

Instructions To Use the CEATI Conference Google Drive

Hi! I know that some people are having problems accessing the PowerPoints and documents that have been uploaded to the Google Drive. I'm going to try to walk you through it here. If you have questions, EMAIL ME at cdevonshire@dcu.org, or CALL or TEXT me at 610.308.5995.

To Upload Onto Google Drive FROM A COMPUTER:

1. SIGN OUT of your existing Gmail or Google+ account.
2. SIGN IN using the following information:
ID: CEATIPittsburgh2014
PW: CEATI2014

NOTE: In order to do this, Google may prompt you to ADD a NEW ACCOUNT. Do it, then log in with the above CEATI information.

3. Once you are logged in with the CEATI information, look on the upper right side of the page. You should see a red CREATE button with an up-arrow next to it. CLICK THE ARROW.
4. Follow the prompts to determine which file you want to upload.
5. Upload.
6. Check to make sure it has uploaded and works!

To Download From Google Drive ONTO A COMPUTER/FLASH DRIVE:

1. SIGN OUT of your existing Gmail or Google+ account.
2. SIGN IN using the following information:
ID: CEATIPittsburgh2014
PW: CEATI2014
3. Once you are logged in with the CEATI information, CHECK THE LITTLE BOXES TO THE LEFT OF EACH FILE YOU WANT TO DOWNLOAD.

NOTE: If you check off MANY FILES or ALL AT ONCE, they may download in a ZIP or compressed file. YOU MUST HAVE THE PROGRAM WINRAR OR ITS EQUIVALENT to open a ZIP file. You might want to only download a couple at a time if you don't know how to use WINRAR!

4. Determine where you want the file downloaded, as per the Windows box that will pop up.
5. Download.
6. Open the files to make sure they work!

TO DOWNLOAD FROM AN IPAD, NOOK, or KINDLE:

1. Follow above steps 1 and 2.
2. When you are signed in to the Google Drive, CLICK ON EACH FILE.
3. Scroll down after the preview opens and click DOWNLOAD.
4. The files will download to your device's DOWNLOAD folder.

NOTE: I could only figure out how to do these on the mobile devices one by one! If you have a better/faster/bulk way to get the files onto a mobile device, email me!

Again, if you have problems, EMAIL or CALL/TEXT me! It would be my total pleasure to help you!

Thanks,
Caitlin