

Google Drive

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What is Google Drive?

Google Drive is a free service from Google that allows you to store files online and access them anywhere using the cloud. Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations, and more.

Why use Google Drive?

Google Drive is one of the most popular cloud storage services available today, offering 15 gigabytes (15GB) of free storage space. If you've never used a cloud-based storage service like Google Drive before, take a moment to consider the advantages of keeping your files online. Because files can be accessed from any computer with an Internet connection, Drive eliminates the need to email or save a file to a USB drive. And because Drive allows you to share files, working with others becomes much easier.

Creating files on Google Drive

Google Drive doesn't just store your files; it also allows you to create, share, and manage documents with its own productivity apps. If you've ever used a suite like Microsoft Office, some things about Google Drive's apps might seem familiar. For instance, the types of files you can work with are similar to files that can be created with various Microsoft Office programs.



Search

My Drive

Folder

File upload

Folder upload

Google Docs



Google Sheets



Google Slides



More



Below are the types of files you can create and share on Google Drive:

- **Documents:** For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)
- **Spreadsheets:** For storing and organizing information (similar to Microsoft Excel workbooks)
- **Presentations:** For creating slideshows (similar to Microsoft PowerPoint presentations)
- **Forms:** For collecting and organizing data
- **Drawings:** For creating simple vector graphics or diagrams

Creating a Google account

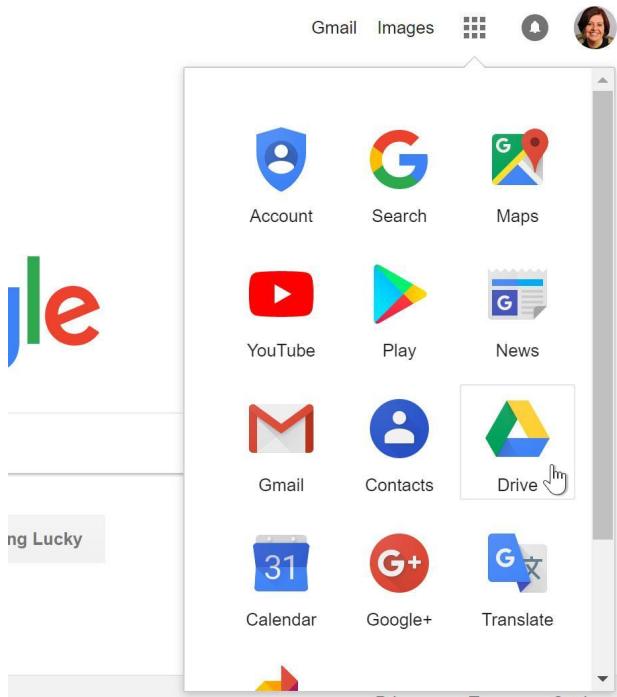
In order to use Google Drive, you will need a Google account. Google accounts are free, and signing up for one is fairly simple. In order to create a Google account, you'll need to enter some information, including your name, birth date, and location. Creating a Google account will automatically create a Gmail email address and a Google+ profile.

If you have a Gmail address, you already have a Google account, so you won't need to create an account—you can simply sign in to Drive using your Gmail information.

Accessing Google Drive

Once you've set up your Google account, you can access Google Drive by going to <http://drive.google.com> in your web browser.

You can also navigate to Google Drive from any Google page (such as Gmail or Google search) by selecting the grid icon near the top-right corner, then clicking Drive.



The Google Drive interface

Your Google Drive may be empty right now, but as you begin to upload and create files you'll need to know how to view, manage, and organize them in the interface.

NEW

- My Drive
 - Budget Proposals
 - Work
 - Worksheets
- Incoming
- Recent
- Starred
- Trash

44 MB used (0%)
[Buy more storage](#)

Name	Owner	Last modified	File size
Budget Proposals	me	Jan 12	—
Work	me	Jan 9	—
Worksheets	me	5/11/12	—
Art Club Interest Letter	me	Jan 12	—
Quarterly Report	me	Jan 12	—
Lake Stone Montessori Art Club	me	Jan 9	—
Student Contract Form	me	9/25/14	—
Gradebook	me	9/23/14	—

Google Drive for mobile devices

Available for both iOS and Android, the Google Drive mobile app allows you to view and upload files to Google Drive using your mobile device.

Quick Access

The screenshot shows the Google Drive mobile application interface. At the top, there's a "Quick Access" section with two cards: one for "Netflix" (with a note "You opened this week") and one for "Optum - Resume" (by Lisa Roscoe). Below this is a list of "Folders" sorted by "Name" (with an upward arrow icon). The list includes:

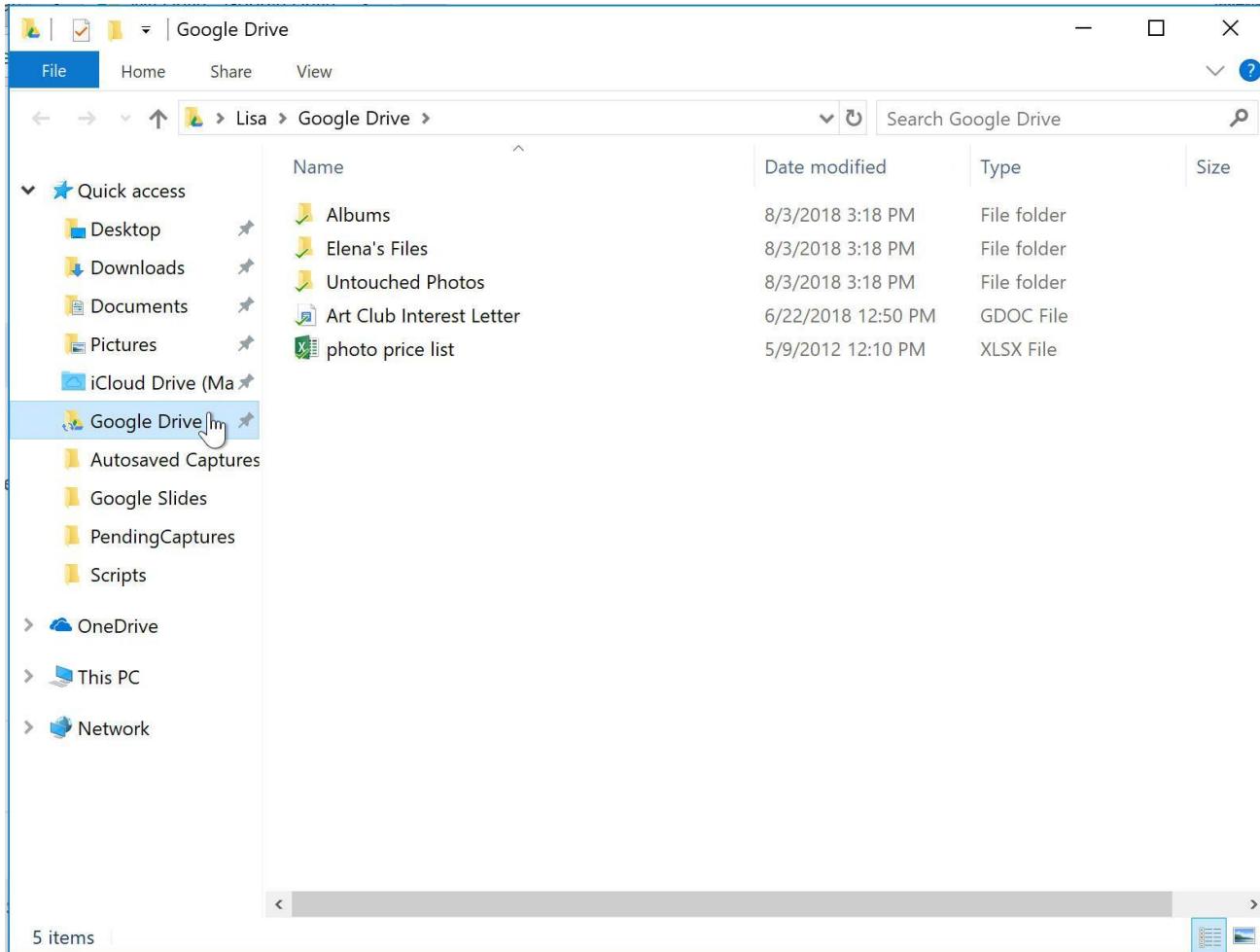
- (OLD)Videos (Modified: Mar 5, 2015)
- 5 things pix (Modified: Jun 29, 2015)
- art (Modified: Jul 10, 2014)
- DOUGHMAN (Modified: May 22, 2015)
- pix (Modified: Oct 22, 2014)

