Google Drive

Inclusivity  
Google drive is a free cloud storage service, rivalling drop box, SkyDrive and Box. The inclusivity of Google Drive is that the ability to share documents and media to work with others. It lets multiple users work together and organise events and design, draw or sketch with other people that may not be next to you. The parts that let you work with other people are google Slides, Forms, Documents and Sheets. These are PowerPoints, Spreadsheets, Documents and Surveys. Google Docs lets you bring your documents to a new standard of life with smart editing and styling tools to help you format text and paragraphs. Choose from hundreds of fonts; add links, images, and drawings. Google drive is a free service to organise, file and store data.

Ergonomics  
  
Design issues  
The design issues are very minimal within this program but they consist of organisation, hidden features and forms of presentation. The organisation is not clear from the menu. When uploading a file it will just present it in just uploaded and your collection of pictures and media. You, yourself have to create folders to put things of the same genre, type, length or however you want to organise the file directory. The system does not require you to organise your items when you upload them. The directory of Google drive can be very confusing because you need to sort through all of the options to find different mediums of presentation to use. When sharing documents and making people able to edit or just view your presentation can be a bit too much to take in at once due to having to enter an email, which is correct and is the person you intend to invite. Sometimes you can invite unknown people to your document and give them access to your information, being an accidental privacy invasion. You can assign the viewers to have editing privileges which can be disastrous due to you can be absent from your piece of work, and a viewer unknowingly or purposefully editing your presentation without your permission or overview. The allowed 24/7 capability is that anyone you invite can edit the document and change an already desired outcome. The drive can have trouble uploading larger files and viewing them can cause your computer to slow due to the cloud providing and loading an image on your screen

User-friendly criteria  
User-friendly criteria is graphical & visual interfaces that are there for your navigation of the site. Google Drives user interface provides a smooth, easy to maneuverer. The icons visually present what files are present. One thing the interface lacks is a search feature that helps you find a document. It may let you search for a word in the presentation you are looking for but it also presents any other presentation that may contain that specific word, term or phrase. When you open the file it goes into the respective version of Google drive; for eg a word document will open in Google docs. There is a tool bar vertical to any files on the screen, for ease of access the tool bar presents; My drive, anything you have uploaded. Computers, this feature lets you synchronize multiple computers so you may access your own files off it. Shared with me, anyone who has agreed to share information with you gives you access to the presentation. Recent, this feature presents you with any Document, PowerPoint or Spreadsheet you may have opened in a certain amount of time. Starred, the feature of starred is giving you the ability of favouring a certain file and putting it in the starred folder so any important work you may have to do is easy to find and access if you have pressed the star on the folder/file. Trash, lets you still view deleted files/folders; this can help recover important information. Backups let you view synchronized devices and it records in a log entry what the backup was for. There is an upgrade storage button which lets you purchase larger storage so that you may put more files on your Google drive.