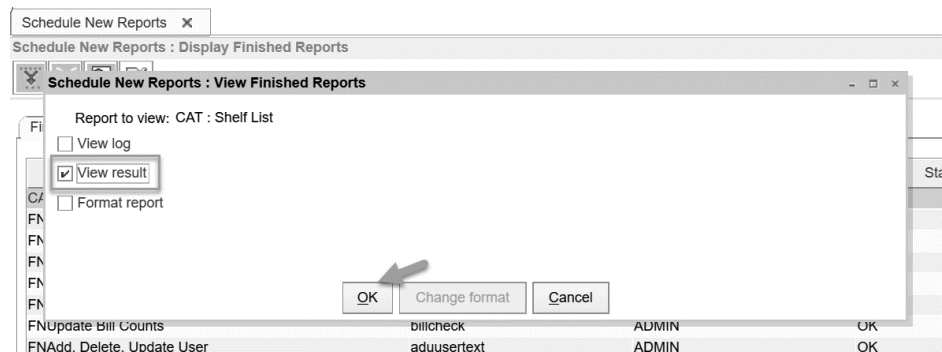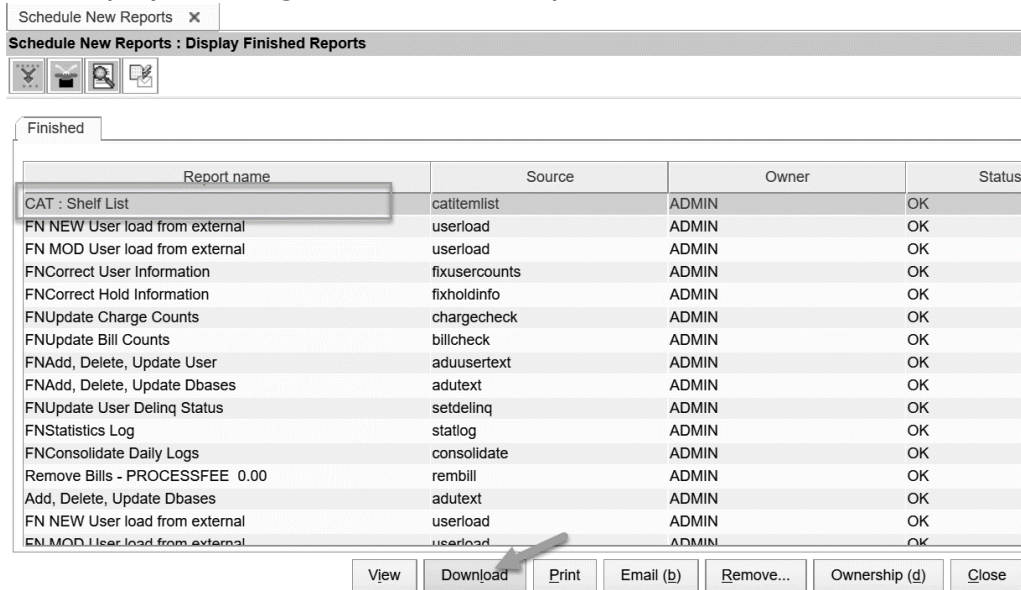**INFOhio**
OHIO'S PreK-12 DIGITAL LIBRARY
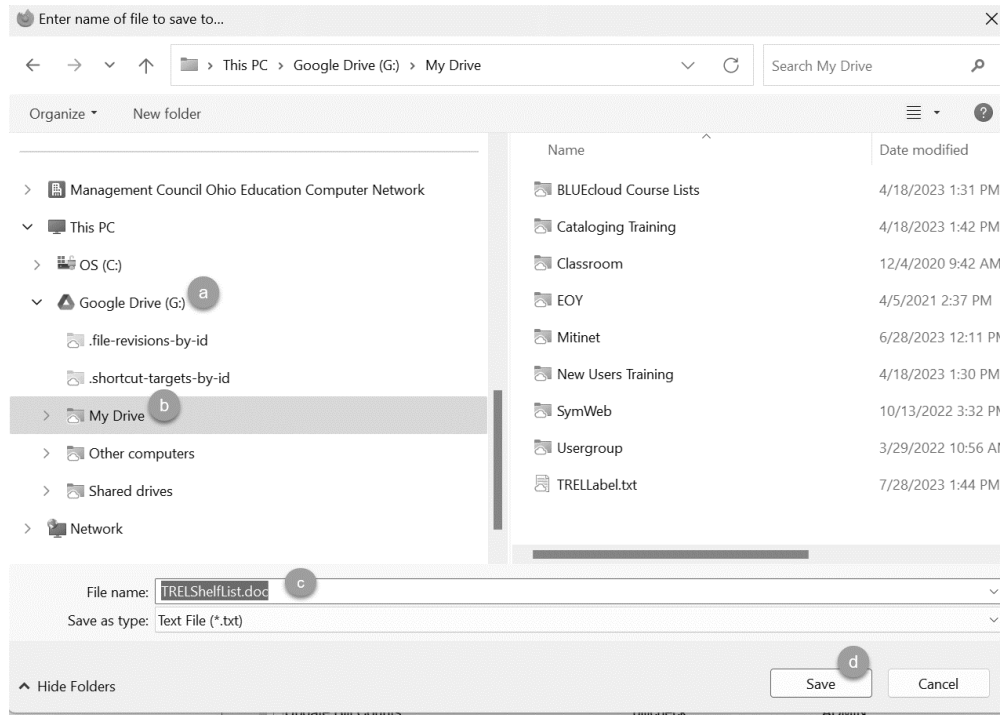
Opening Reports in Google Drive

