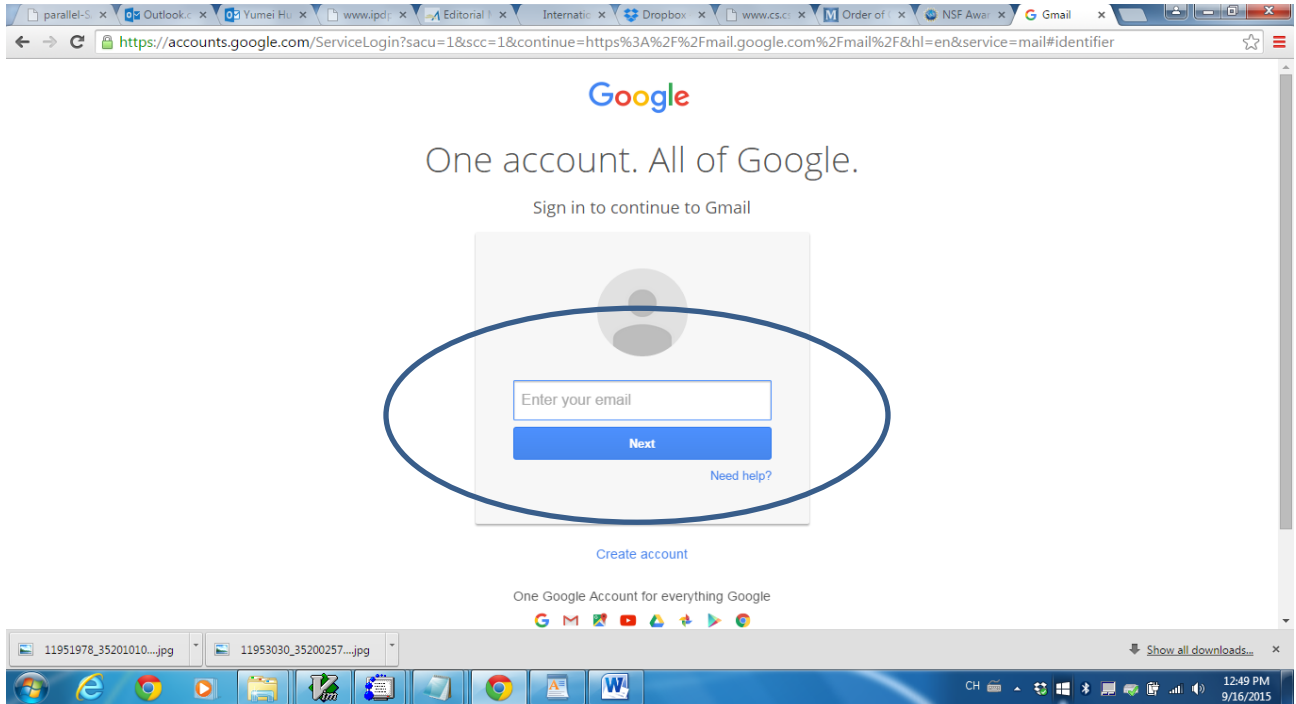# Google Drive
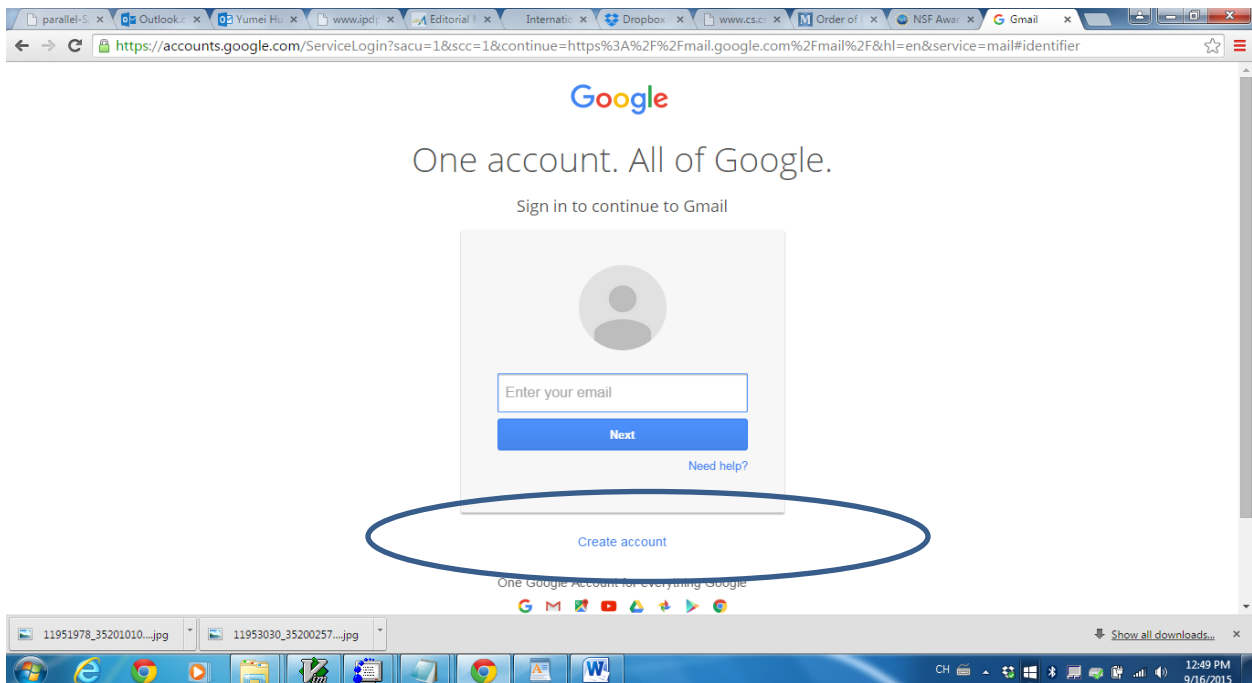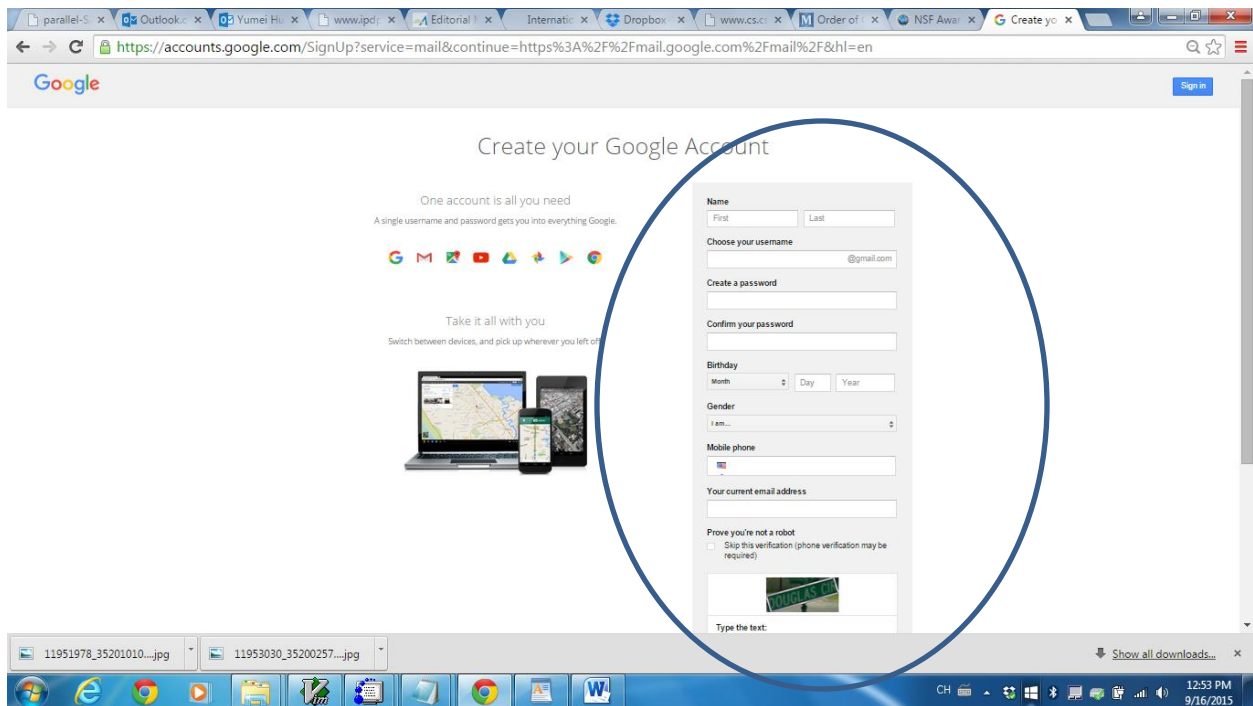
Step 1: if you have a google account, please log in;

otherwise, you do not have a google account, please create a new account.
