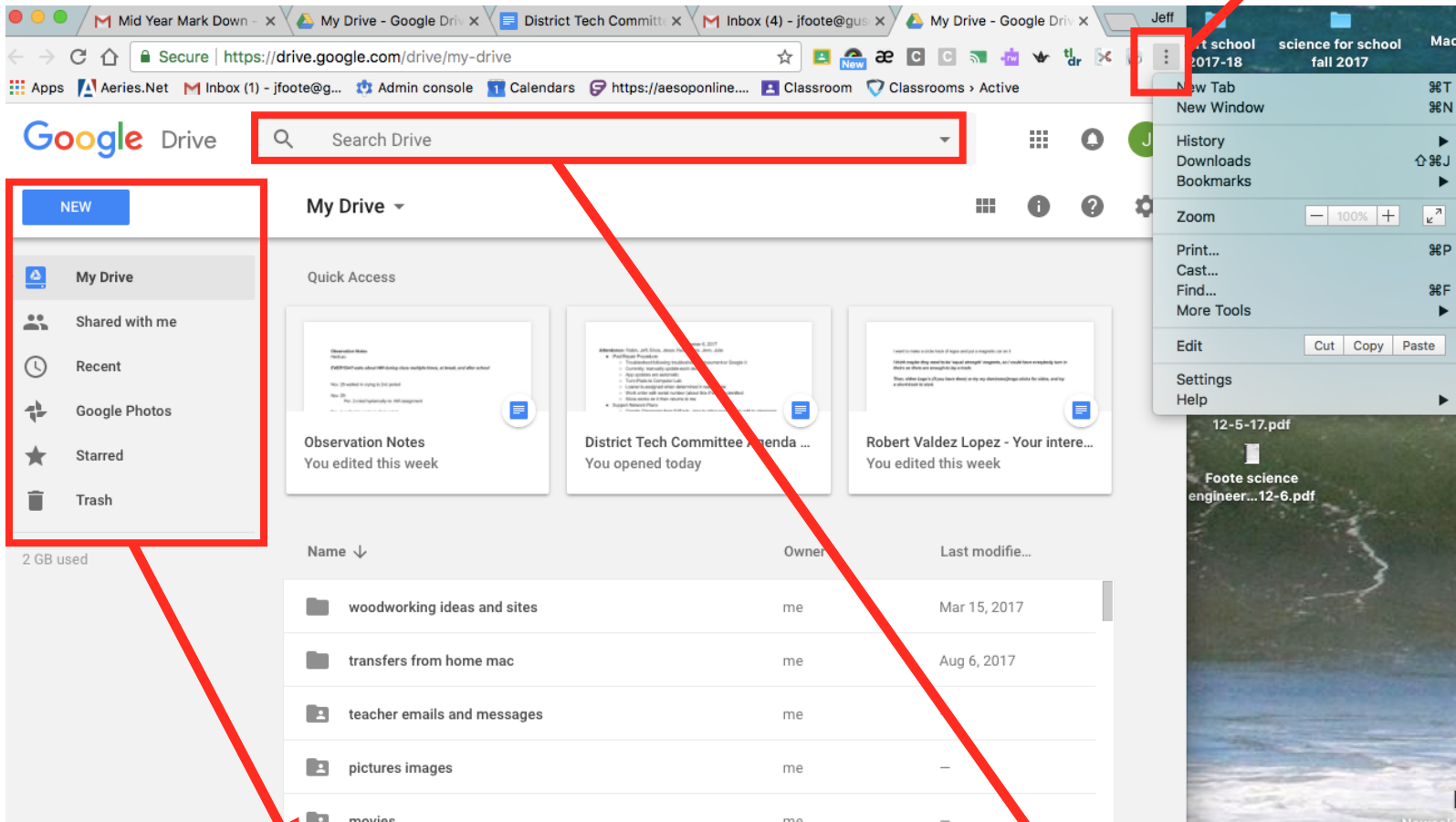


Google Drive Easy Tips

These 3 vertical circles are known as the "Stoplight." This is where you will find your Chrome Settings, History, and any Bookmarks you may have.



This area is where you can find files without searching, create new folders and organization, and create New documents or slideshows using the "New" button.

This is the Drive Search Bar where you can search for any files that you have in your Drive. This is often the easiest way to find a file you are looking for.