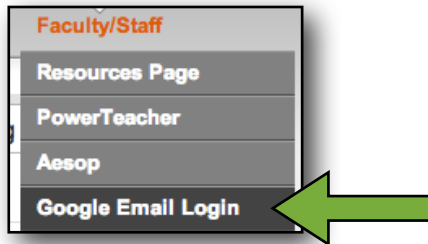


# How to Create New Spreadsheet

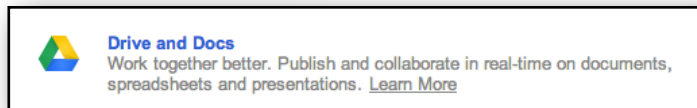
Go to the Fort Lee Website  
[www.flboe.com](http://www.flboe.com)



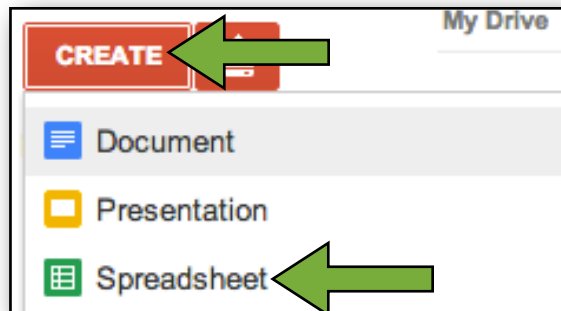
Got to Faculty/Staff  
Google Email Login



Click on Drive and Docs

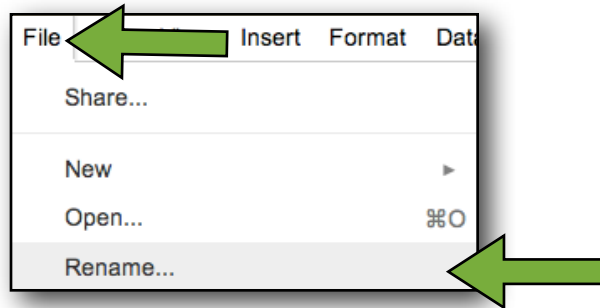


Click on Create-Spreadsheet



## How to Name Document

Go to File-Rename



Enter new name  
Press OK