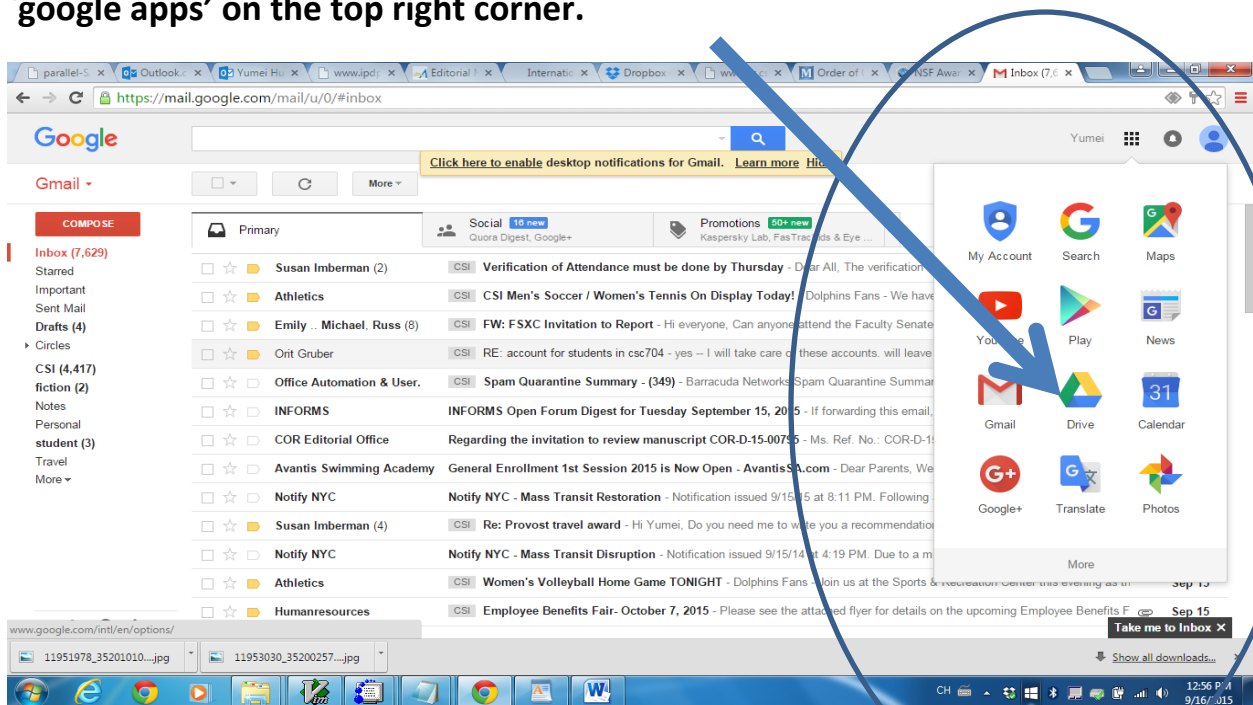
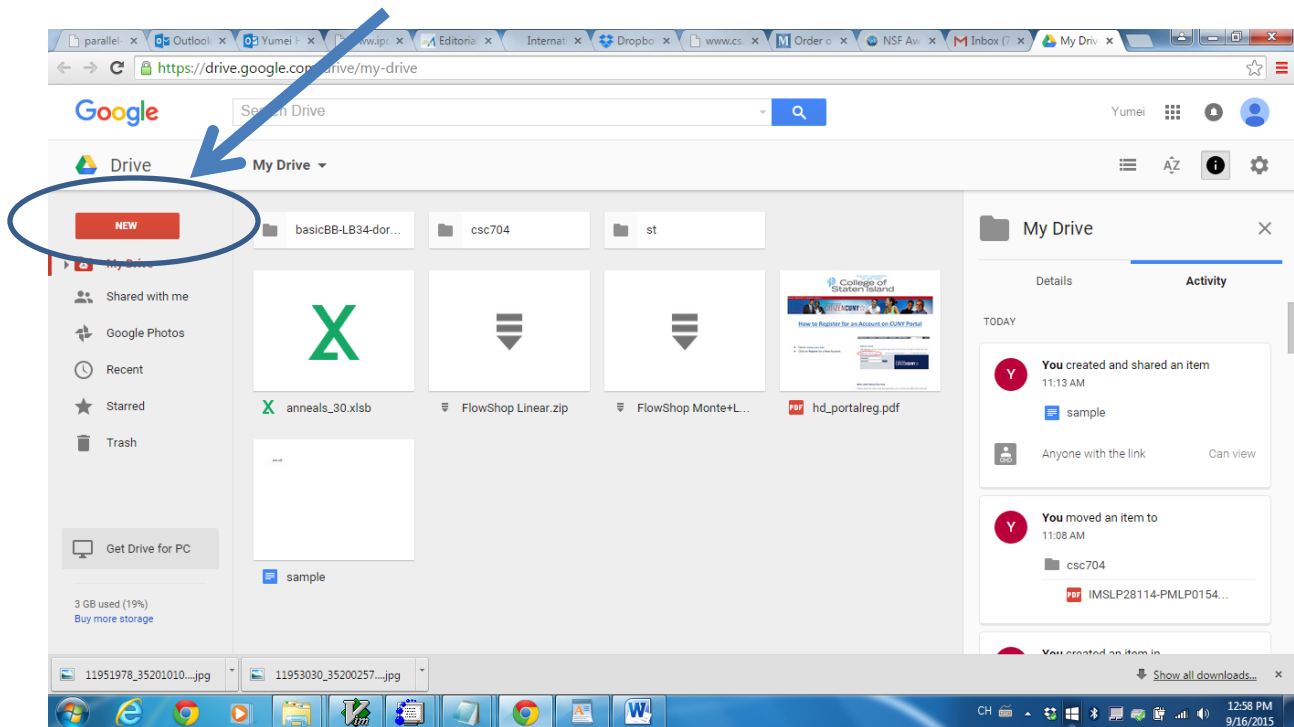**You need to fill out the information and then click `next step'.**
