



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 ⋮

 **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 you will need to complete the tasks within it over the coming weeks.

As mentioned, I will set tasks on a weekly basis. These will be available from 8am each Monday morning (answers to tasks set in the previous week will be uploaded at the same time).



Year 8 Audacity Booklet (COVID Amended).docx
Word

Example of a document to open

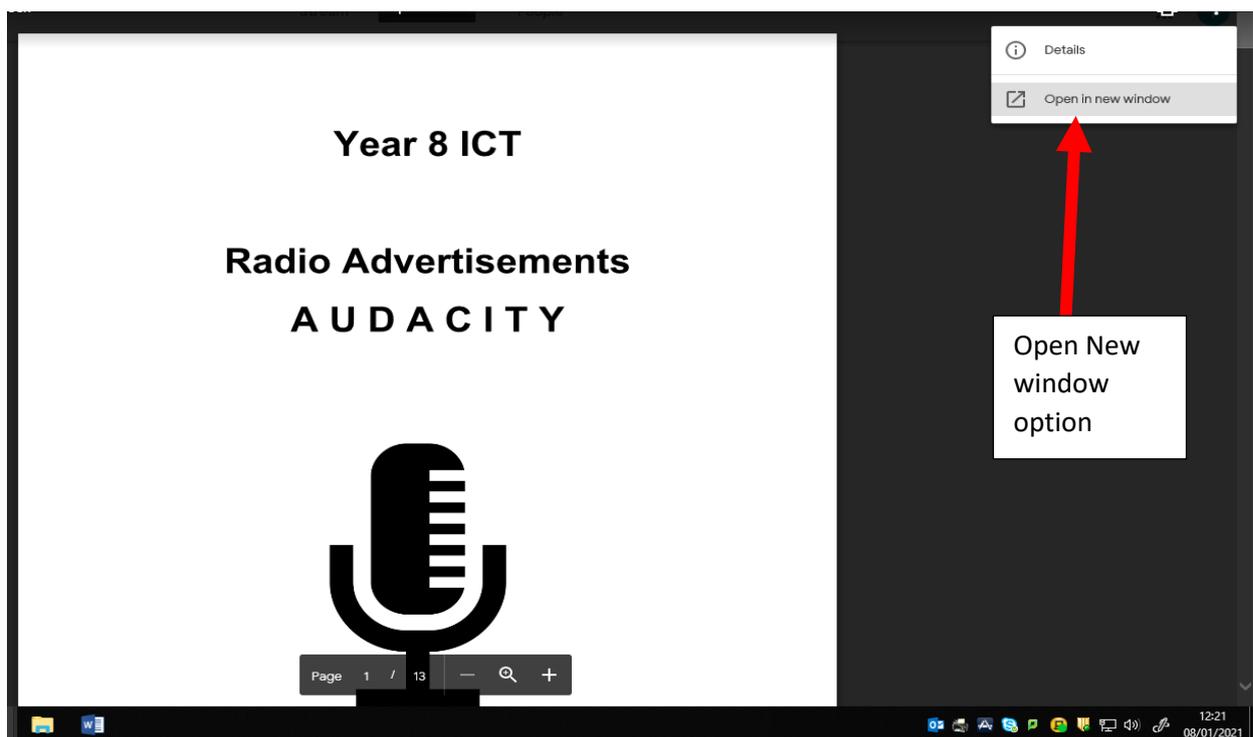
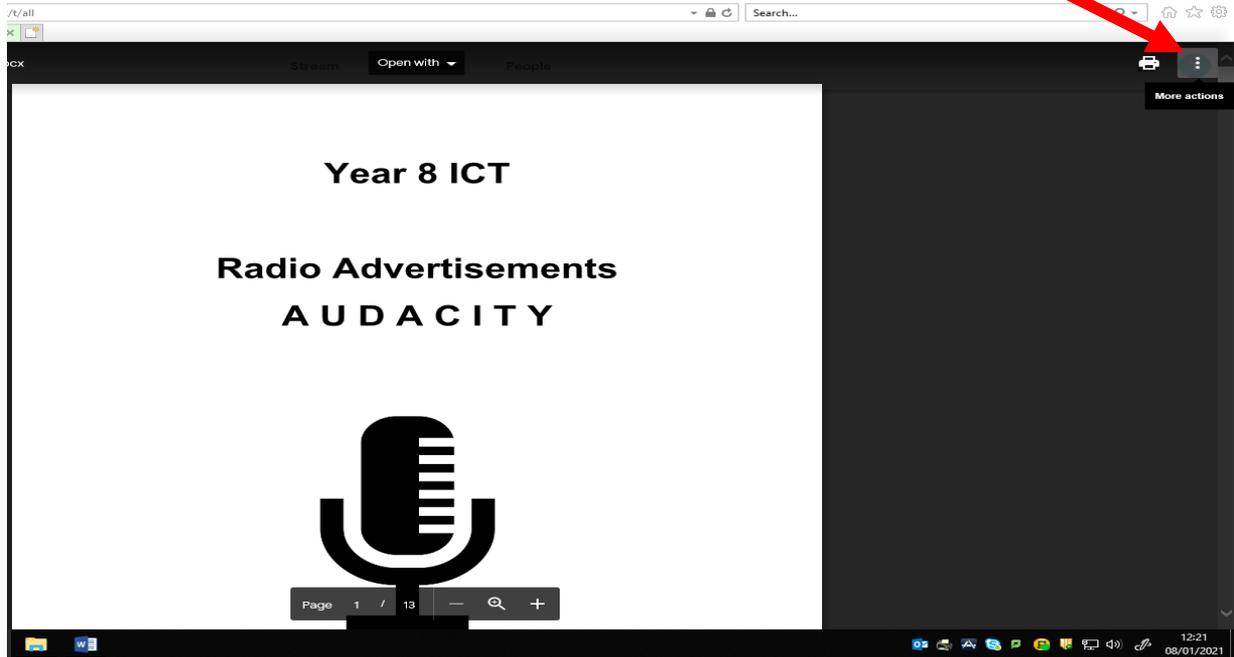
[View material](#)

