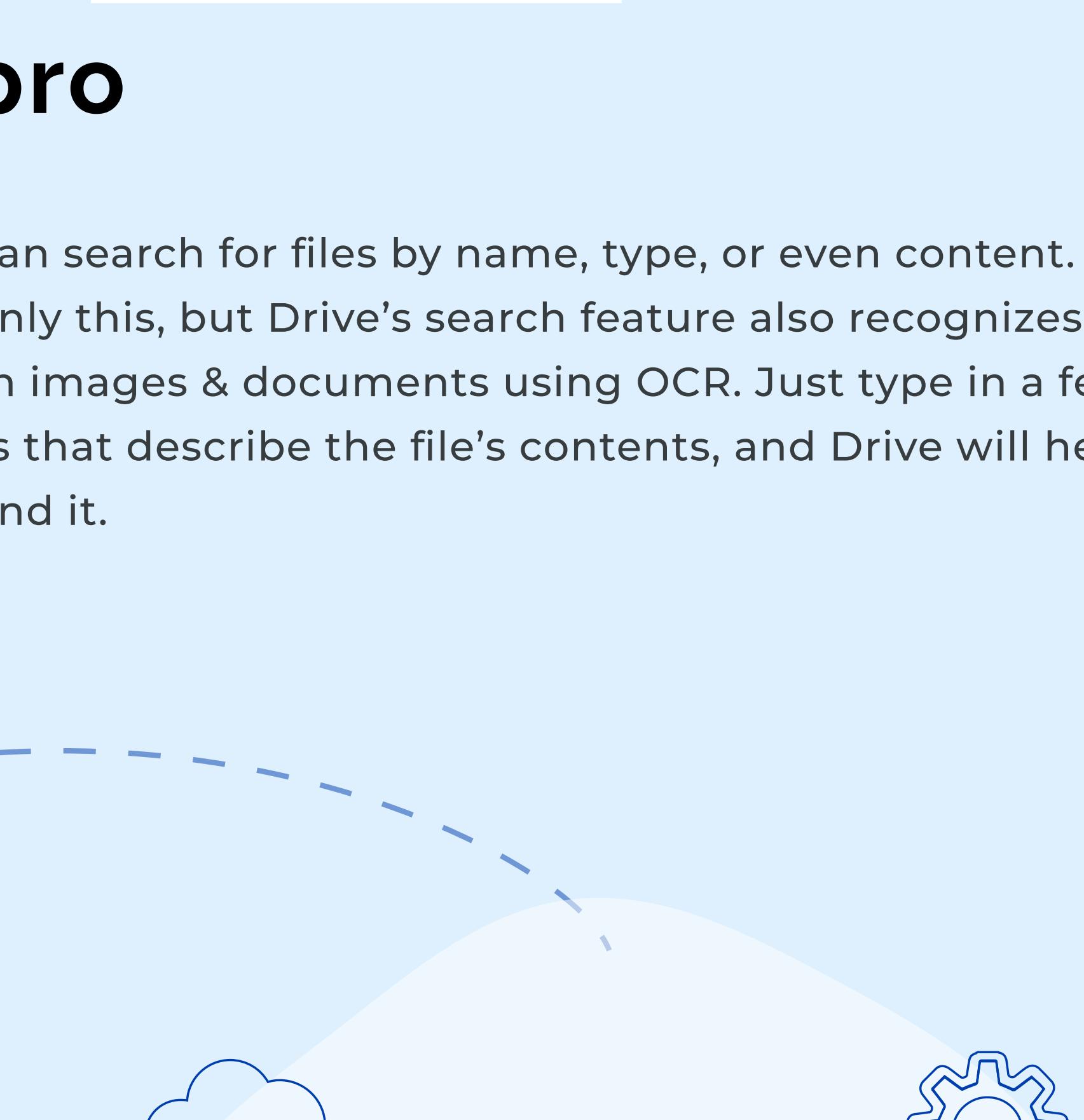


# Top 10 Google Drive Tips You Wish You Knew Sooner



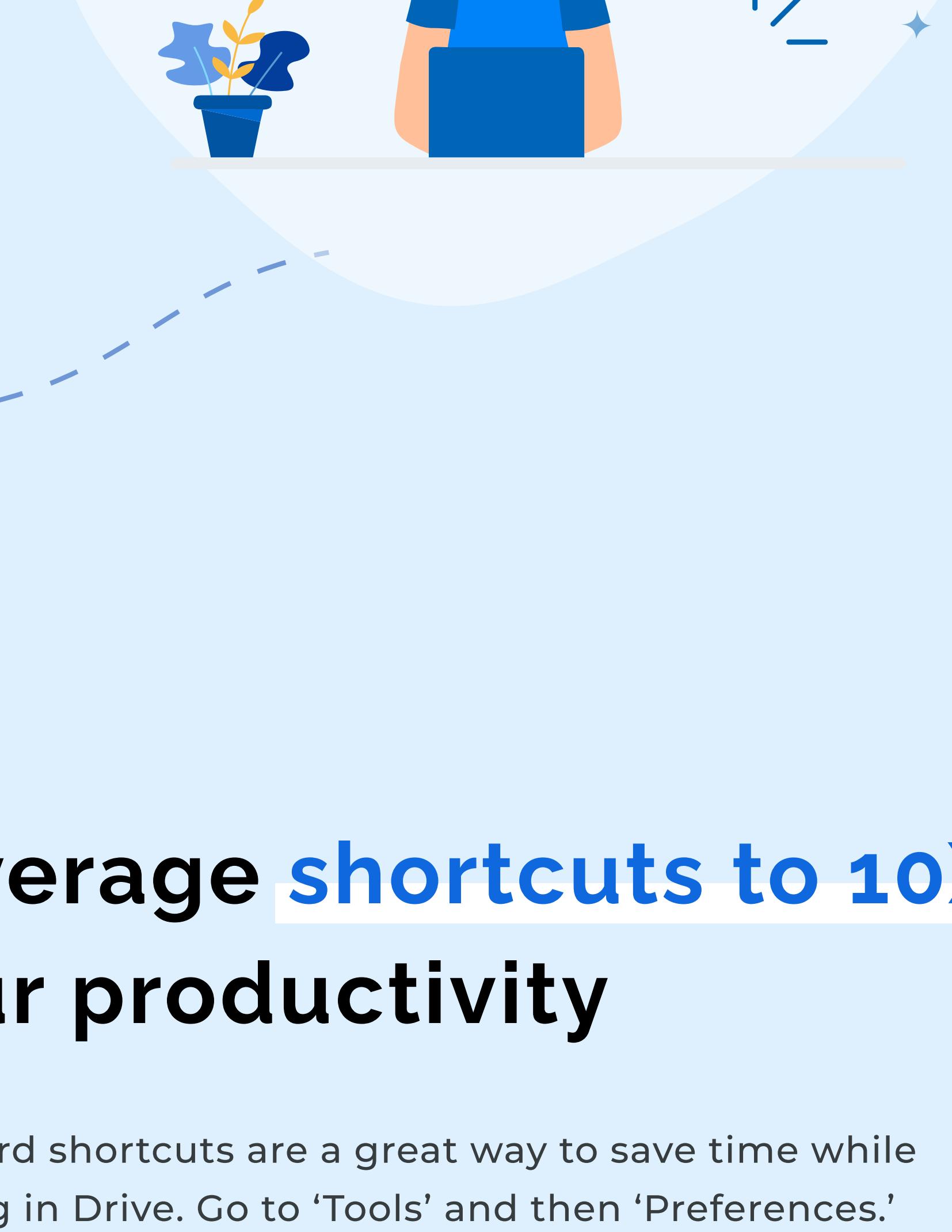
## 1 Convert files to Google Docs format

You can convert most file types into a Google Docs format. Upload a PDF or image file in Google Drive and open it with Google Docs. Voila! You're all set to make any edits you want and download the file again as a .docx, .odt, .rtf, .pdf, .txt or even as .epub.



