How to make flash cards using Google Drive and gFlash+
Why would you want to make flash cards with Google Drive and gFlash+?

• Create flash cards quickly in a spreadsheet format
• Modify your flash cards from any device
• Export your flash cards to virtually any flash card program, website, or app
• Import your flash cards into gFlash+ to study your cards from your tablet or smartphone
• Automatically generate Multiple Choice answers
Step 1: Login to https://drive.google.com with your Google username and password
Step 2: Click ‘CREATE’ and select ‘Spreadsheet’ from the drop down menu (not shown)
Step 3: Click ‘Untitled spreadsheet’ to name your flashcard sheet
Step 4: Choose a descriptive name and click ‘OK’
Step 5: Enter your flash card prompts & answers

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gram negative coccus</strong></td>
<td><strong>Neisseria spp.</strong></td>
</tr>
</tbody>
</table>
Step 6: Click ‘Share’ to collaborate with your friends and split the workload
**Step 7:** Once you finish, you can export your flash cards to websites like Quizlet or Studyblue by copying all your data (ctrl-a, ctrl-c)
Step 8: For example, go to quizlet.com and click ‘Create’
Step 9: Click ‘Import Data’
Step 10: Paste your data into the field and click ‘Import’
**Step 11:** Now all of your flash cards have been imported into Quizlet – you can use similar techniques on other online websites.

<table>
<thead>
<tr>
<th>No.</th>
<th>Term</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gram negative coccus</td>
<td>Neisseria spp.</td>
</tr>
<tr>
<td>2</td>
<td>Gram positive coccus</td>
<td>Streptococcus, Staphylococcus, enterococcus</td>
</tr>
<tr>
<td>3</td>
<td>Bacteria with no cell wall</td>
<td>Mycoplasma</td>
</tr>
<tr>
<td>4</td>
<td>Bacteria with branching filamentous growth (like fungi)</td>
<td>Actinomyces, Nocardia</td>
</tr>
<tr>
<td>5</td>
<td>Gram negative spiral bacteria</td>
<td>Treponema, Borrelia, Leptospira</td>
</tr>
<tr>
<td>6</td>
<td>Spore forming bacteria examples</td>
<td>Clostridium and Bacillus</td>
</tr>
<tr>
<td>7</td>
<td>Tend to cause infections in the upper lobes of the lung</td>
<td>Mycobacterium tuberculosis (bacteria) and histoplasma (fungus)</td>
</tr>
</tbody>
</table>
Step 12: Or you can use the app gFlash+ to study your cards on your tablet or smartphone
Step 13: Tap ‘Add’ and then tap ‘Google Docs’
Step 14: Enter your Google username and password and tap ‘Download’
**Step 15:** Select the deck you wish to study and tap ‘Download and Return’
Step 16: Tap ‘Yes!’ to launch your flash cards
Step 17: Now you can study your cards – to change the format, tap ‘Study’ and select ‘Multiple Choice On’
Step 18: Multiple choice format works best if all the answers are in the same category (e.g., species names, drugs, disease, etc) – good luck!