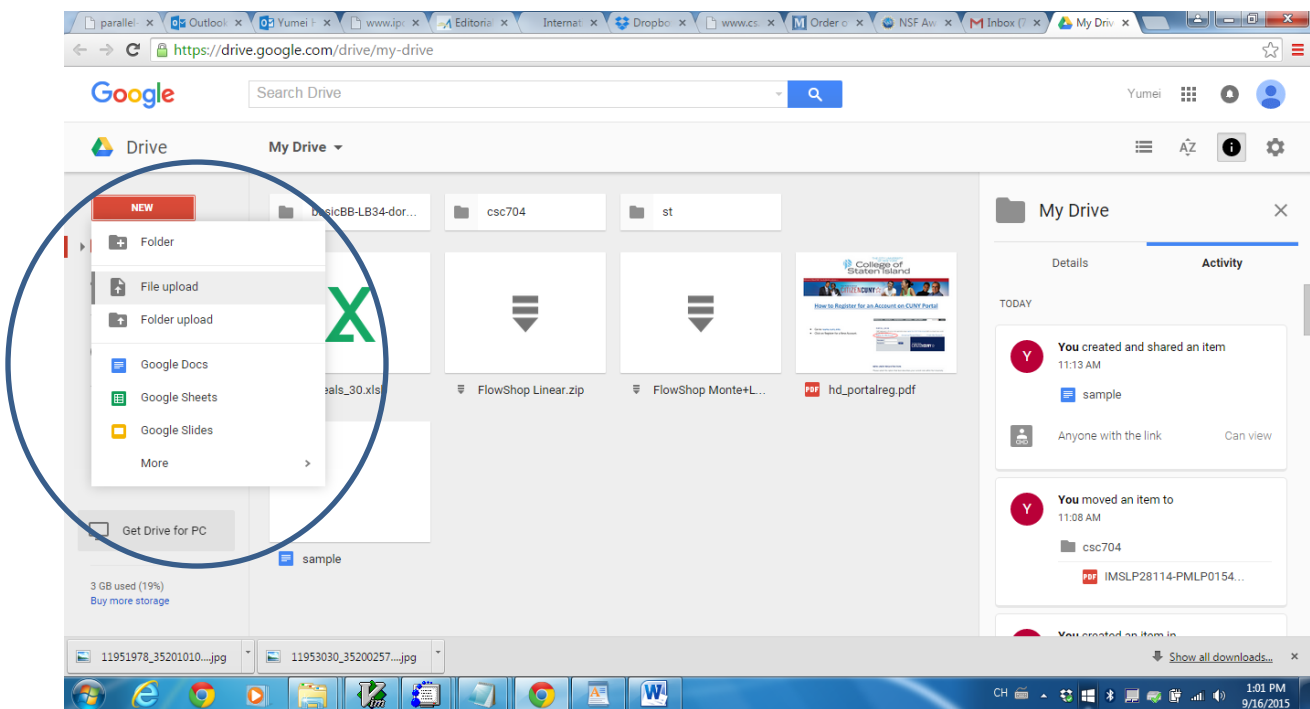

Step 2:

Once you log in, you will see the following window. Please click the icon of `google apps' on the top right corner.
