

This entire newsletter is archived on a *Google Site Help* application that I maintained for the Hayward enterprise.

[Google Bugle >](#)

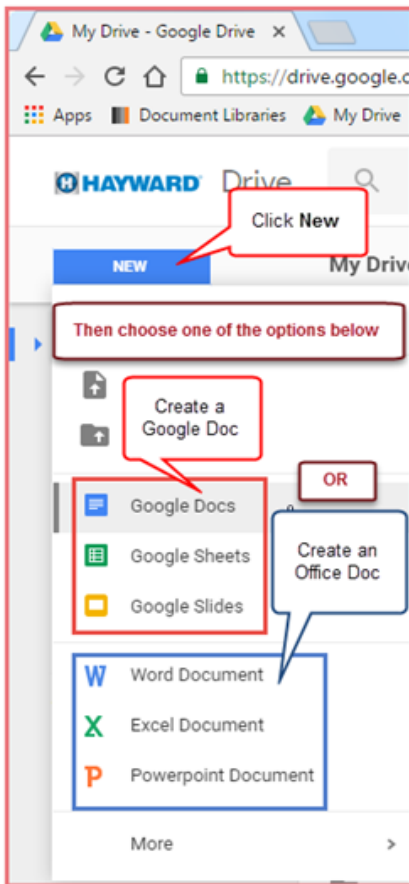
Google Bugle, Vol 31 - Do I have to download it, edit it then upload it again?

Absolutely NOT! Why waste your time?

- If it's a Microsoft Office document (Word, Excel, PowerPoint), just edit it using [Awesome Drive](#).
- If it's a Google document (Docs, Sheets, Slides), just edit it right on your Google Drive.

What if it's a NEW document, you might ask? There's nothing to edit.

I'm so glad you asked. Easy, peasy. Just navigate to the folder where you want the new document to be and since we have Awesome Drive, follow these directions:



Everything you want is now on Google Drive and Editable from anywhere you can connect to the internet!
(More later on version management for those NON Office or NON Google documents.)