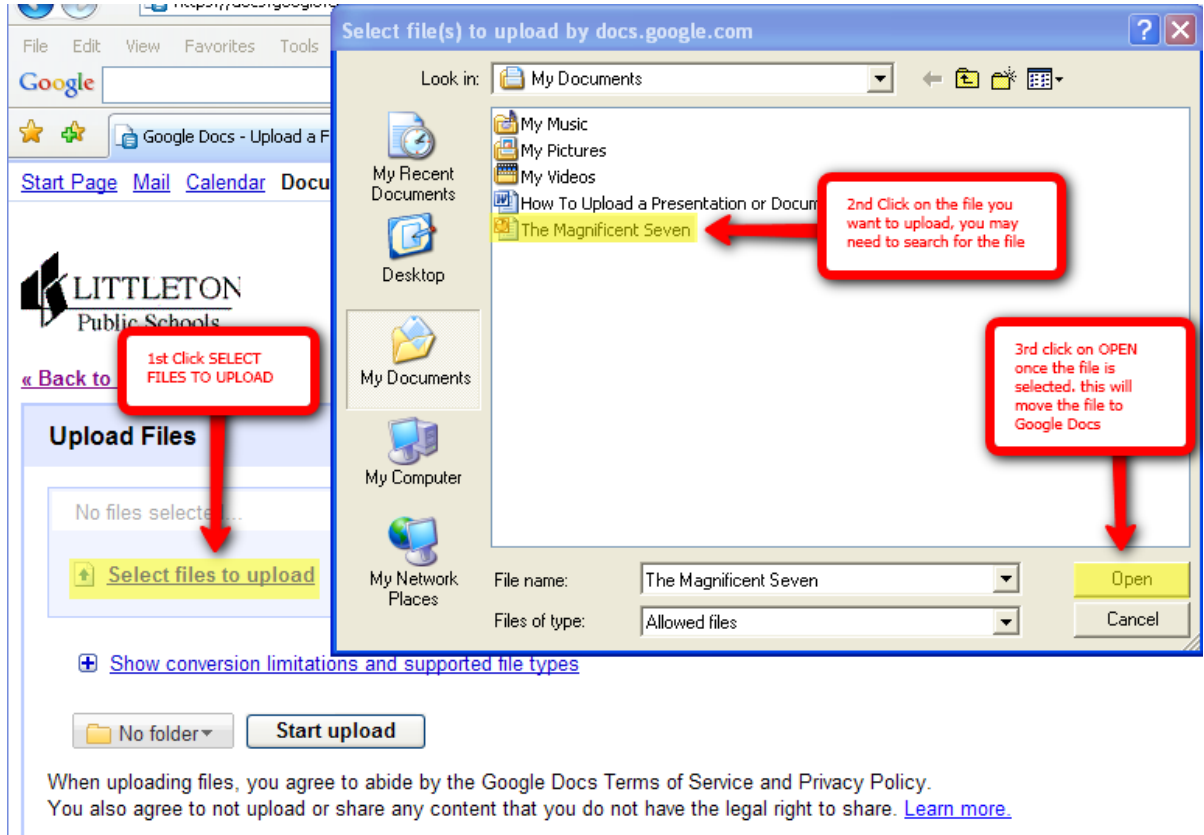
- 3.) On the LPS Google start page click on the white link that says "Google Docs"



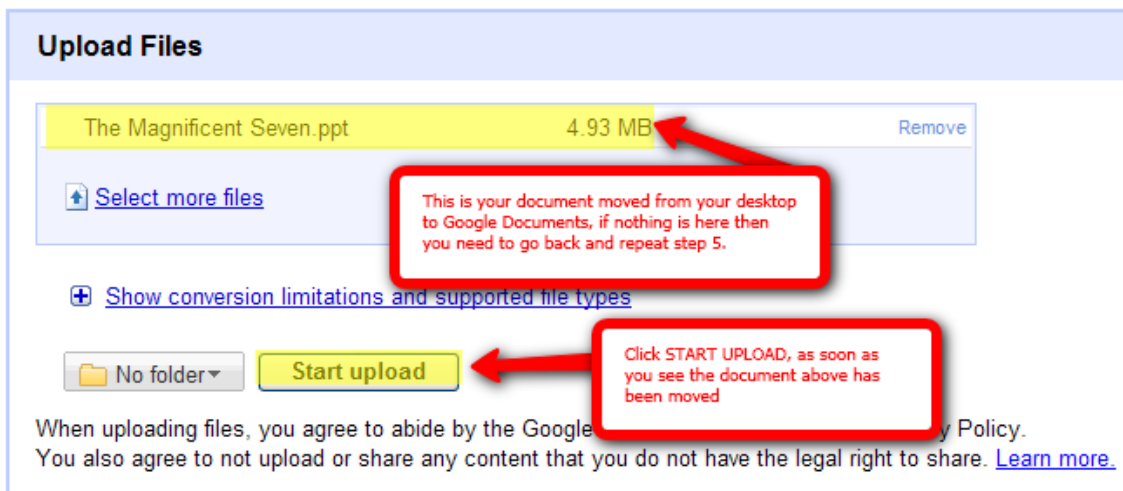
- 4.) Then click **Upload** on the upper left hand corner.



- 5.) The click **“Select Files to Upload”** a file screen will pop up and you will have to browse through your desktop to find the document that you would like to upload, the document should be under **“My Documents”** folder on the left hand side. Once you find the document you want to upload, click on the file to highlight it, and then click **“Open”**.



- 6.) Once you click **“Open”**, the document will be moved to Google Docs to be uploaded, once it is moved click **“Start Upload.”**



- 7.) Once the upload is complete click **“Back to Google Docs.”** When you return to Google Documents you will notice that your document is now loaded, you can edit, share and display from this screen.

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Create new Upload

All items

Owned by me
Opened by me
Shared with me
Starred
Hidden
Trash
Items by type
More searches

My folders
No folders.
Folders shared with me

All items Share Folders Delete Rename More actions Last modified 1-2 of 2

Name	Folders / Sharing	Date
TODAY		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The Magnificent Seven	Not shared	8:53 am me
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> The Magnificent Seven	Not shared	8:09 am me

SHARE will allow you to share this document with others, as well as publishing the document to a website

These are all your Documents that have been uploaded to Google Docs, you can click on the file to change or edit

Google Documents is a great tool, when it comes to working on group projects, as well as editing. All members of the group can access the project, then add their own information as well as edit the project. Google Documents will save and update the file as more information is added. Google Documents will upload Word and Open Office documents as well as PowerPoint presentations, PDF files, and Excel-type spreadsheet files.