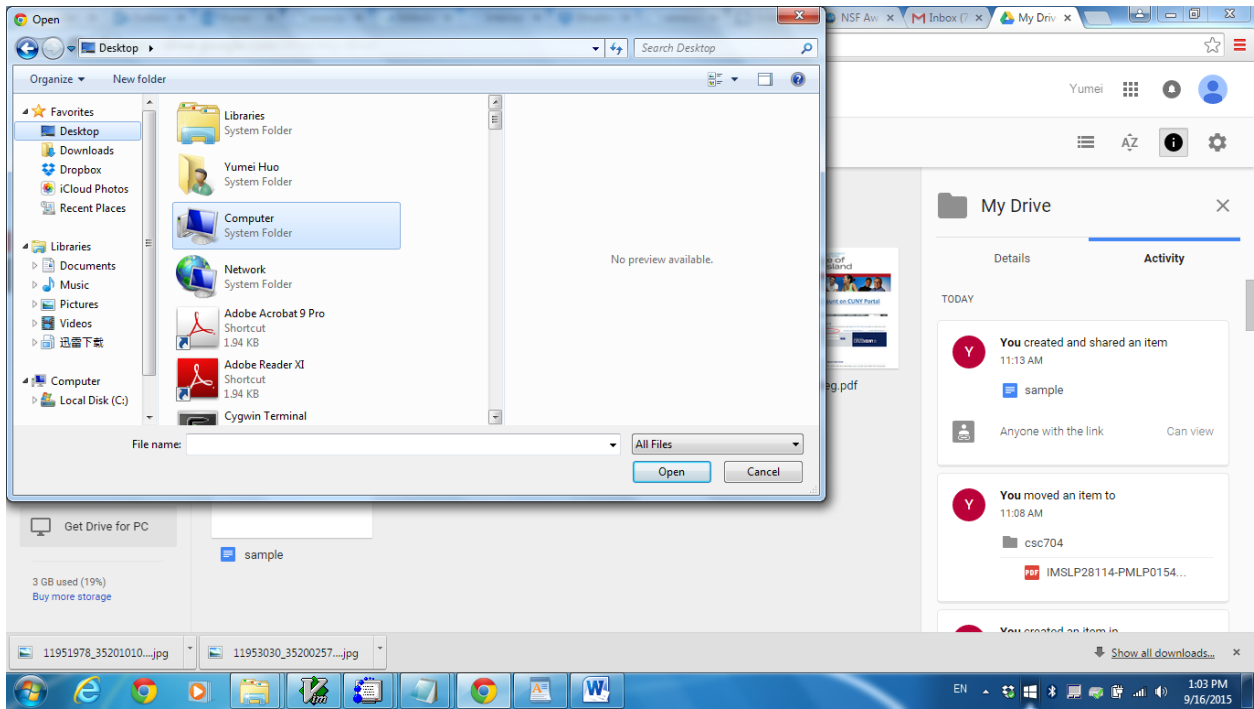
Step 3: you will see the following window. Please click `new' button.