At the bottom of the folder list is a blue circular button with a white plus sign (+), which typically represents the "Create New" or "Upload" function. Navigation icons for back, forward, and search are also visible at the bottom.

Google also has separate mobile apps for creating and editing documents, spreadsheets, and presentations. To learn more, check out Google's blog post on [New mobile apps for Docs, Sheets, and Slides](#).

Google Drive for desktop

If you prefer to work on the desktop, you can download the Google Drive desktop app to your computer. Available for Windows and OS X, this app makes it a bit easier to upload your existing files and work offline. Once it's installed, you'll see a new Google Drive folder on your computer. Any files you move into this folder will automatically be uploaded to your Google Drive.



Uploading files to Google Drive

Google Drive gives you 15 gigabytes (15GB) of free storage space to upload files from your computer and store them in the cloud. There are two main types of files you can store on your Google Drive:

- **Files you can edit**, like Microsoft Office files, PDFs, and other text-based files
- **Files you cannot edit**, like music, videos, compressed archives (.zip files), and most other files

Once you upload a file—no matter what type of file it is—you'll be able to manage, organize, share, and access it from anywhere. And because the files on Google Drive are synced across your devices, you'll always see the most recent version of a file.

You can also preview many different file types, even if you don't have the software required for that file on your computer. For example, you can use Google Drive to preview a Photoshop file, even if Photoshop is not installed on your current computer.

Converting files to Google Drive formats

If you are uploading files you plan to edit online, you will need to convert them to Google Drive format. Converting allows you to edit a file and collaborate with others easily. Only certain file types—like Microsoft Office files and PDF documents—can be converted to Google Drive formats.

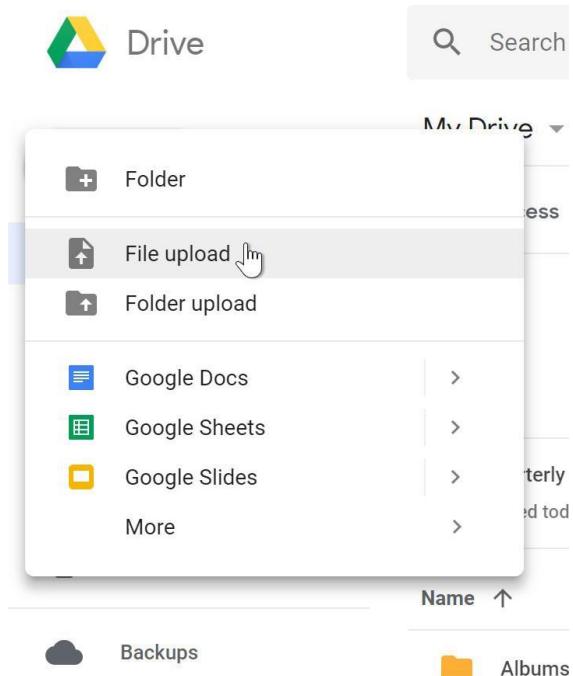
Unfortunately, this conversion isn't always perfect. Depending on the level of formatting used in the original document, the converted document could turn out looking quite different, as shown in the example below.

Uploading files and folders

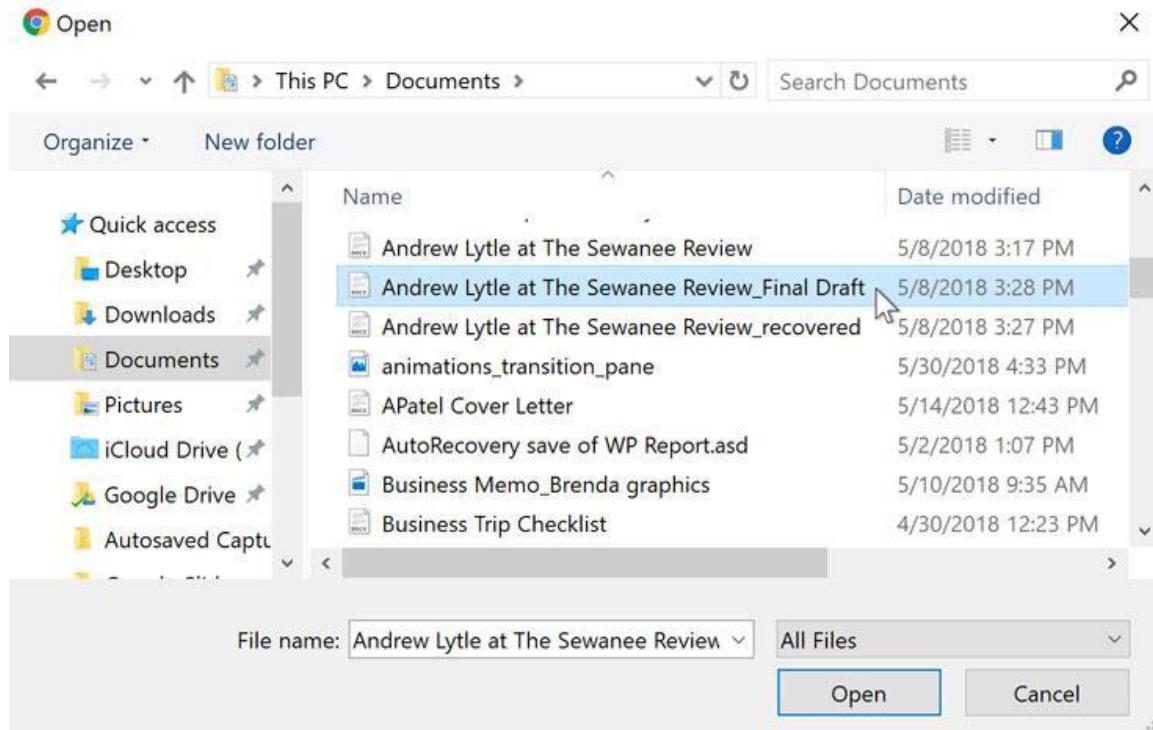
It's easy to upload files from your computer to Google Drive. If you're using the Google Chrome web browser, you can even upload entire folders.

