

Saving your Work on the Chromebook

Kansas City Public Library



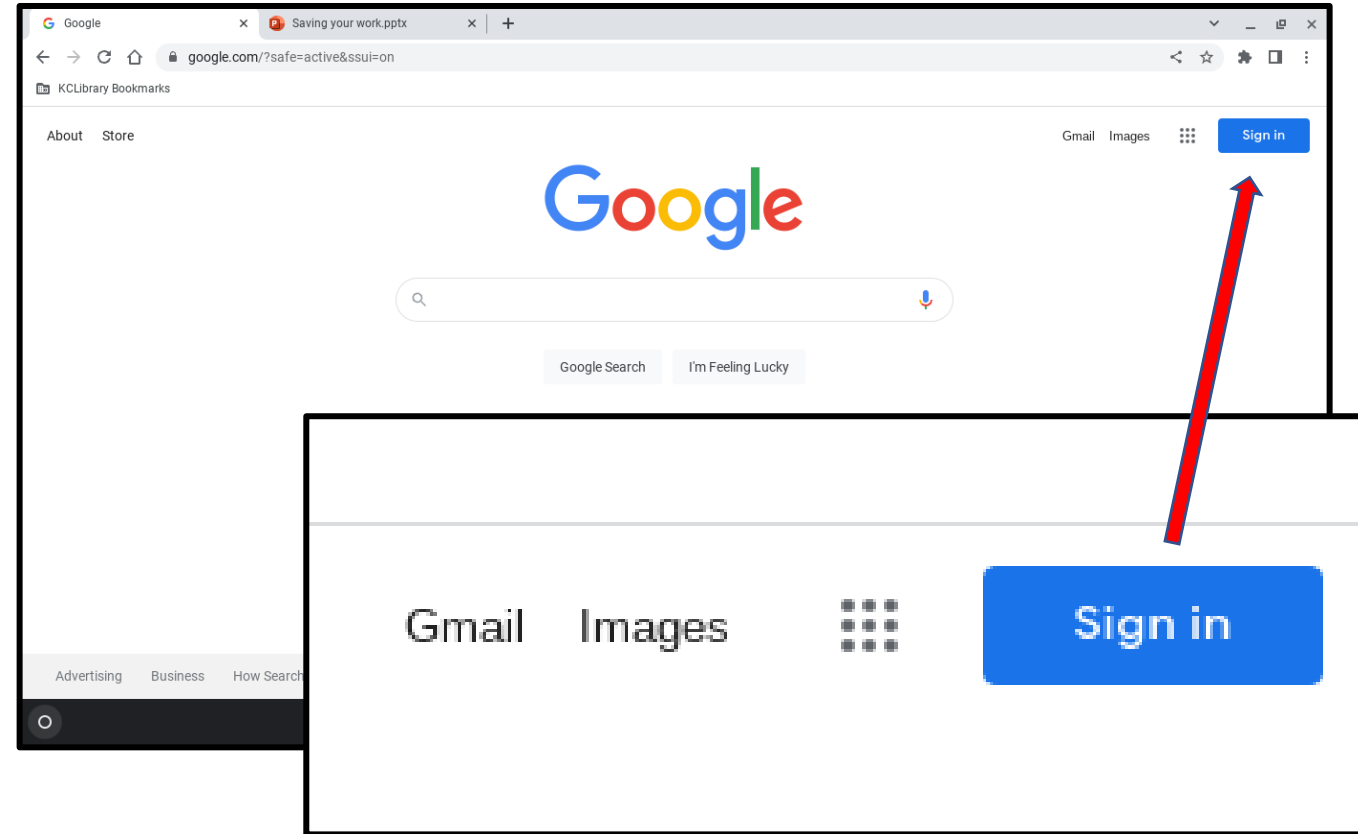
Google Account

- The KCPL Chromebooks are meant to get you onto the Internet (via Google Chrome).
- If you need to do work using Google's online Apps, you'll need to have a Google Account
- This tutorial is specifically for saving documents and files from a Google App. However, many of the steps are the same for other cloud storage services.