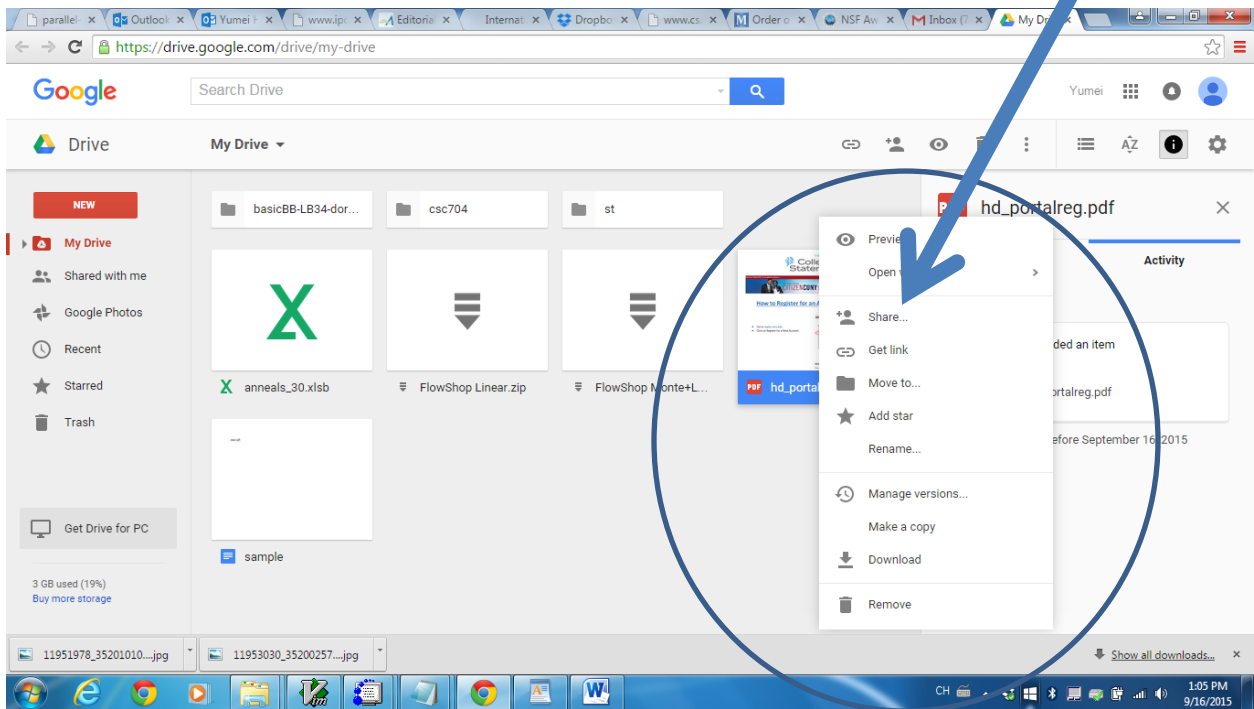

Click `file upload' as follows:

Step 4: A window explorer window should open. Browse to your selected file and then click on open.
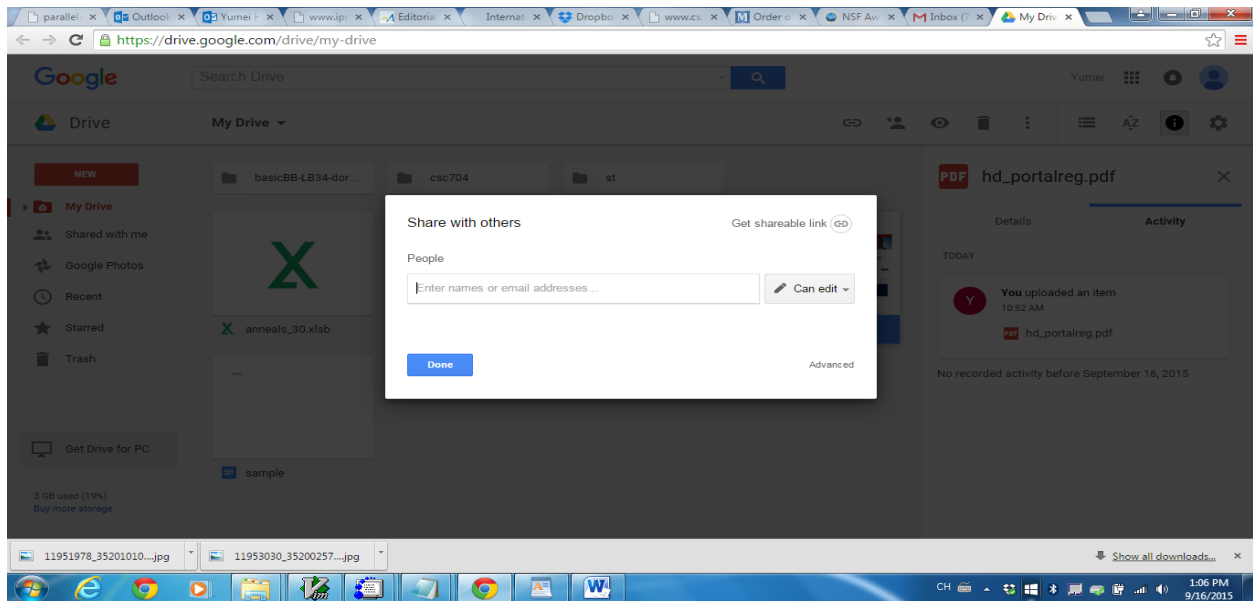
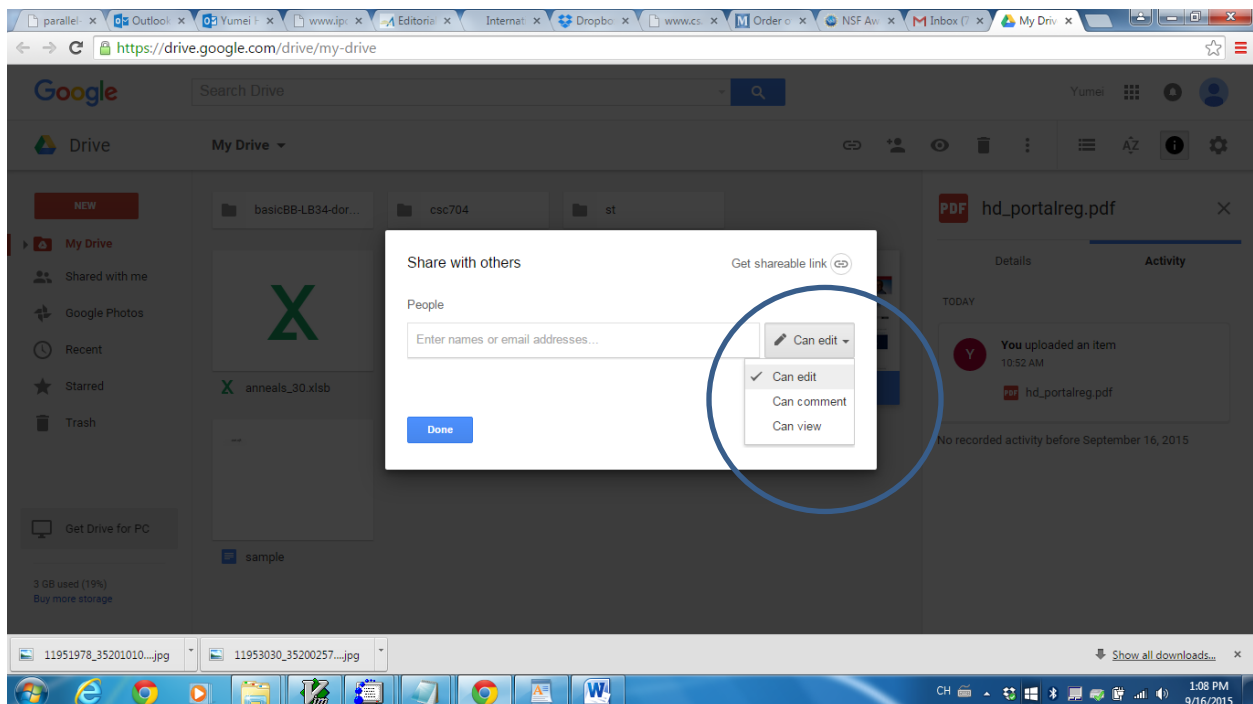**Step 5: The file has been uploaded to your google drive and will be listed.**

Step 6: right click the file you want to share with other people, click `share' on the listed menu.

Then you will see the following window. Please fill out the email address of the person whom you want to share the file with.

Click the `can edit' to select the way you wish to share with.

Step 7: The person who will share your file will receive the invitation email. Once he/she open the email, they can click and see your file.