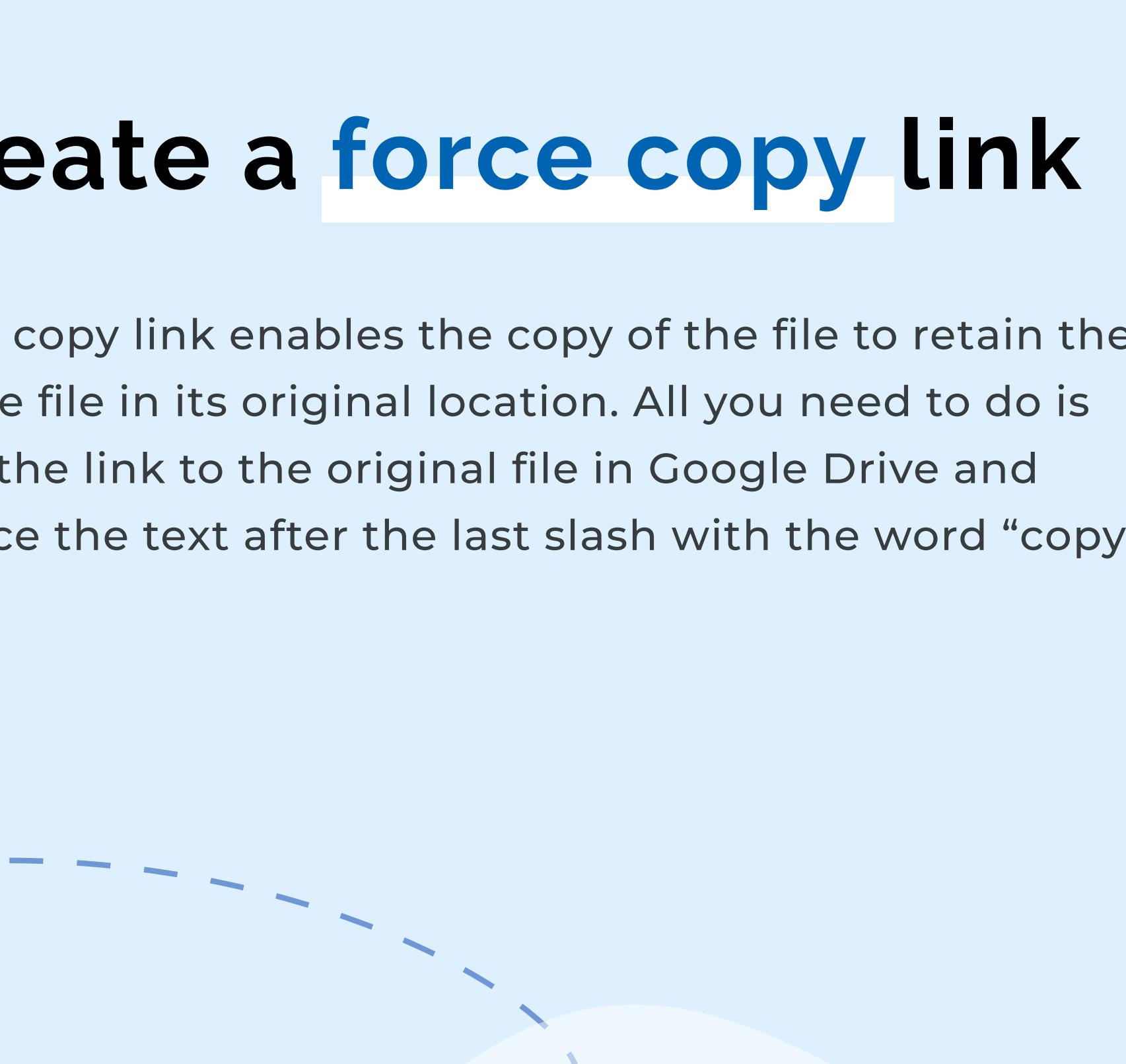
## 3 Get a history of all changes done to a file using the activity pane

The activity pane allows you to keep an eye on all the changes made to a file by anyone. All you need to do is select the file or folder and press 'i' on your keyboard or the 'i' icon on the top left of the home screen.



## 5 You can access Google Drive offline

If you need to access your Google Drive files but don't have an internet connection, you can still do so. Just enable offline access from the Google Drive settings, and you'll be able to view and edit your files even when you're not online.



## 7 See word count without opening the document

Go to the 'i' activity pane for any document, and you will see the word count at the top, next to the file name. This is a great way to get a quick overview of a document's length without opening it.



## 9 Make use of commenting feature

Drive's commenting feature is great for getting feedback on documents and for collaborating on projects. Just open up the document you want to comment on and click the "Add comment" button. Type in your comment and hit "Post."



## 10 Enhance your Google Drive Management with Patronum

With Patronum, managing Google Drive feels more like working a local filesystem with all the control and power you may need.