Google Account/Gmail

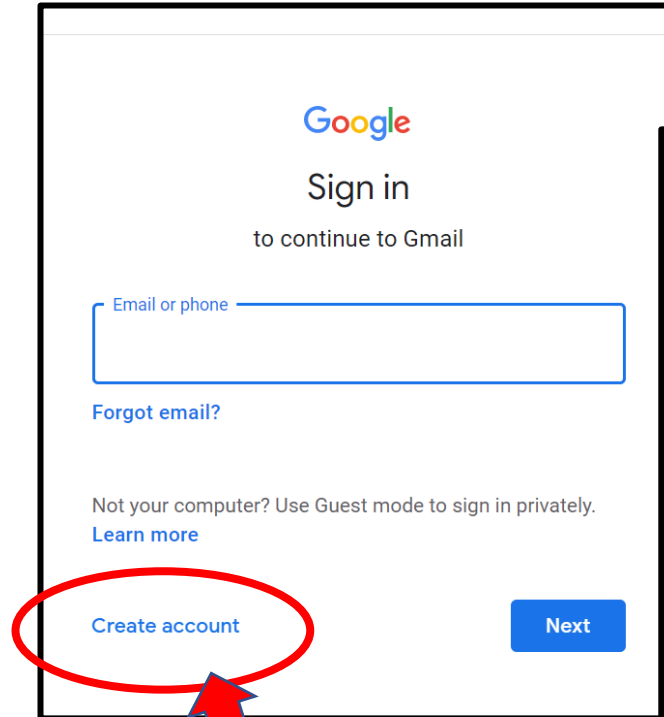
Google Account users can make use of the online Apps that are available

- Go to Google.com and sign in using the email or phone number and password associated with your account.
 - (If you have a Gmail email account you have a Google Account)



Google Account/Gmail

- If you don't have a Gmail/Google account you can create one by filling out a short form.
- You can use an email address from providers other than Google to create a Google Account
 - Ex. Yahoo, Outlook



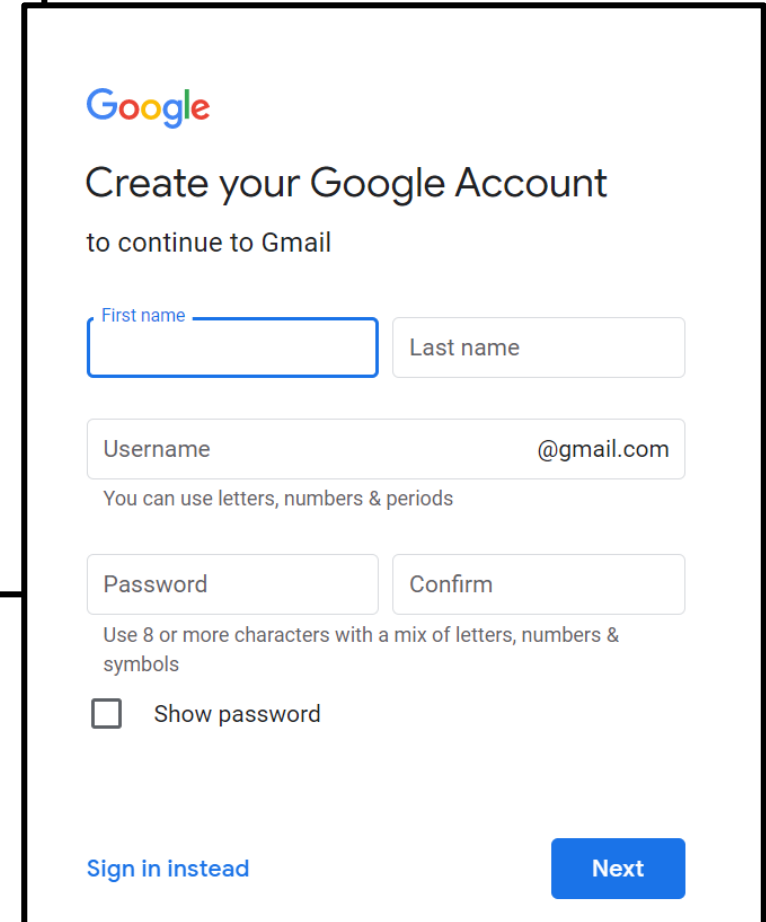
Google
Sign in
to continue to Gmail

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)



