Saving to the Google Drive

Here's how to save assignments to the

20-21 Turn Your Papers in Here folder on Google Drive:

1. Open your file in Google Docs.
2. Go to "File".
3. Click on "Make a Copy".
4. Change the name of your file to what you want it to be.
5. Click on the folder under the word FOLDER. It should be "My Drive".
6. Click on "Shared Drives" and then "20-21 Turn your Papers in Here".
7. Find the folder you need to save to and select it. (If you want me to print something for you, then select the folder "Please Print This for Me" folder.)
8. Click on "Select".