To upload a file:

1. From Google Drive, locate and select the New button, then select File upload.



2. Locate and select the file(s) you want to upload, then click Open.



3. The file(s) will be uploaded to your Google Drive.

A screenshot of the Google Drive web interface. The top left shows the 'Drive' logo. The top right has a search bar labeled 'Search Drive'. The left sidebar has a 'New' button, followed by a list of navigation items: 'My Drive' (which is selected and highlighted with a blue background), 'Computers', 'Shared with me', 'Recent', 'Starred', and 'Trash'. The main area is titled 'My Drive'. It shows a list of files and folders:

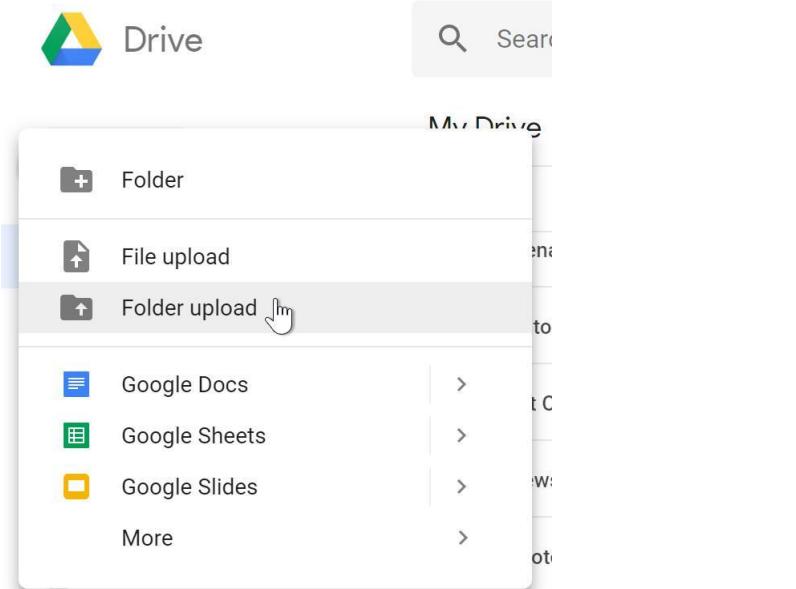
- Elena's Files
- Untouched Photos
- Andrew Lytle at The Sewanee Review_Final Draft.docx
- Art Club Interest Letter
- Newsletter

- ★ Depending on your browser and operating system, you may be able to upload files by clicking and dragging a file from your computer into your Google Drive.

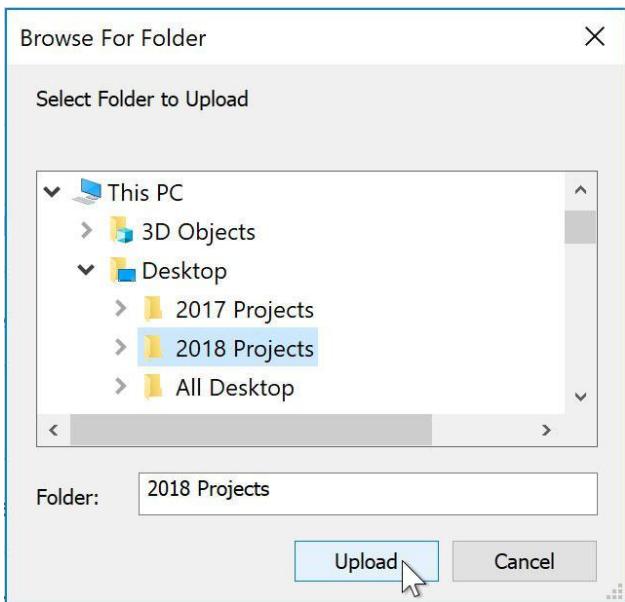
To upload a folder:

Note: This feature is only available if you're accessing Google Drive through Google Chrome.

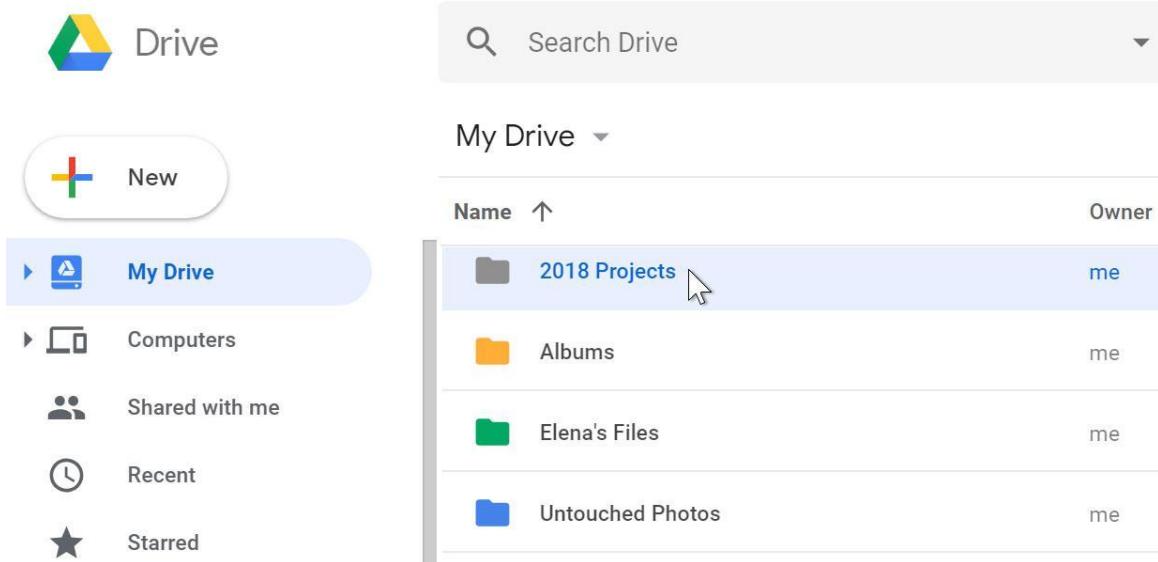
1. Click the New button, then select Folder upload.