Google
Create your Google Account
to continue to Gmail

First name Last name

Username @gmail.com
You can use letters, numbers & periods

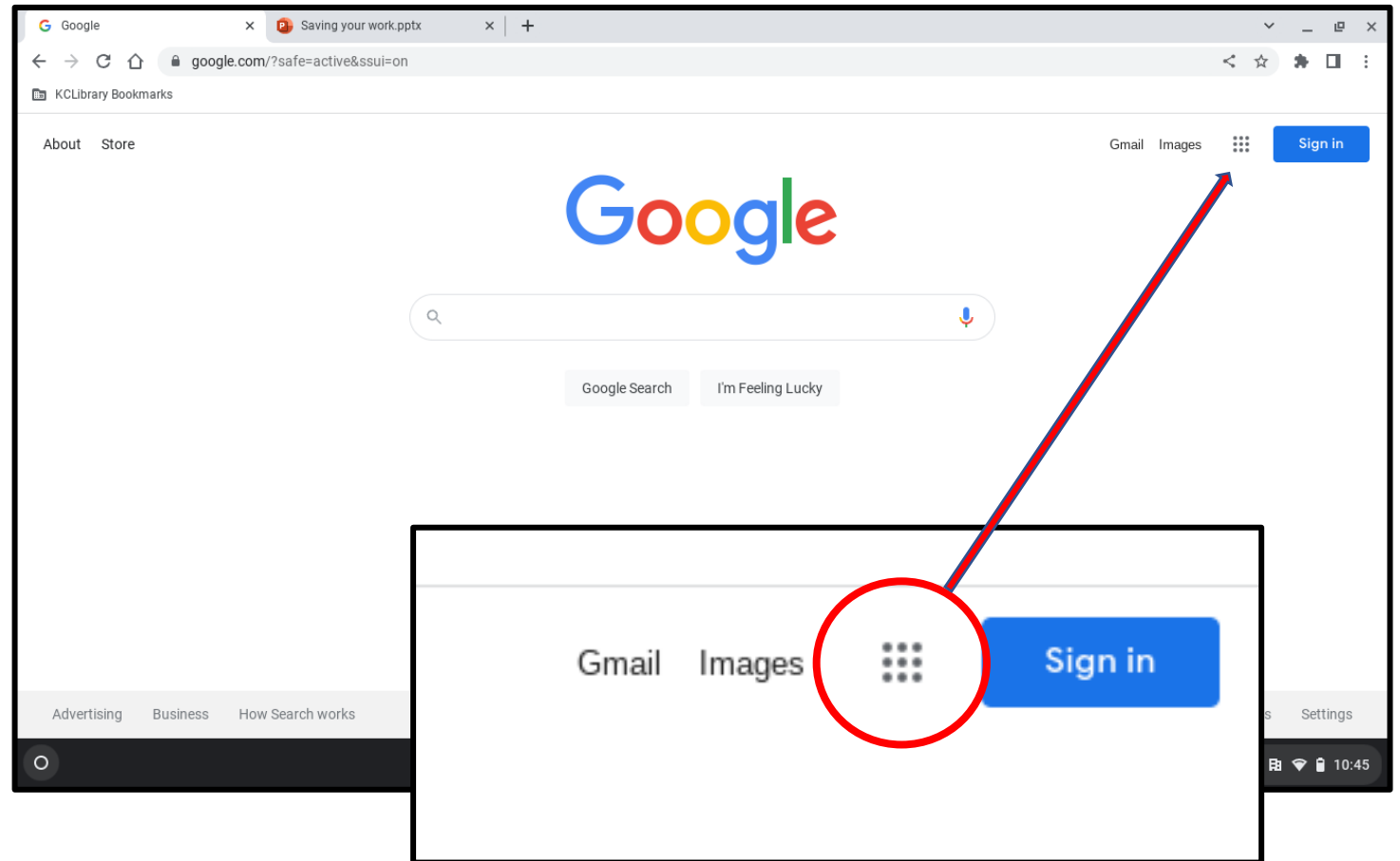
Password Confirm
Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#) [Next](#)

Accessing Google Apps

- Go to google.com
- Click on the Apps icon to select the Google App you'd like to use

