

Using Google Docs for saving files.

Google Docs is part of the services offered by Google. All you need to use Google Docs is an email address. It's basically a free online filing cabinet. Just upload your documents and save, Google will keep them safe and available to you whenever you need.

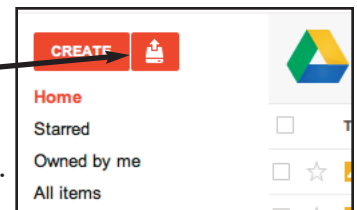
When you first begin a project . . .

Start your Photoshop project and save to the desktop. When you are finished, or when finished for that work session, you will upload it to Google Docs.

Step One: Open up Google Chrome and type the following into the URL: google.com/documents.

Step Two: Log in using your Saint Viator email address and your password.

Step Three: Click the UPLOAD button.



Step Four: Choose “Desktop” and locate file you want to upload and click on it.

Step Five: Click the “Choose” button. When The “Upload settings” dialog box appears, be sure to DESELECT the first two options, (*Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format* and *Convert text from PDF and image files to Google documents*) but SELECT the third option (*Confirm settings before each upload*).

Step Six: Click the “Start upload” button. Your file will then be uploaded.

STEP SEVEN: VERY IMPORTANT! Delete the copy of the uploaded file from the desktop!!!!

When you want to continue work on a file already uploaded to Google Docs . . .

Step One: Open up Google Chrome and type the following into the URL: google.com/documents.

Step Two: Log in using your Saint Viator email address and your password.

Step Three: Right click on the file you want to work on and choose “Download”.

Step Four: Open the Download folder (from the computer drive) and drag the file to the desktop.

Step Five: Open Photoshop and open the file.

When you want to upload a file you have been working on and that had been stored in Google Docs previously . . .

Step One: Save the file so it is saved to the desktop.

Step Two: In Google docs, right click on the file name you want to upload.

Step Three: Choose the “Manage revisions . . .” option.

Step Four: Find the file on the desktop, select, and click the “Choose” button.

STEP FIVE: VERY IMPORTANT! Delete the copy of the uploaded file from the desktop!!!!