2. Locate and select the folder you want to upload, then click OK.



3. The folder and the files within it will be uploaded to your Google Drive.



The screenshot shows the Google Drive web interface. On the left, there's a sidebar with a 'New' button (containing a plus sign icon) and a list of navigation items: 'My Drive' (which is highlighted with a blue background), 'Computers', 'Shared with me', 'Recent', and 'Starred'. The main area is titled 'My Drive' and contains a table with file/folder listings. The columns are 'Name' (sorted by ascending name), 'Owner', and a small thumbnail icon. The items listed are: '2018 Projects' (Owner: me, highlighted with a cursor), 'Albums' (Owner: me), 'Elena's Files' (Owner: me), and 'Untouched Photos' (Owner: me).

Name	Owner
2018 Projects	me
Albums	me
Elena's Files	me
Untouched Photos	me

Managing your files

After you've been using Google Drive for a while, you might find yourself having a difficult time keeping track of all of your files. Fortunately, Drive offers several features to help you manage and organize them.

Searching for files

Searching lets you look for specific files using words contained within the file or file name. To do this, locate the search bar, then enter the word or file name you're looking for. A list of suggested searches and files will appear as you type. Simply click a file to open it directly from the search results. You can also press the Enter key to see a full list of search results.

The screenshot shows the Google Drive interface. On the left, there's a sidebar with icons for New, My Drive (which is highlighted in blue), Computers, Shared with me, Recent, Starred, and others. The main area is a search results page for 'Art club'. The search bar at the top has 'Art club' typed in. Below it, there are several search suggestions: 'art club interest', 'art club', and 'Art club'. The main list contains five items: 'Art Club Interest Letter' by Olenna Mason (Jun 22), 'The Sewanee Review.docx' by Elena Casarosa (11:57 AM), 'The Sewanee Review' by Elena Casarosa (12:02 PM), 'Resume' (me), and 'Newsletter'.

Sorting files

By default, your files are already sorted from newest to oldest. However, you can apply other sorts to put your files in a different order. To sort by name, click the Name button just above the list of files. To sort by date, click the Last modified button, then choose the desired sort option.

This screenshot shows the Google Drive interface with the 'My Drive' tab selected. The sidebar includes 'New', 'My Drive' (highlighted in blue), 'Computers', 'Shared with me', 'Recent', 'Starred', 'Trash', 'Backups', and 'Storage'. The main area displays a list of files with columns for 'Name', 'Owner', and 'Last modified'. A dropdown menu is open over the 'Last modified' column, showing three options: 'Last modified' (with a checked checkmark), 'Last modified by me', and 'Last opened by me'. A cursor is hovering over the 'Last opened by me' option.

To apply a filter:

Filters let you hide unimportant files and focus only on the ones you're interested in. For example, if you were looking for a presentation, you could use a filter to narrow down your visible files so you would only see presentations.

1. Locate and select the Search options arrow in the search bar.

The screenshot shows the Google Drive interface. On the left, there's a sidebar with a 'New' button, 'My Drive' (which is selected and highlighted with a blue background), 'Computers', and 'Shared with me'. The main area is titled 'My Drive' with a dropdown arrow. It lists three files: 'Art Club interest letter' (Owner: me), 'Newsletter' (Owner: me), and 'photo price list' (Owner: me). At the top right, there's a 'Search Drive' bar with a magnifying glass icon and a 'Search options' button containing a gear icon, which is also highlighted with a red circle.

Choose the filter you want to use. In our example, we'll set a filter for file type.

This screenshot shows the Google Drive search filter modal. It includes fields for 'Type' (set to 'Any'), 'Owner' (set to 'Anyone'), 'Location' (set to 'ANYWHERE'), and 'Date modified' (set to 'Any time'). There are also checkboxes for 'In trash' and 'Starred'. At the bottom, there are 'LEARN MORE', 'RESET', and a large blue 'SEARCH' button.

Choose the desired filter. In our example, we'll select Text documents.

The screenshot shows the Google Drive search interface. A dropdown menu is open under the 'Type' filter, listing various document types. The 'Text documents' option is selected and highlighted with a blue border. Other options include Photos & images, PDFs, Spreadsheets, Presentations, Forms, Audio, Videos, Archive (zip), Drawings, and Folders. Below the dropdown are 'RESET' and 'SEARCH' buttons. The main search bar at the top contains the query 'Search Drive'. The status bar at the bottom right shows the date 'Aug 6, 2018'.

Click the Search button or press the Enter key to apply the filter.

The screenshot shows the Google Drive search interface with filters applied. The 'Type' filter is set to 'Text documents'. The 'Owner' filter is set to 'Anyone'. The 'Location' filter is set to 'ANYWHERE'. Under 'Date modified', the filter is set to 'Any time'. At the bottom, there are 'RESET' and 'SEARCH' buttons. A hand cursor is hovering over the 'SEARCH' button. The status bar at the bottom right shows the date 'Aug 6, 2018' and the word 'Only'.

files that match the filter will appear.

The screenshot shows the Google Drive interface. On the left, there's a sidebar with a 'New' button, followed by links to 'My Drive', 'Computers', 'Shared with me', 'Recent', 'Starred', and 'Trash'. The main area is titled 'Search results' and has a search bar at the top with the query 'type:document'. Below the search bar, the results are listed in a table with columns for 'Name' and 'Owner'. The results are grouped under the heading 'Earlier this week' and include four items: 'Resume' (me), 'Quarterly Report' (me), 'Art Club Interest Letter' (me), and 'Newsletter' (me).

Name	Owner
Earlier this week	
Resume	me
Quarterly Report	me
Art Club Interest Letter	me
Newsletter	me

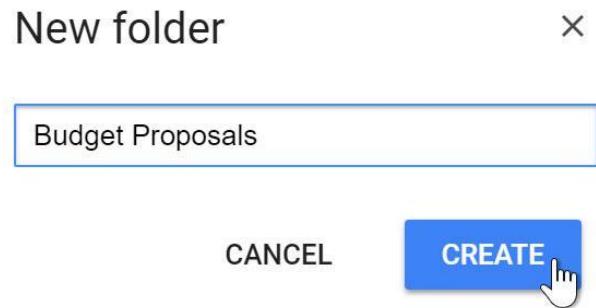
To clear a filter, select the text in search bar, then press the Backspace or Delete key.