The document will cover opening reports in Google Drive if you have the software installed on your computer. To learn more about installing Google Drive to your computer visit the following website: https://support.google.com/drive/answer/10838124?hl=en

1. After running a report go to Finished Reports. Select the report and click **Download**. The example below displays running CAT: Shelf List report.
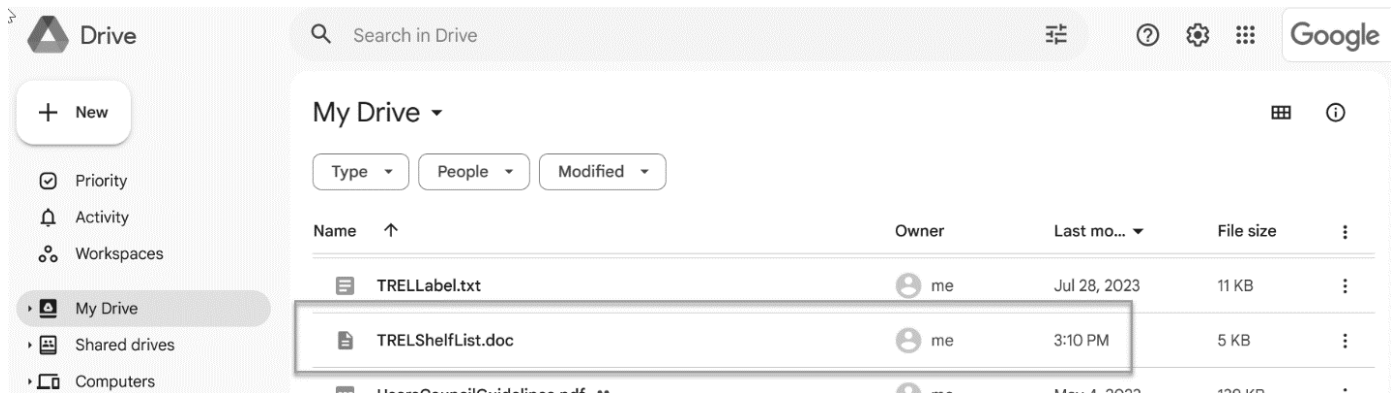

2. Follow the steps below to save your document to Google Drive and open the file:

   a. Go to Google Drive on your computer.
   b. Select My Drive.
   c. Name the report and update the extension to .doc.

The Management Council
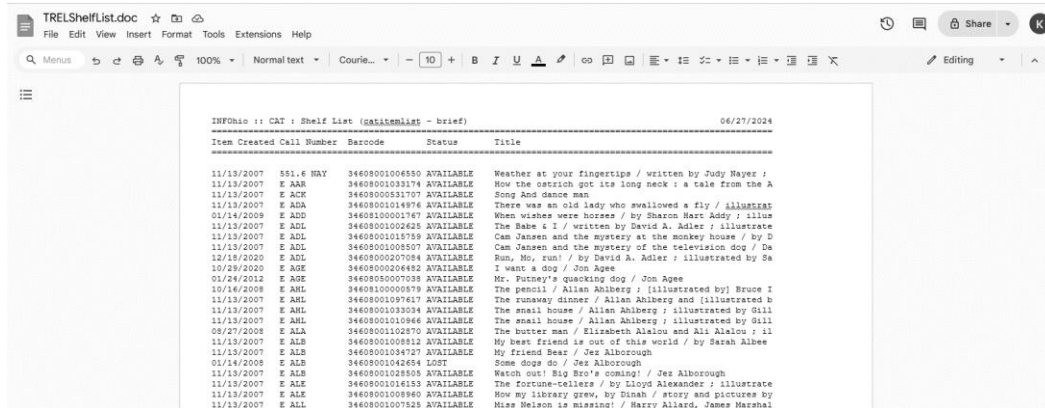Ohio Education Computer Network

