## **Organizing Google Docs**

Google Docs uses Collections instead of Folders to store your files

To create a Collection, go to Create

| Docs   |    | -9-2         |          |  |
|--------|----|--------------|----------|--|
| CREATE |    | S            | 0        |  |
|        |    | Create new - | Upload 👻 |  |
| Home   | or |              |          |  |

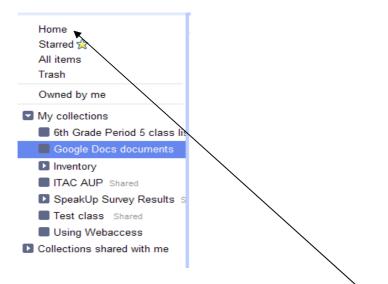
And then choose **Collection** from the dropdown list

Enter a name for the new collection

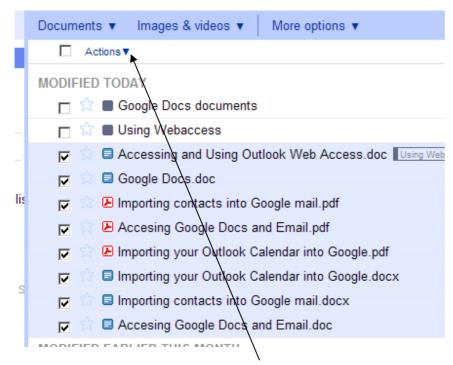
| Rename                                | × |
|---------------------------------------|---|
| Please enter a new name for the item: |   |
| Google Docs documents                 |   |
| OK Cancel                             |   |

And Click **OK** 

You will now see the new collection in your list of folders



To put documents into the collection, click on the **Home** button Select the documents you want to move into the collection by clicking in the little box beside them



The click on the down arrow by Actions and choose Organize

| uments                         |
|--------------------------------|
| Organize                       |
| ▼ My collections               |
| 6th Grade Period 5 class lists |
| Google Docs documents          |
| Inventory                      |
| ▶ □ ITAC AUP Shared            |
| SpeakUp Survey Results Shared  |
| Test class Shared              |
| Using Webaccess                |
| Collections shared with me     |
|                                |
| •                              |
| Apply changes Cancel           |

In the Organize box, click in the box by the collection you want the files in, then click on **Apply changes**