How to use Google Drives

Today, I’m going to talk about a really useful aplication called Google Drives, it is very simial to Microsoft Word installed in your computer, the diference is that you can make a word’s document with yours colleagues at the same time, one can make the introduction of a report, another the conclusions in the same document, is really easy to do.

To start with, there are four important things you need to do, first of all, you need to register on the webside of google drives. There is a secuence of steps that are the page:

* Enter your names
* Enter the name of your user
* Enter your password
* Enter your birthdate
* Enter your sex
* Enter your pone number
* Enter your emal
* Enter your ubication
* Press continue

Secondly, you next to go to your email and confirm the invitation, with this your now are register in the page.

Thirdly, log in in the principal page, that is <https://www.google.com/intl/es-419/drive/>

And press the red left button “Nuevo” and “Documentos de google”.

Finally you can add colaborators, that is, sends invitations to your Friends to make the digital document, to do this, click the blue right button “Compartir” in the document, and write the email of your Friends and then click in “Listo”

Now you’ve done a new document similar at Word where you can work with your Friends, all changes you make in the document are saved automatically, at the end you can download it, or send to another person.

Any fufurther quesions?