 **Radio Advertisements** Posted 6 Jan

bveFzVVmP&authuser=0



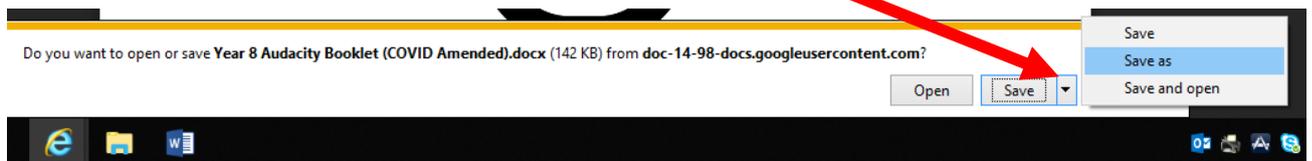
2. The following screen will load, you will see in the top right corner 3 dots (More actions) Click on this and select open new window.



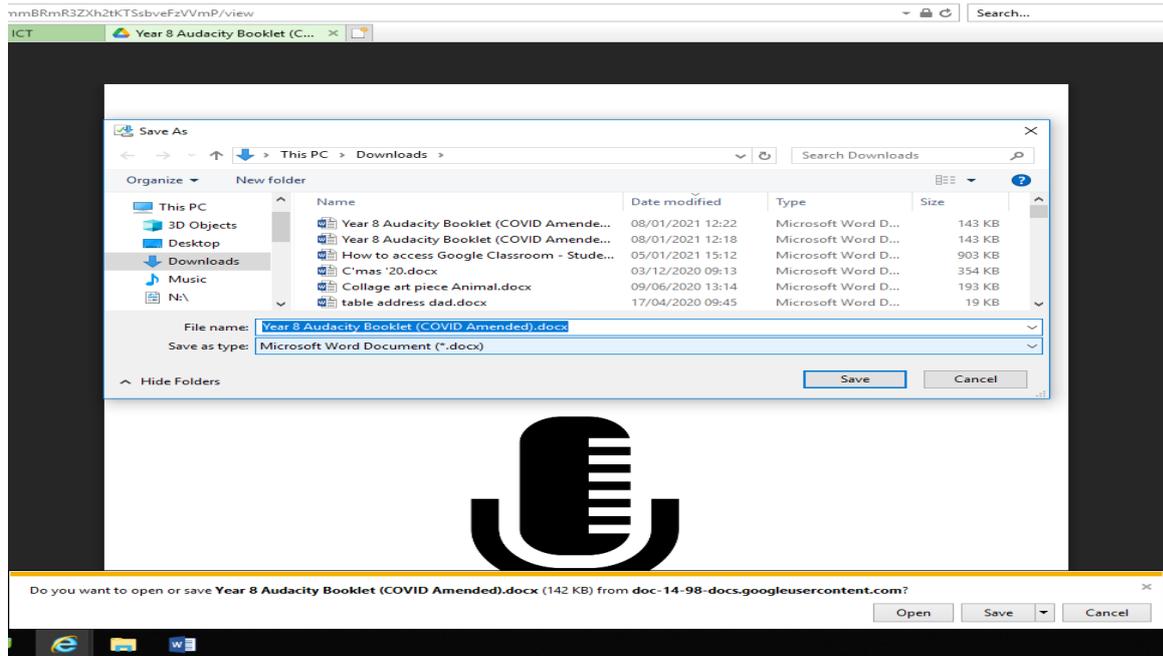
3. After a few seconds a similar screen will load, but this time there is a download option. Please click on this option.



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.



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



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

