


Amy Marsigliano

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Open and manage files in Google Docs on I Pad

To open and view a file:

1. Open the Drive app.
2. Touch the name of a file to open it. To open a menu of options instead, touch the  grey *i* next to a file's name to open the details panel and select an option:

Share

Share the file with someone and give them view, comment, or edit access to the file

Remove

Remove the file from your device

Move to...

Move the file to a new or existing folder

Print

Print the file using [Google Cloud Print](#) or [AirPrint](#)

Star

Star the file as important for easier access


Rename

Rename the file

Open in...

Open the file with a different Google or third-party app

Create folders

1. Navigate to the [My Drive](#) section of the Drive app.
2. Touch the  **Create** icon in the top-right corner of your screen.
3. Select **New Folder** from the menu.
4. Enter a name for the folder when prompted.
5. Touch **Create**.