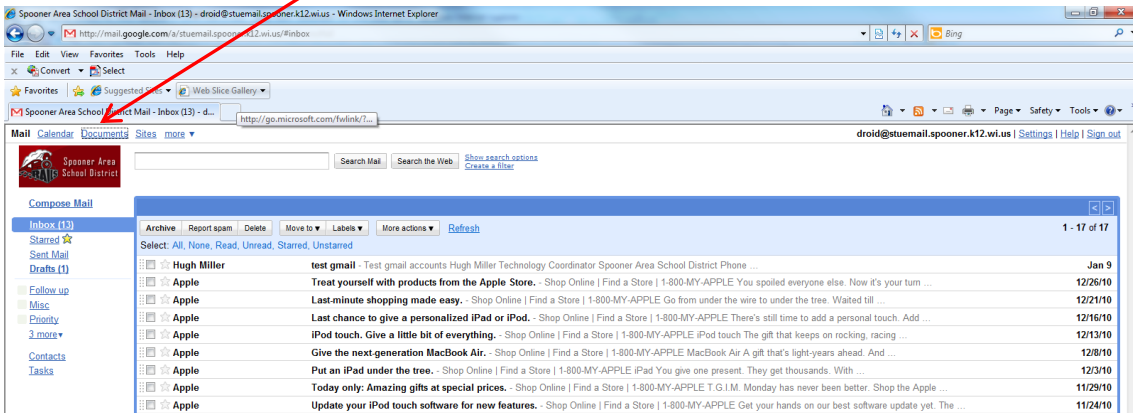


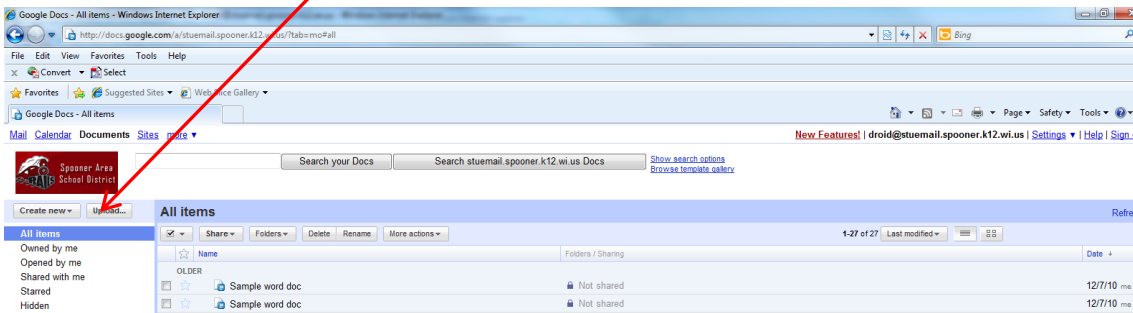
Uploading files to Google Docs

Uploading files from a computer or network drive to your account in the “Google Cloud”

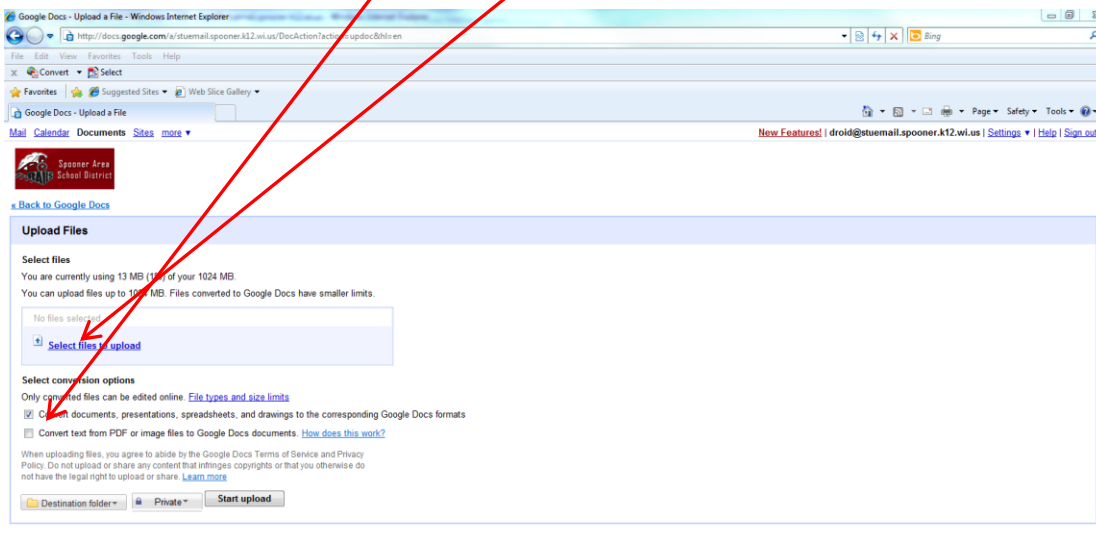
1. Login to Google docs
2. Click document link



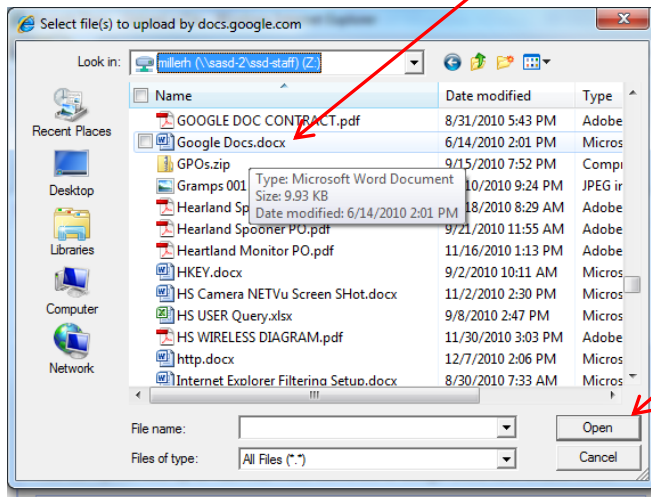
3. Click Upload Button



4. Uncheck Convert documents button to preserve original document formatting
5. Click the Select Files to Upload Link



6. In window that opens browse to the file you want to open, select the file and click the open button



7. Files selected for upload will be displayed.

8. Click the Start upload button to upload files.