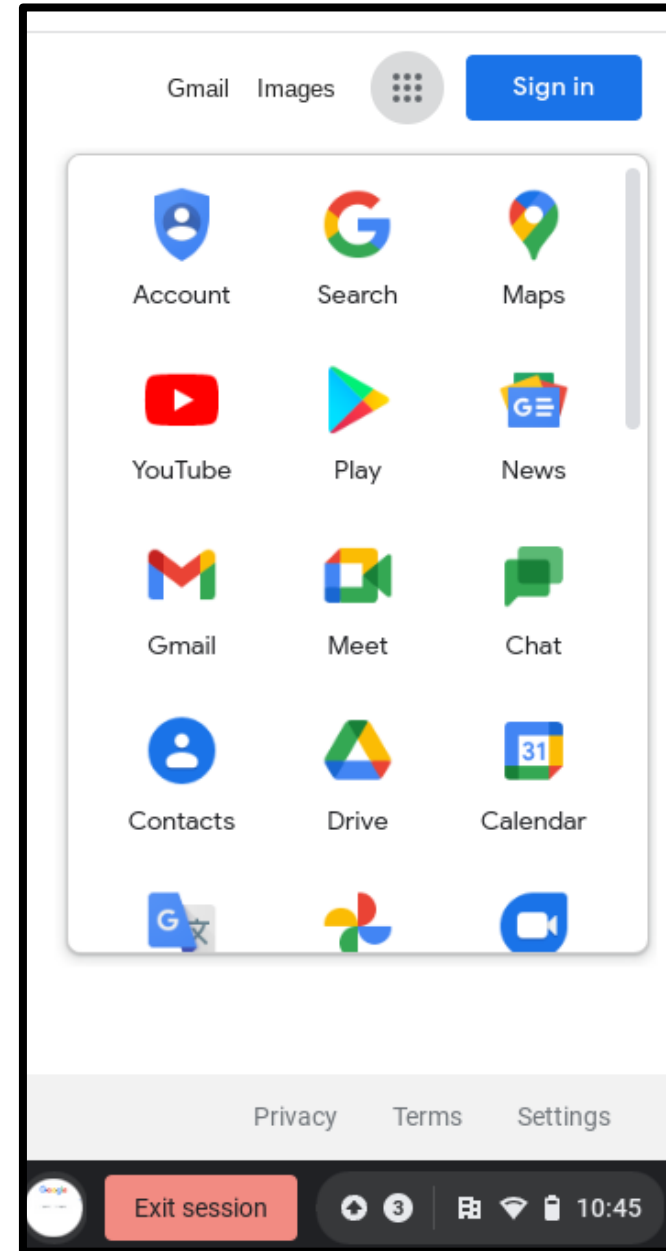


Google Apps

By clicking on the Apps icon you see the Apps that Google offers

Some popular Apps are:

- Google Docs (word processor)
- Google Slides (presentations)
- Google Drive (cloud storage)
- YouTube (streaming videos)





Cloud Storage

- Cloud storage is a service model in which data is maintained, managed, backed up remotely and made available to users over the internet.
- Cloud storage is a good option for storing files that you'll need at a later date without the use of a flash drive or physical copy.
- As long as you have access to the internet and your username and password for the cloud service, you can access the same file from anywhere.

Saving to Google Drive

- All Google Accounts receive 15 GB of free cloud based storage
- Any files created on a Google App **while working online** are automatically saved to your Google account



Saving your Work

- If you need to save work that you've created with one of the online Google Apps you have several options:
 - Google Drive
 - Download files and move to a USB portable storage device
 - Email Files
 - You may save files temporarily to the Chromebook by pinning files to the Shelf or saving them in a folder.
 - **When you exit your session all saved files will be lost**



Saving your Work

Download files **and** move to USB portable storage device

- Click on the File menu and select Download
- Choose the Save As file type
- The file will be saved in the Downloads folder

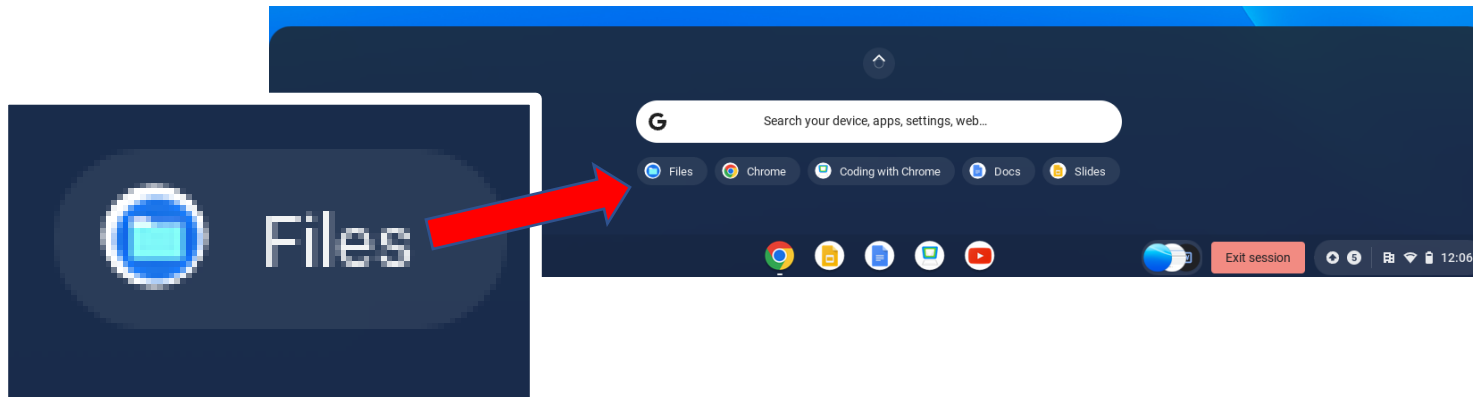
Saving your Work

Download files and move to USB portable storage device (continued)