To create a folder:

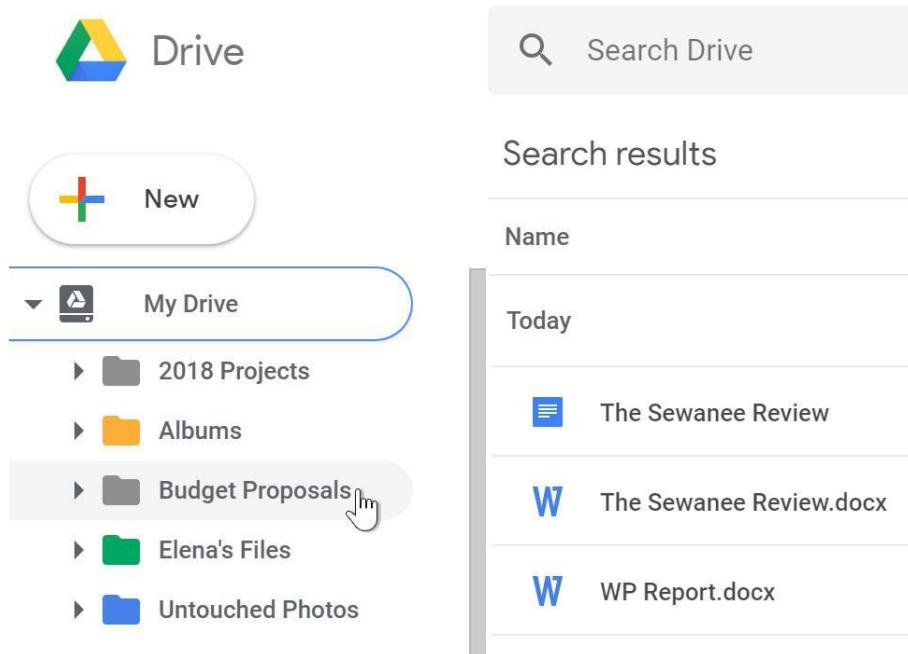
1. From Google Drive, click the New button, then select Folder from the drop-down menu.

The screenshot shows the 'New' menu in Google Drive. At the top, there's a search bar. The menu items are: 'Folder' (which is highlighted with a mouse cursor icon), 'File upload', 'Folder upload', 'Google Docs', 'Google Sheets', 'Google Slides', and 'More'. To the right of the menu items, there are small preview icons for each option.

2. A dialog box will appear. Enter a name for your folder, then click Create.

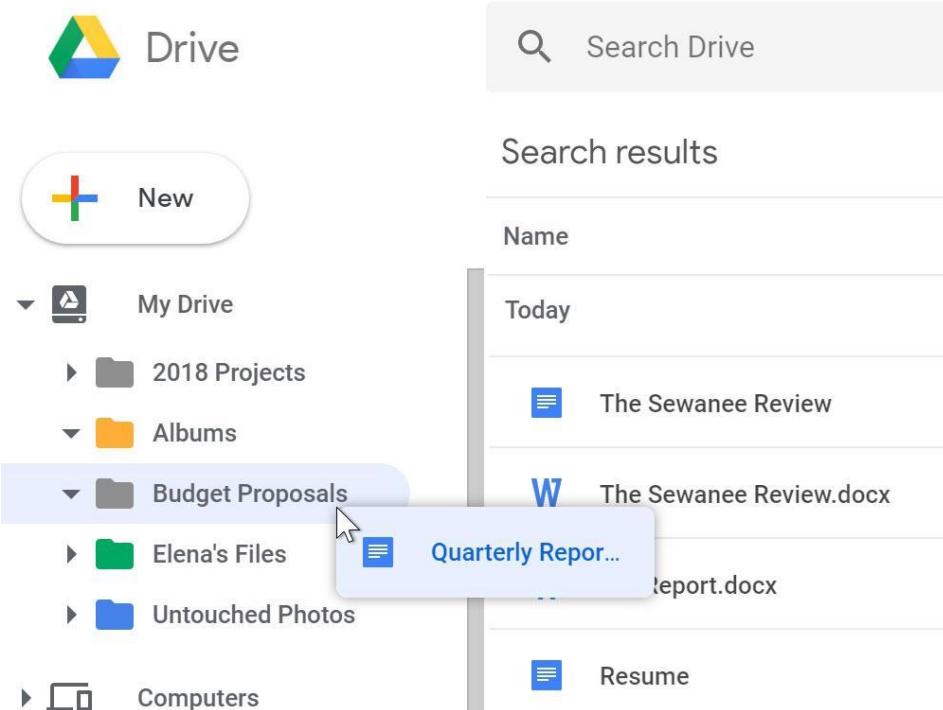


3. Your folder will appear on the left below My Drive. You may need to click the drop-down arrow to see your folders.

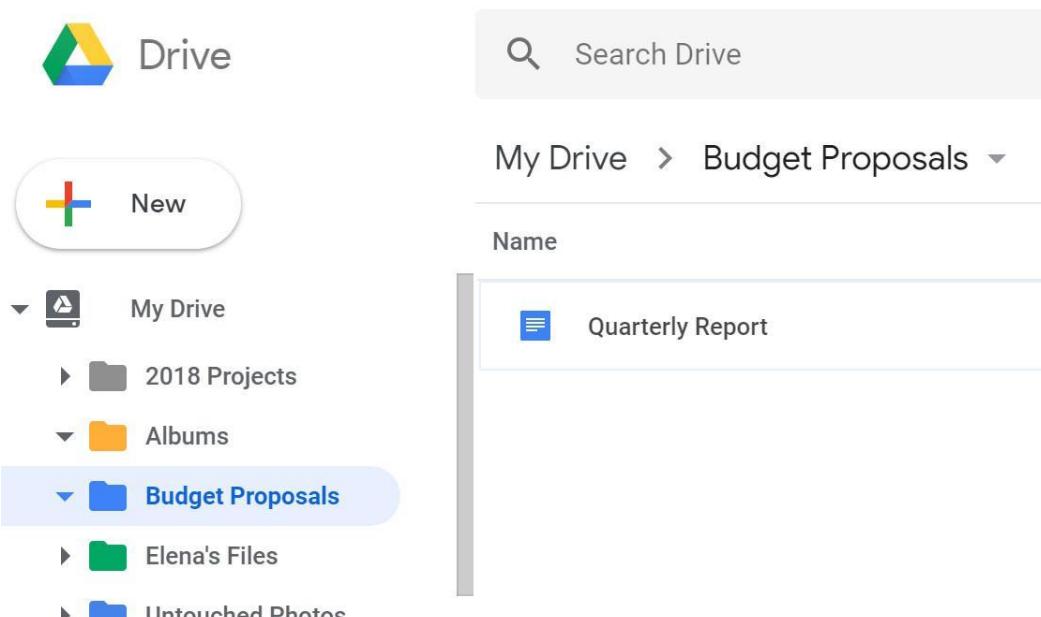


To move files into folders:

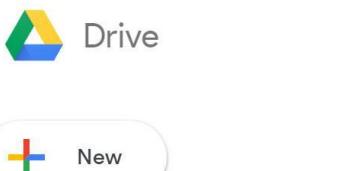
1. Click and drag the file to the desired folder.



