

FREE OFFICE SUITE: DOCUMENTS, SPREADSHEETS AND PRESENTATIONS

The Library of Congress does not offer standard workplace software (e.g., Word, Excel) on its public workstations. However, it is possible to use free office suite software such as Google Drive*. You must have a Google account to use this service.

Note: REMEMBER TO SIGN OUT OF YOUR GOOGLE ACCOUNT(s) when finished.

Creating and Accessing Account

- Create a new account or sign into your Gmail account at <http://mail.google.com>
- Once in your Gmail account, click on the Apps icon on the top right of the page [little squares arranged in a square] and choose Drive.

Creating and Uploading Documents

--Once logged in to your Google Drive account, you may do the following:

- **Create new documents:** click the NEW button at the top left of page.
- **Upload existing documents from your flash drive:** Click NEW button at top left of page → **File Upload** → at the “Look in” box, choose USBDRVS and then the file you want to upload [usually under unnamed or noname] → Click **Open**
- **Open an attachment from your Gmail account to Google Drive:** click on document.
- **Open an attachment in another e-mail account,** forward the e-mail to your Gmail account and follow procedures above.

Save, Download and Email Options

- **To Save:** When you create a new document, spreadsheet, or presentation, it is automatically saved and named “Untitled” by default. To rename the file: Open the document, spreadsheet, or presentation. Go to the Google **File** menu → Select **Rename** → Type a name for your file → Click **OK**.
- **To Download your documents to a flash drive:** Go to the Google **File** menu → Select **Download as** → Choose document type → Answer question at bottom of page, “Open or Save?” → Click **Save** → **Save AS** → Choose USB drive [unnamed or noname] → Click **Save**.
- **Email documents as attachments:** Go to Google **File** menu → select **Email as attachment**.

Additional details on reverse side

*The Library of Congress does not endorse Google Drive. After testing several free online systems, Google Drive was found to be one of a few that work within the security limitations placed on the public computers. If you prefer another cloud system you may see if it works with our equipment.

Supported Documents

Google Drive supports the following types of documents, among others:

- Microsoft Word (.docx)
- Open Document Format (.odt)
- Rich Text Format (.rtf)
- PDF document (.pdf)
- Plain text (.txt)
- webpage (.html, zipped)

- Google Drive does NOT support WordPerfect.

Want to know more? Consult the **Help** button on Google Drive
Or go to: <https://support.google.com/drive/>