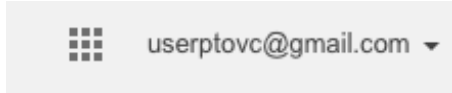


GOOGLE DRIVE INSTRUCTION

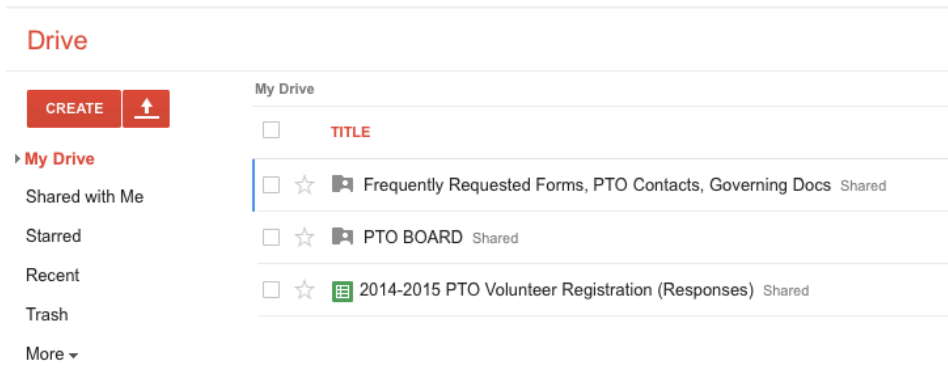
1. Go to www.gmail.com
2. Enter PTO's Username and Password (given to you in the body of the Board e-mail)
3. Click on the "square of small boxes" **menu icon** on top right of your screen. It looks like this:



4. Click on the **Drive** icon. It looks like this:



5. To go to main folder structure, click on "My Drive" to the left. You will see two main folders or collections and the Volunteer responses for this year. It looks like this:



6. To browse through the files, simply click the folder's name or the little arrow to the left. To see the content of each folder, click its name. You will be able to view and download any file to your computer.

The files are organized per the attached structure.

GOOGLE DRIVE DIRECTORY STRUCTURE AND NAMING ABBREVIATIONS

FREQUENTLY REQUESTED FORMS, PTO CONTACTS, GOVERNING DOCS	LOGOS, GOVERNING DOCUMENTS, PTO BOARD CONTACTS, PTO FORMS
PTO BOARD	COMMUNICATIONS: BULLETIN BOARD, CONSTANT CONTACT, PTO WEBSITE
	COMMUNITY RELATIONS: BINGO NIGHT, APPRECIATION DAYS, BOO BASH, GRANT A TEACHER'S WISH, TEACHER APPRECIATION
	CULTURAL & FINE ARTS DAY
	DW – DW School VP: 8TH GRADE DANCE ART CART DW LIBRARY AIDES DW PICTURE DAY GR5 COLONIAL DAYS GR5 FRACTION CAFÉ GR6 DANCE LESSONS GR6 SPRING FLING HEALTH EVENTS LIGHTED SCHOOLHOUSE
	HD – Half Day School VP: GR3-CHICAGO WORLDS FAIR GR4-STATE FAIR HD LIBRARY AIDES HEPCO LIT APPRECIATION ROOM PARENTS VISITING AUTHOR
	PRESIDENT
	SPR – SPRAGUE VP: ART APPRECIATION KINDERGARTEN GYM AIDES LIBRARY AIDES LIT APPRECIATION PILGRIM SIMULATION SS2 NATIVE AMERICAN
	TREASURER: FORMS, REPORTS, INVOICES, INS POLICY
	VICE PRESIDENT
	WM – WAYS & MEANS: \$103 FOR 103 2012-2013 COORDINATOR AND PTO STORE BOOK FAIR FRI PIZZA SALES MEMBERSHIP PARENT PARTY RUN FOR FIELDS SCHOOL SUPPLIES SPIRIT WEAR SPONSORS