2. The file will appear in the selected folder.



To add multiple files to the same folder, press and hold the Ctrl key (or Command on a Mac), then click to select each desired file. When you're ready, click and drag the files to the desired folder.



Search Drive

My Drive ▾

Name

- ▶ 2018 Projects
- ▶ Albums
- ▶ Budget Proposals
- ▶ Elena's Files
- ▶ Untouched Photos
- ▶ Computers
- ▶ Shared with me
- ▶ Recent
- ▶ Starred

Untouched Photos
Newsletter
photo price list
The Sewanee Review
The Sewanee Review.docx
Resume
Art Club Interest Letter
photo price list.xlsx

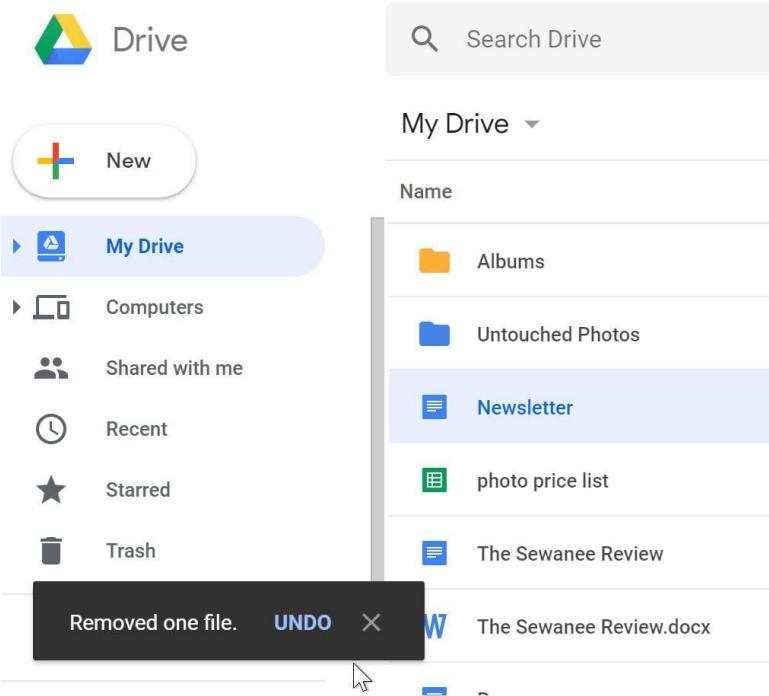
To delete a file:

Deleting a file from your Google Drive is similar to deleting a file from your computer. You will have to move the file to the Trash folder and then delete it permanently, just like you would delete a file from the Trash or Recycle Bin on your computer.

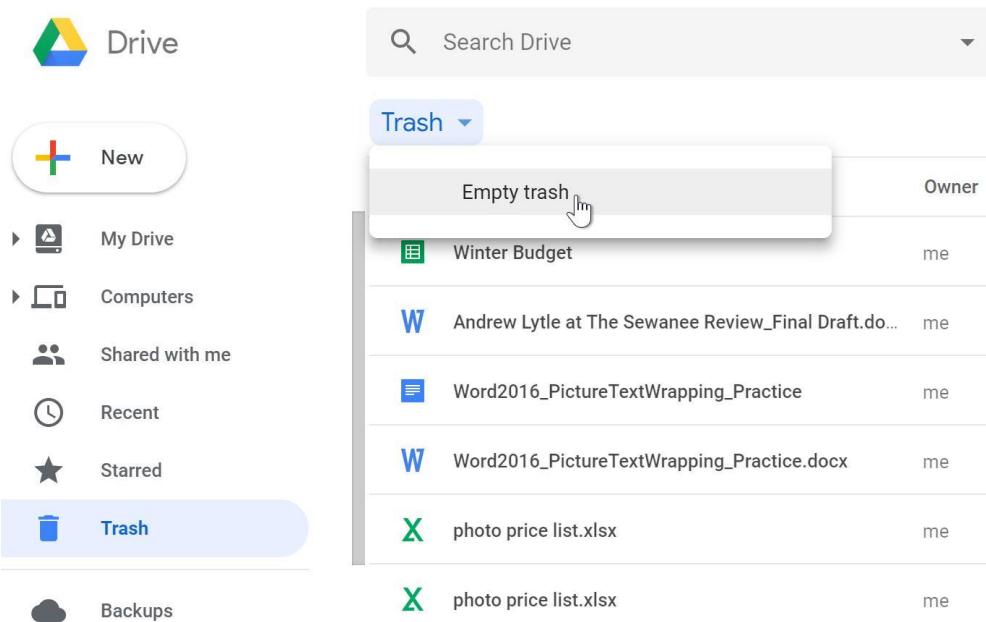
1. Select the file you want to delete, then click the Remove button to move the file to the Trash folder.

Name	Owner	Last modified
Albums	me	Jan 14, 2013
Untouched Photos	me	Jan 14, 2013
Winter Budget	me	3:08 PM
Newsletter	me	2:53 PM

2. Select Trash in the left navigation pane.



3. The Trash folder will appear. Click Trash near the top of the screen, then select Empty Trash. The files will be permanently deleted.



To preview a file:

Previewing files is a great way to make sure you're opening the right version of a file or to take a quick look at files without opening them.

1. Select the file you want to preview, then click the Preview button.

Name	Owner	Last modified
Quarterly Report	me	2:56 PM
Art Club Interest Letter	me	Aug 6, 2018
Newsletter	me	Aug 6, 2018
photo price list	me	Aug 6, 2018

2. A preview of the file will appear.

Lake Stone Montessori

Art Club

Dear Parents and Students,

Welcome to another year at Lake Stone Montessori! Our names are Olenna Mason and Tim Dragic, and we're excited to be running the Art Club for the fifth year in a row. The Art Club offers students aged 8-14 the chance to learn art techniques in various media that aren't covered in regular art class. This year, we plan to focus on oil painting, basic printmaking, and installation art. Every

Right-clicking

Right-clicking allows you to access the full list of actions for any file. Most of the actions listed here are accessible in other places on Google Drive, but it serves as a great shortcut.



