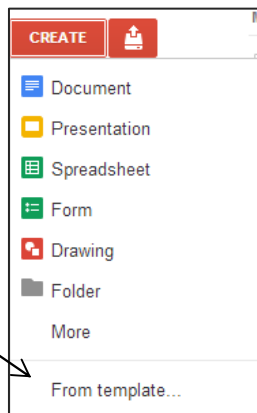
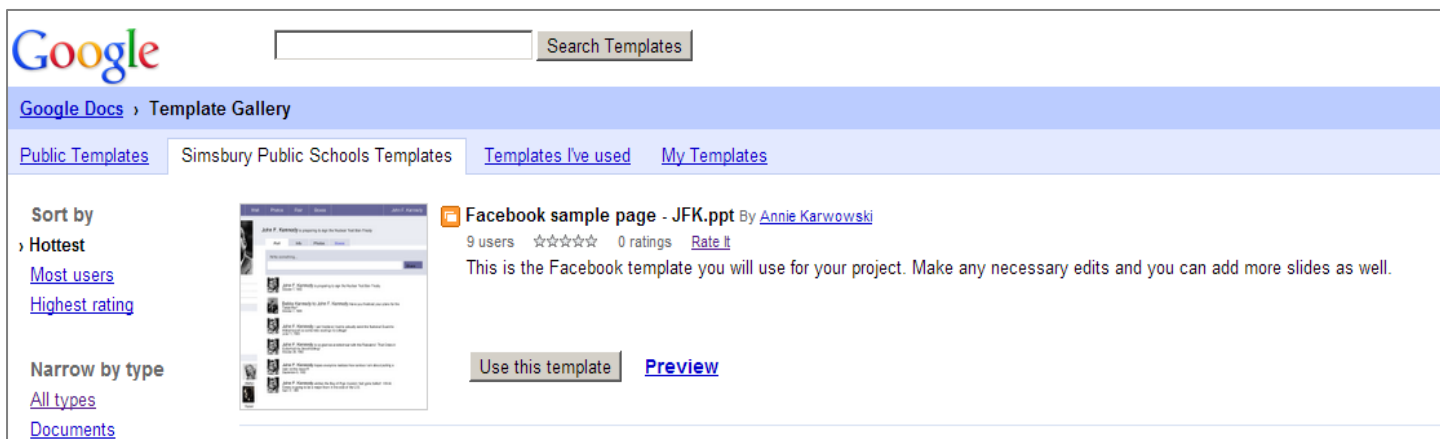


How to Download a Public Template to your Google Drive

- 1) Sign on to your Google account by going to simsburyschools.net, clicking on Google docs and entering in your ID and password.
- 2) On the left hand side, select create and then from template



- 3) In the template gallery you may search for a specific template by name, or search templates by keyword within Simsbury Public Schools or Public. Click “Preview” to view the template, and then “Use this template” to have it added to your Google drive.



- 4) The template will now appear on your screen. You are now able to rename it, share it, edit it, and make it your own. It will be saved to your “My Drive”.