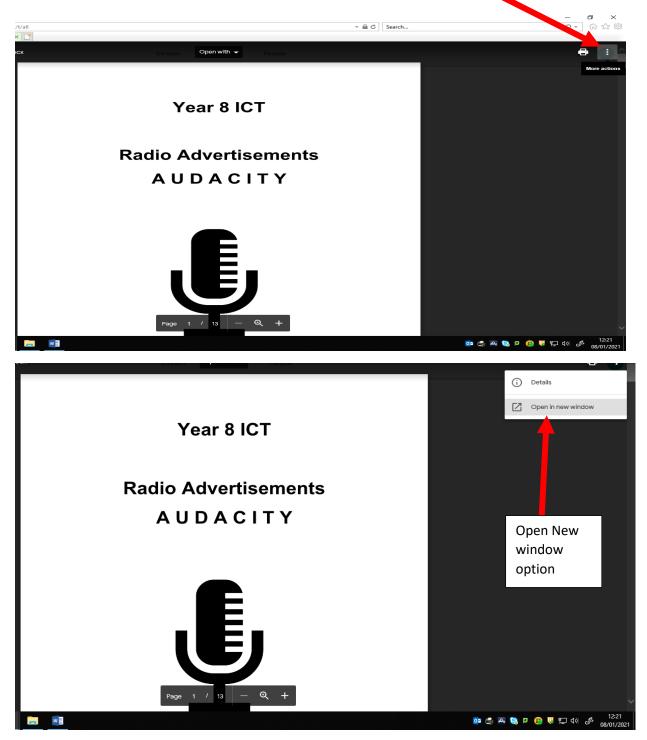


## How to download from Google Classroom

1. In Google classroom go to the file or document you want to download and click on it

Audacity Booklet PDF Version	Posted 11:56
Audacity Booklet	Posted 6 Jan
This is the booklet you will need for this term. Download it, enable editing and save it, as y within it over the coming weeks. As mentioned, I will set tasks on a weekly basis. These will be available from 8am each M set in the previous week will be uploaded at the same time).	
View material	Example of a document to open

2. The following screen will load, you will see in the top right corner 3 dots (More actions) Click on this and select open new window.





3. After a few seconds a similar screen will load, but this time there is a download option. Please click on this option.

4. After you click the download option, a box like the one shown below appears for you to save. Beside the save button there is a arrow pointing down, click this arrow and select save as.

	Save
Do you want to open or save Year 8 Audacity Booklet (COVID Amended).docx (142 KB) from doc-14-98-docs.googleusercontent.com?	Save as
Open Save 🗸	Save and open
	o= 🔄 🕰 🔕

5. You then need to select where you want to save the file and give it a name. Click Save to save it.

nmBRmR3ZXF	h2tKTSsbveFzVVmP/view				-	Sear	ch	
ICT	🛆 Year 8 Audacity Bo	oklet (C	× 📑					
	🛃 Save As						×	
	$\leftarrow \rightarrow \neg \uparrow \blacksquare$	> This	s PC > Downloads >	~	ප Search Download	ds	P	
	Organize 👻 Ne	w folde	r			-	•	
	This PC	^	Name	Date modified	Туре	Size	^	
	3D Objects		Year 8 Audacity Booklet (COVID Amende	08/01/2021 12:22	Microsoft Word D	143 KB		
	Desktop		📹 Year 8 Audacity Booklet (COVID Amende	08/01/2021 12:18	Microsoft Word D	143 KB		
	Downloads		🖬 How to access Google Classroom - Stude	05/01/2021 15:12	Microsoft Word D	903 KB		
	Music		C'mas '20.docx	03/12/2020 09:13	Microsoft Word D	354 KB		
	■ N:\		💼 Collage art piece Animal.docx	09/06/2020 13:14	Microsoft Word D	193 KB		
	in in the test	$\sim$	👜 🗎 table address dad.docx	17/04/2020 09:45	Microsoft Word D	19 KB	~	
	File name:	Year 8	Audacity Booklet (COVID Amended).docx				~	
	Save as type:	Micros	oft Word Document (*.docx)				~	
	∧ Hide Folders				Save	Cancel		
Do you wa	nt to open or save Year 8	3 Audaci	ity Booklet (COVID Amended).docx (142 KB) from	m doc-14-98-docs.go	ogleusercontent.com?			×
					O	pen Sav	e -	Cancel
6								

6. A message like the one below appears, you can click open to open the document.

The Year 8 Audacity Booklet (COVID Amended).docx download has completed.	Open 🔻	Open folder	View downloads	×