Drive

Search Drive

- [New](#)
- [My Drive](#)
- [Computers](#)
- [Shared with me](#)
- [Recent](#)
- [Starred](#)
- [Trash](#)
- [Backups](#)
- [Storage](#)
 - 15 GB of 15 GB used
 - [UPGRADE STORAGE](#)

My Drive

Name	Actions
Untouched Photos	Preview Open with > Share... Get shareable link m Move to... Add star Rename... View details Make a copy Download Remove
Art Club Interest Letter	
Newsletter	
photo price list	
The Sewanee Review	
The Sewanee Review.doc	
Resume	
photo price list.xlsx	

Sharing and collaborating on files

Google Drive makes sharing your files simple. It also allows multiple people to edit the same file, allowing for real-time collaboration.

To share a file with a limited group of people:

1. Locate and select the file you want to share, then click the Share button.

Search Drive

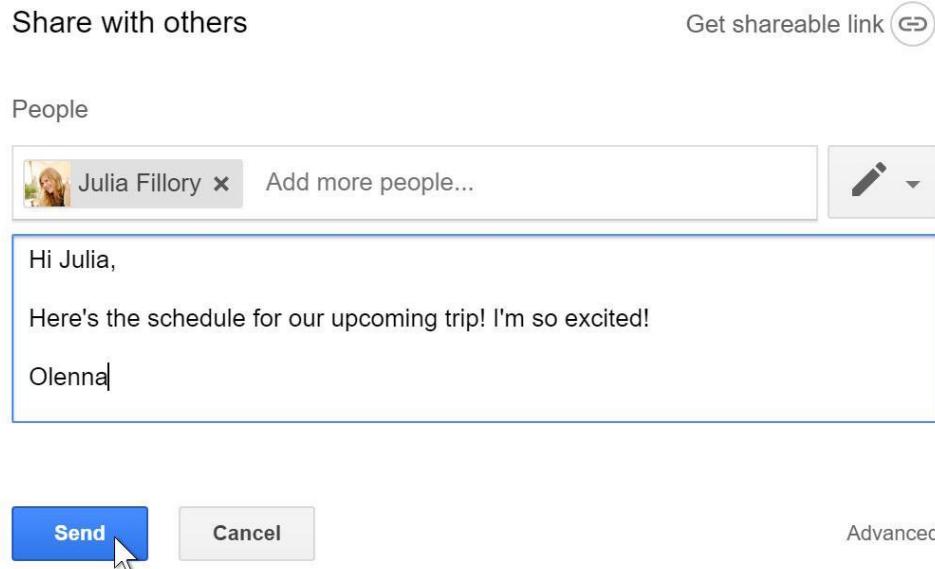
My Drive

Name	Owner	Last modified
Budget Proposals	me	Aug 7, 2018
Travel Schedule - Montreal	me	Aug 7, 2018
Elena's Files	me	Jan 14, 2013

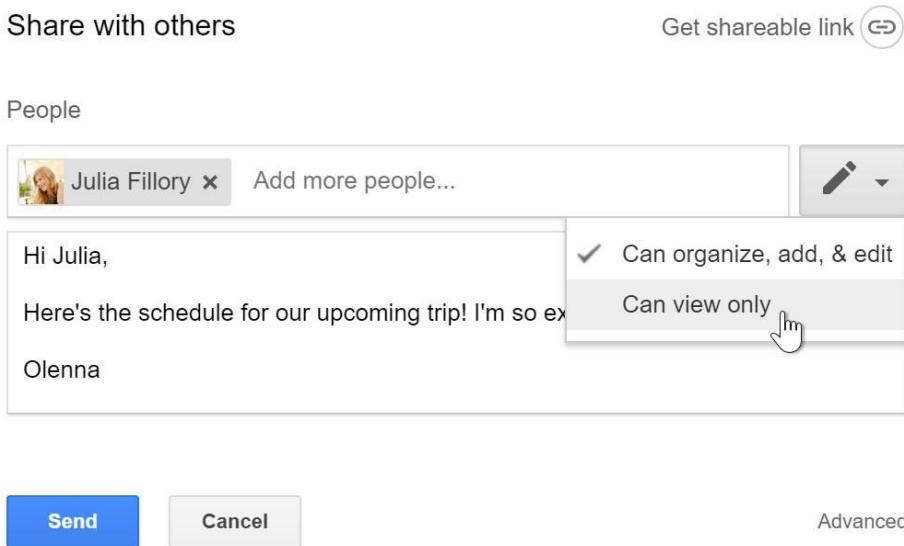
Share "Travel Schedule - Montreal"

2. A dialog box will appear. In the People box, type the email addresses of the people you'd like to share the file with. If you want, you can add a message that will be emailed to the people you share the file with.

3. Click Send. Your file will be shared.



- ★ For more control over your files, you can click the drop-down arrow to decide whether people can edit, comment on, or simply view the file.



To share a link:

1. Locate and select the file you want to share, then click the Share button.

A screenshot of the Google Drive interface. At the top, there's a search bar labeled "Search Drive" and some navigation icons. Below that, the title "My Drive" is shown with a dropdown arrow. To the right of the title are icons for sharing, help, settings, and more. A tooltip "Share 'Travel Schedule - Montreal'" appears over the share icon. The main area shows a list of files and folders:

Name	Owner	Last modified
Budget Proposals	me	Aug 7, 2018
Travel Schedule - Montreal	me	Aug 7, 2018
Elena's Files	me	Jan 14, 2013

2. A dialog box will appear. Click Get shareable link.

A screenshot of the "Share with others" dialog box. At the top left, it says "Share with others". On the right, there are buttons for "Get shareable link" (with a tooltip "Copy the link and turn link sharing ON") and "Advanced". Below that is a section for "People" with a text input field "Enter names or email addresses..." and a "Done" button. There's also a small edit icon.

3. A link to the file will be copied to your web clipboard. You can then paste the link in an email message or on the Web to share the file. When you're finished, click "Done".

