

Google Drive

Google Drive is a file storage and synchronization service developed by Google. Launched on April 24, 2012, Google Drive allows users to store files on their servers, synchronize files across devices, and share files.

Q: How to use google drive? And what are the benefits of drive?

- First of all you are required to create your google account. You can easily sign up for Gmail account by searching “sign up for Gmail” on browser.
- Now you can see the “google apps icon” on most right upper corner of your window.
- Click on that icon.
- Click on the **GDrive** icon displayed in those apps. Seems like:

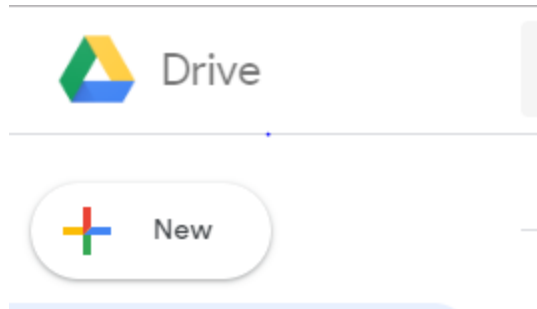


Benefits:

- Google drive is very secure to use. You can move at any place with your important data.
- You will get 15 GB of space for free where you can save your important data.
- Backup Your Precious Files.
- Send Large Files to Family, Friends or Co-Workers.
- Use Google Drive App to Access Documents.
- Efficient Built-in Search Engine.
- Optical Character Recognition Feature.
- Share Photos and Videos with Your Contacts.
- Open and Edit Various Kinds of Document.
- Fantastic Built-in Image Recognition Technology.
- Completely Free to Use

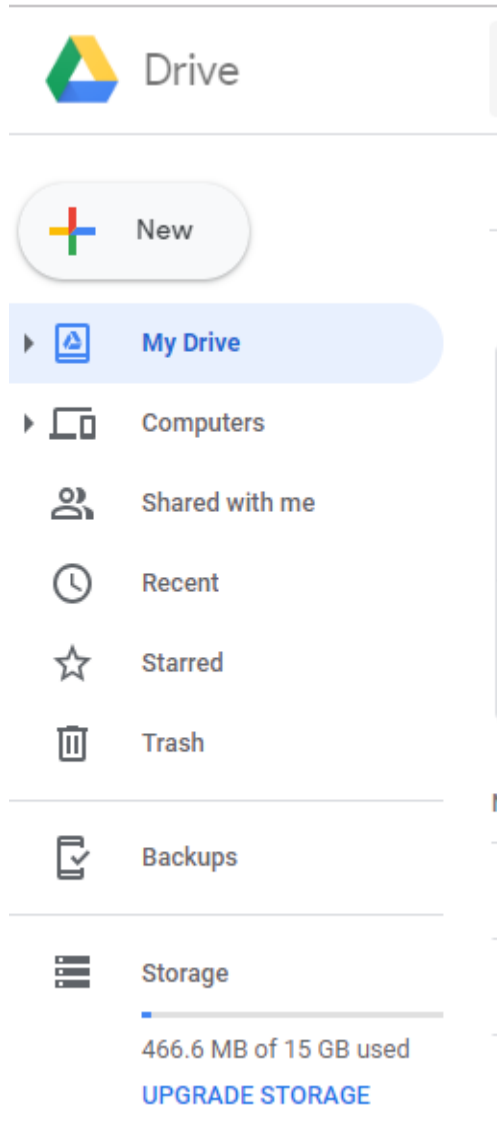
Features:

- Work smarter with apps. Docs, Sheets, Slides. You can create text file named as “google docs” from the left most upper corner. You will simply click new button then drop-down menu will be opened. Simply click on “Google Docs” to create a new text file.
- Like above you will see “google sheets”, “google slides” where you can make excel sheets and PowerPoint slides respectively.
- 15 GB of space for your documents, videos. Pictures and etc.



- You can also share your files and document with your contacts in drive.
- Your stuff, your way - Drive Features.
- Keep any file.
- Built to work with Google.
- Save Gmail attachments.
- Powerful search.
- Google Photos.
- Google Forms.
- Take Drive even further.
- Scan documents.
- Work offline.
- Collaboration
- File versioning

You can see the visual description of features on the left sidebar below:



- You can see your saved data in “My Drive”
- You can sync your system in “computers”.
- You can see shared files and documents in “shared with me”.
- You can see recent files in “Recent”.
- You can see your starred files in “Starred”. Add star to things or documents that you want to find later easily.
- You can restore your files and data that you had deleted before in “Trash”.
- You can store your backup files in Backups. You can save your mobile Apps backup too. You can save your desktop apps’ backups too.
- At the end the notification of rest of the space from 15GB.