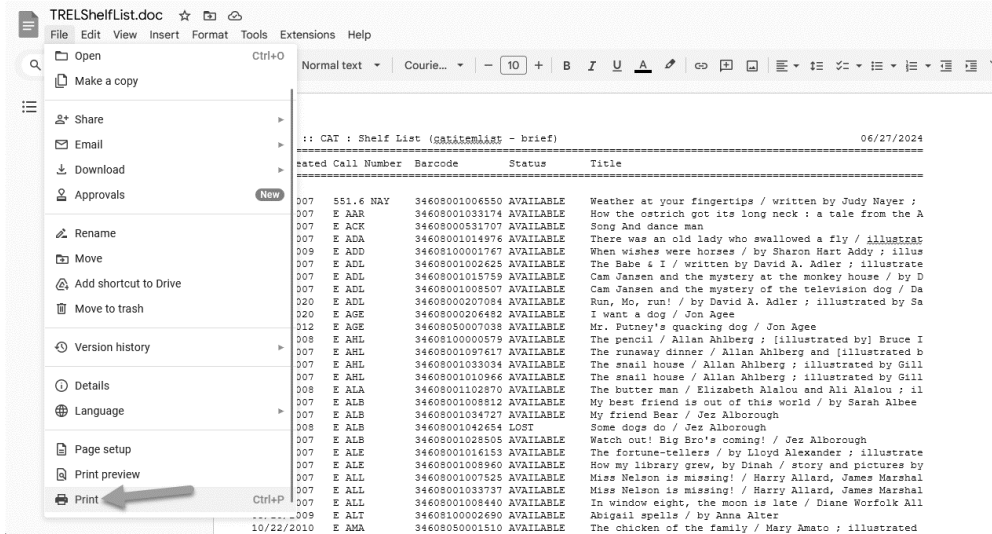d. Click Save to save the report to the My Drive folder.

3. Once the report is saved, log into your Google account or if you are already logged in you can refresh your page and you should see the report under My Drive in your Google Drive. Click the report to open it in Google Docs or Google Sheets.
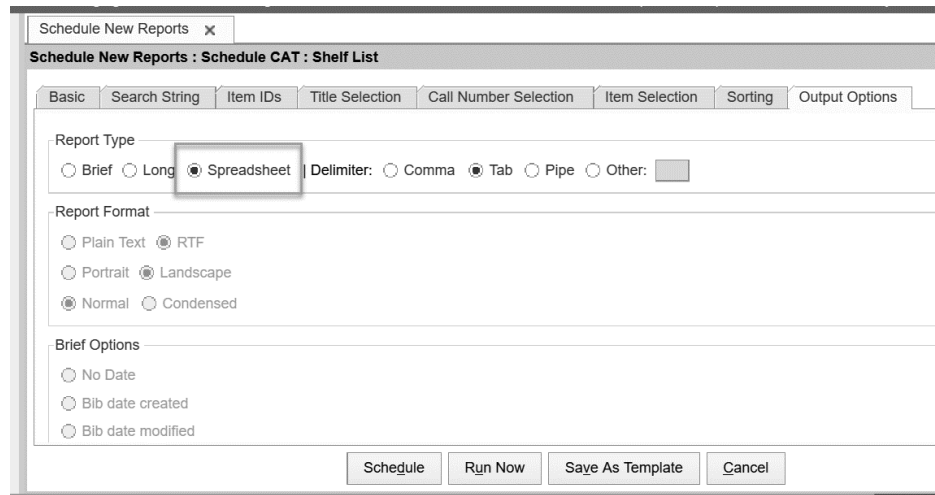
4. To open the document with Google Docs, click Open with Google Docs. **NOTE:** The font size can be adjusted to 10 points to avoid sentence carryover to the next line.
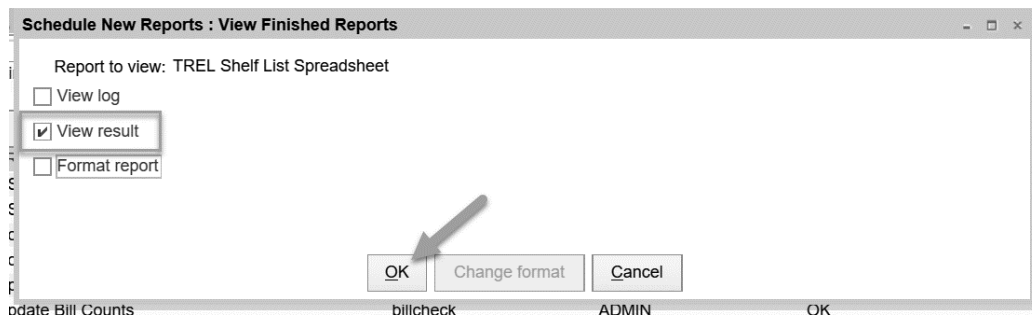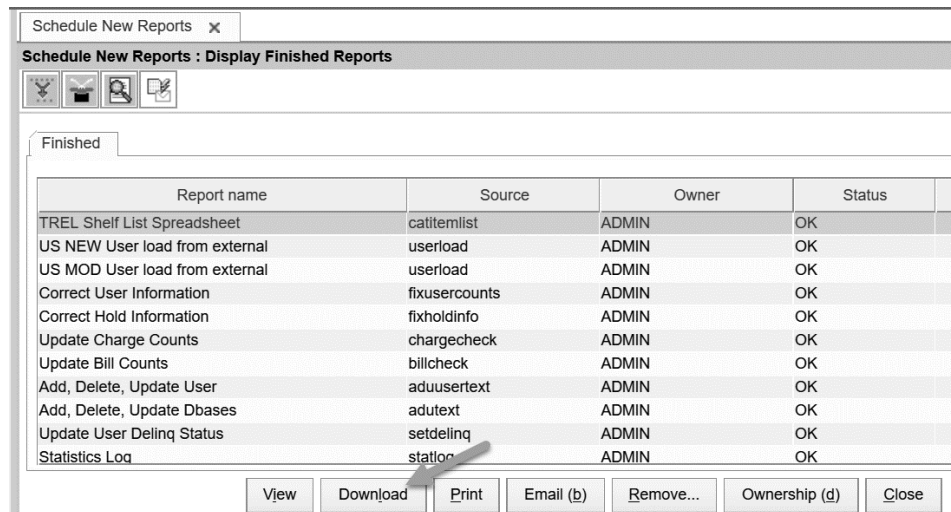