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone with the link **can view**  

<https://drive.google.com/drive/folders/1jhHUf6b-GErZPZ1OM72BRbfGMyhenFns?u>

Copy link

People

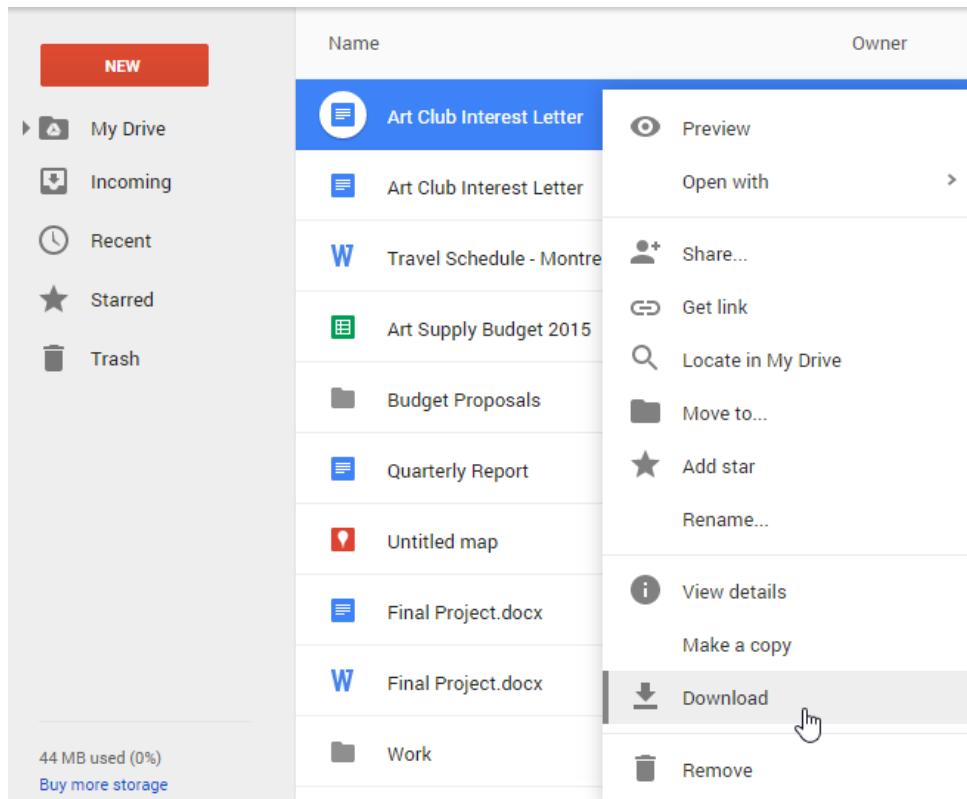


Done

Advanced

To download a file:

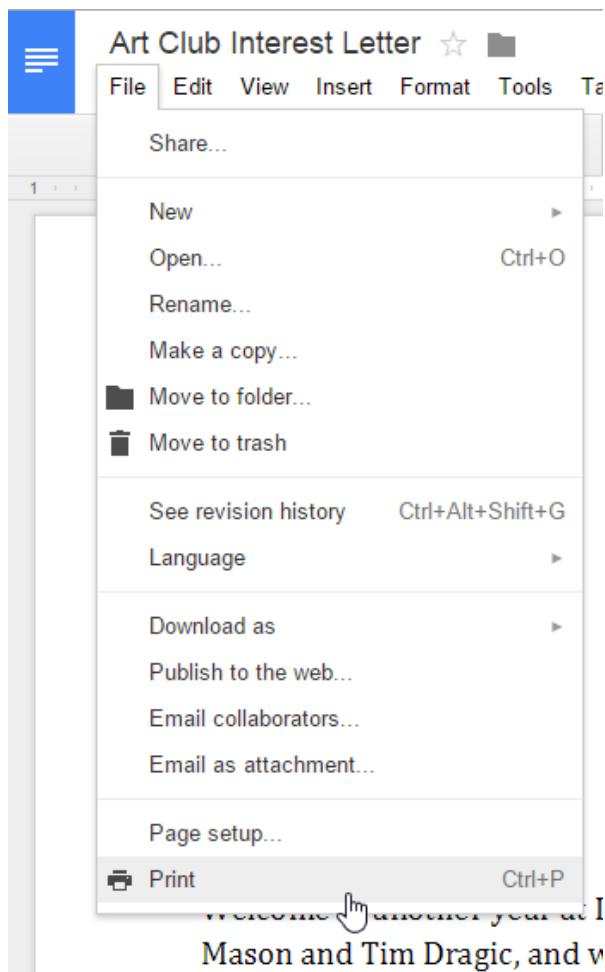
1. Locate and right-click the file you want to download, then select Download.



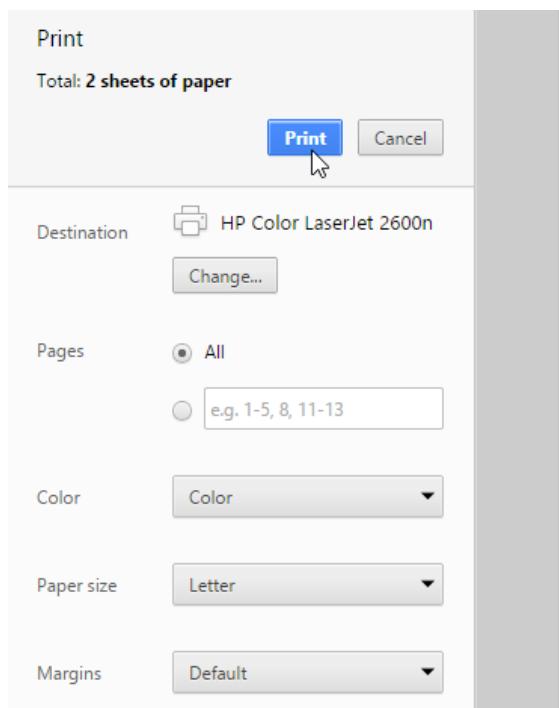
2. The file will be downloaded to your computer.

To print a file:

1. Double-click the desired file to open it.
2. Select **File → Print**.



3. The Print dialog box will appear, along with a preview of your file on the right. Choose the desired options, then click **Print**.



Dear Parents and Students,

Welcome to another year at Lake Stone Montessori! Our names are Olenna Mason and Tim Dragic, and we're excited to be running the Art Club for the fifth year in a row. The Art Club offers students aged 8-14 the chance to learn and practice art techniques in mediums that aren't covered in regular art class. This year, we plan to focus on oil painting, basic printmaking, and installation art! Every year, our students come up with work that surprises and impresses all of us here and we're looking forward to seeing what your children can do this year.

The club meets from 2:30-4:00 on Mondays and Wednesdays. We also take approximately four afternoon or Saturday morning field trips a year. Past trips have included the North Carolina Museum of Art, the Ackland Museum of Art, and several local artists' studios and galleries. While attendance at club meetings and field trips isn't mandatory, it is strongly encouraged, and

- ★ Note that these options will vary depending on the type of file you're printing. For example, you'll have different options for printing a spreadsheet than you would for printing a presentation.