- Select the **launcher** button on the shelf



- click on the **Files** icon



Saving your Work

Download files and move to USB portable storage device (continued)

- Select the Downloads Folder
- Select the file(s) you want to save to the USB
- You can Copy/Paste the files onto the USB portable storage device **or** drag and drop the files there
- You can also use this method to save images that you want to keep

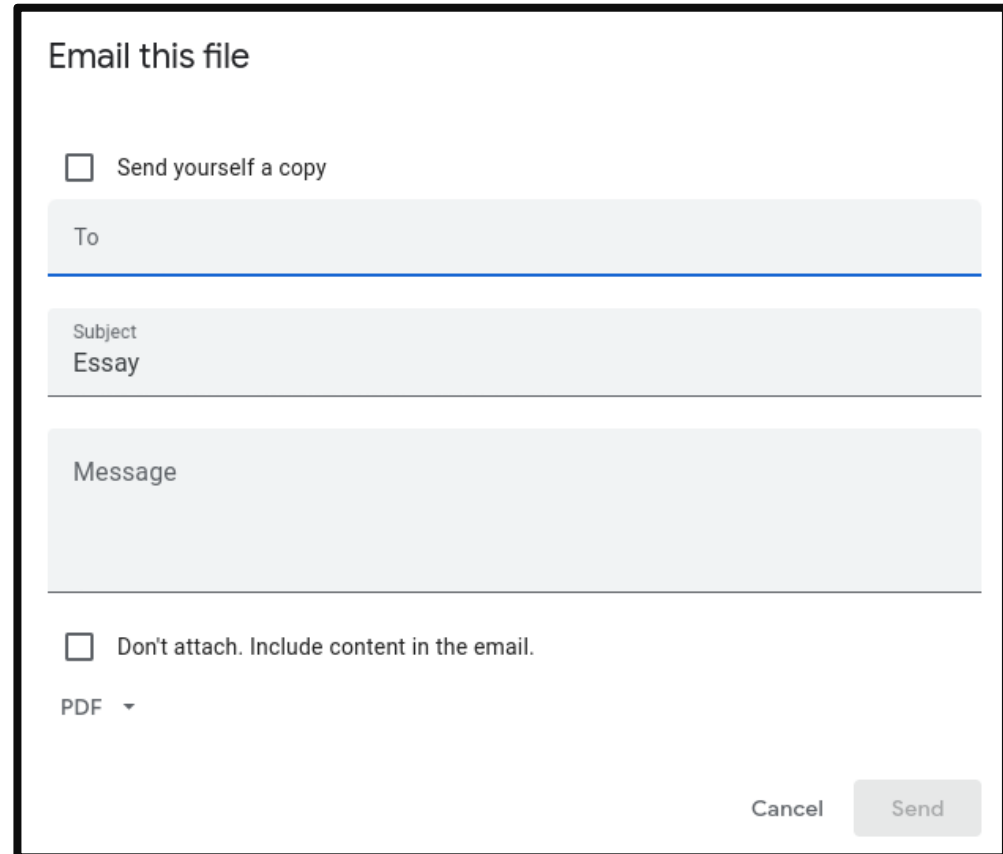
Remember to frequently save documents to a personal, portable storage device or to a cloud storage service. **When you exit your session all saved files will be lost.**

Saving your Work

Email Files

- Click on the File menu and select Email
- Type in the email address(es) of the people you want to send the file to
- You can add a message
- You can also choose which file type to send the attachment as

Email Files (continued)



The screenshot shows a dialog box titled "Email this file". It contains the following elements:

- A checkbox labeled "Send yourself a copy" which is currently unchecked.
- A text input field labeled "To" with a blue underline.
- A text input field labeled "Subject" with the text "Essay" entered.
- A large text area labeled "Message" which is currently empty.
- A checkbox labeled "Don't attach. Include content in the email." which is currently unchecked.
- A dropdown menu showing "PDF" with a downward arrow.
- At the bottom right, there are two buttons: "Cancel" and "Send".

Google Chromebook Help

For more help, visit the Chromebook Help website:

<https://support.google.com>

