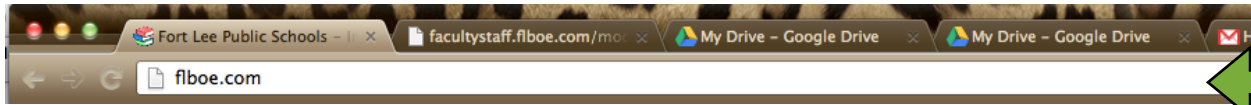
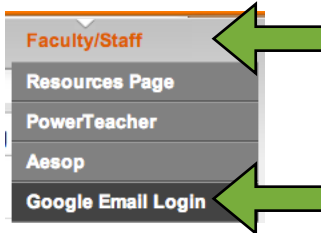


# How to Upload your Hdrive into Google Drive

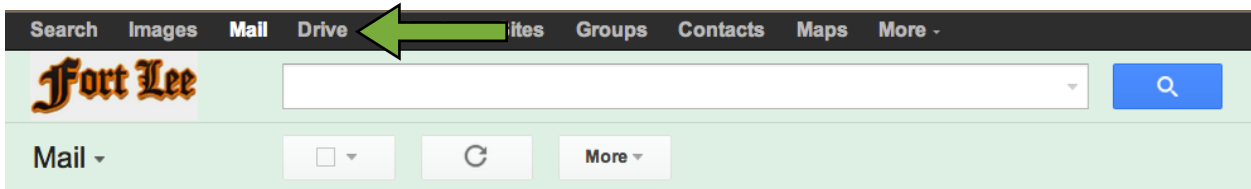
Go to [www.flboe.com](http://www.flboe.com)



Go to Faculty/Staff  
Google Email Login



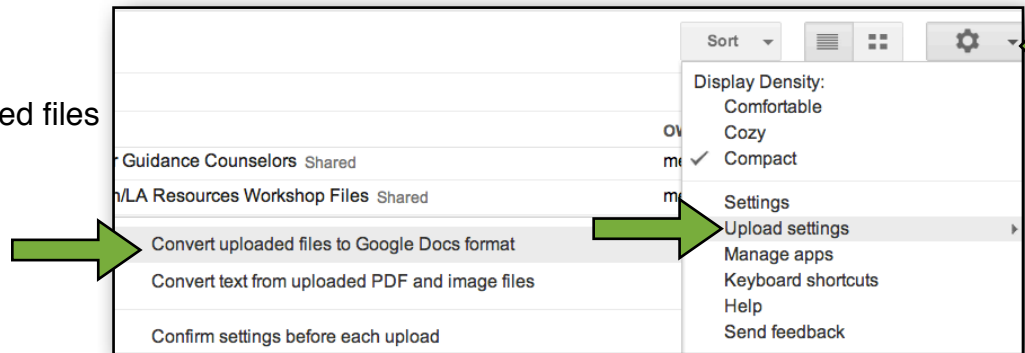
Click on Drive at the top of your email



## Change Settings to Upload Documents to Keep Current Format

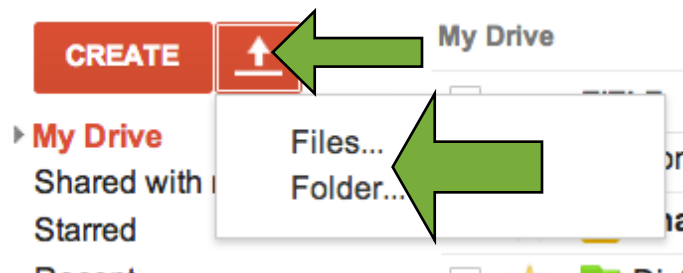
*\*Note\** this is important if you want to keep your current format of Word, Powerpoint, Excel etc.

Go to the Gear  
Click on Upload settings  
Uncheck convert uploaded files  
to Google Docs format

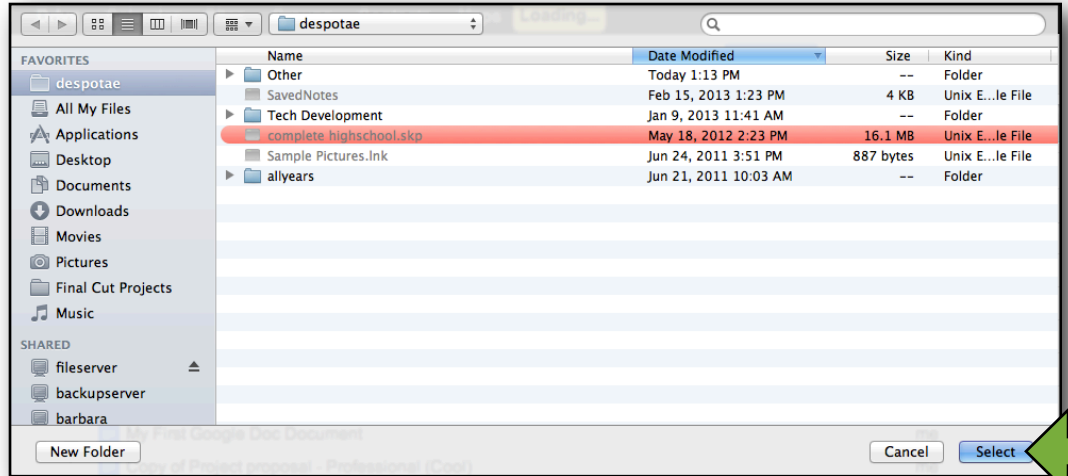


## How to Upload your Files

Click on the image of a disk  
Select Files or Folders



Locate your H:drive  
 Click on File(s)  
 Press Select



File(s) will be uploaded



\*Note\* only files with these icons in front of them can be edited directly in your Drive. To edit all files in Drive make sure you convert your files by checking "Convert upload files to Google Doc format"! Please note that on occasion the formatting of the file changes when you convert it to Google Docs.



The green check delineates the files can be edited in Google Apps for Education

✓	<input type="checkbox"/>	☆		The Solar System
✓	<input type="checkbox"/>	☆		My First Chart
✓	<input type="checkbox"/>	☆		Blank Schedule
✗	<input type="checkbox"/>	☆		Blank Schedule.doc
✗	<input type="checkbox"/>	☆		teacher schedules.pages