5. To print the report, go to the File menu and select Print.
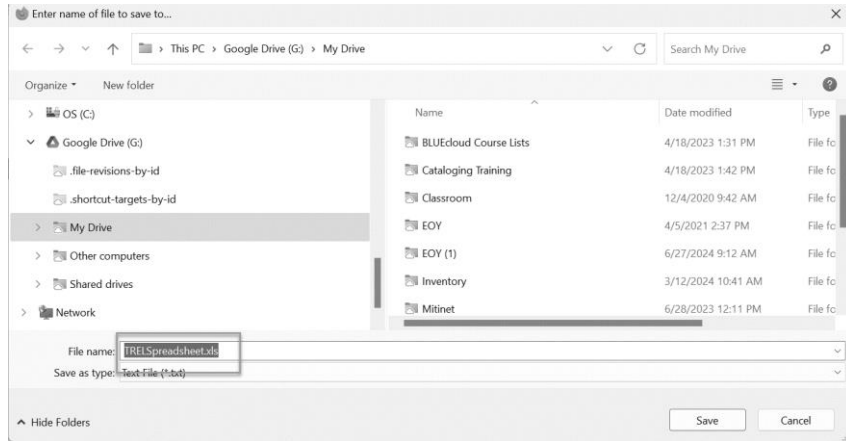
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6. **Additional report type options:** If you are running the report as a spreadsheet, go to the Output Options tab and change Report Type to Spreadsheet.
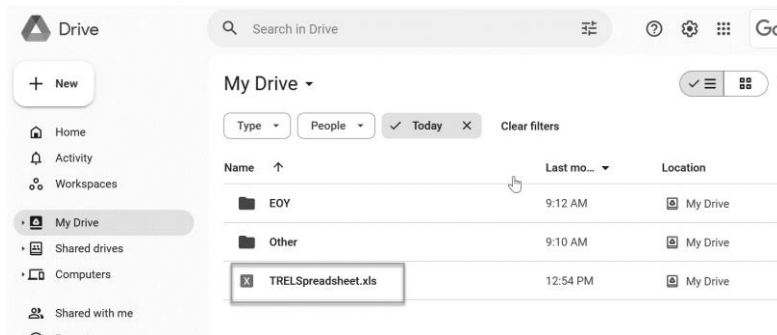

7. Select the report and click **Download** the report and select **View result**.

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8. Save the file to the Google Drive with the **.xls** format.

9. Go to Google Drive and login. If you are already logged in refresh the screen. The file will be visible.

10. Double click on the file and the file will automatically open in Google Sheet.

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