



Andhra Pradesh State Skill Development Corporation



Google Tools For Everyone

Google Drive



Google Drive lets you keep all your work in one place. You can store your files securely and open or edit them from any device using Google Drive. You get 15 GB of space in your Drive for free.

Requirements:

- Google account
- Internet

What topics are covered:

1. Getting Started
2. Upload files in the drive
3. Preview your files
4. Update your files
5. Delete the files
6. Search and sort the files
7. Share and collaborate with others
8. Access your files offline



1. Getting Started:

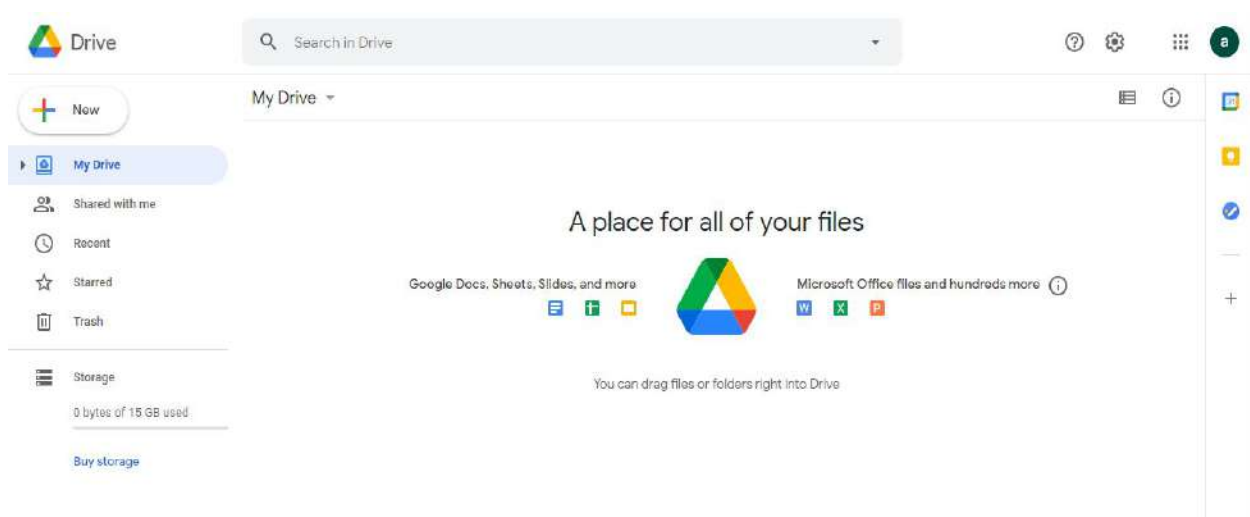
What is Google Drive?

Google Drive is file storage. Store and access your files in one secure place. Access your files anytime, on any device. Everything you need to get anything done, now in one place.

How to access google drive?

On your computer, go to drive.google.com. You'll see "My Drive," if you already signed with a google account otherwise it will navigate to the sign-in page.

If you navigate to drive.google.com then you will get the below page.





2. Upload files in the drive:

You can upload, view, share, and edit files with Google Drive. When you upload a file to Google Drive, it will take up space in your Drive, even if you upload it to a folder owned by someone else.

Types of files

- Documents
- Images
- Audio
- Video

Note: You can upload up to 750GB a day per account.

You can upload files into private or shared folders:

1. On the google drive page, At the top left, click New > File Upload or Folder Upload.
2. Choose the file or folder you want to upload.

Drag files into Google Drive:

1. On the google drive page, Open or create a folder.
2. To upload files and folders, drag them into the Google Drive folder.

Convert documents into Google formats:

If you want to upload files like Microsoft Word documents, you can change a setting to convert files.

Note: You can only change Google Drive settings from your computer.

1. Go to drive.google.com/drive/settings.
2. Next to "Convert Uploads," check the box.

Upload files with the same name:

If you upload a file with the same name, Google Drive will upload the file as a revision of the file already in Google Drive.

To keep both files:

1. On your computer, go to drive.google.com.
2. Upload a file and Click Keep as a separate file



3. Preview Your Files:

View a file:

1. On the google drive page, Double-click a file you want to view a file
2. If you open a Google Doc, Sheet, Slides presentation, Form, or Drawing, it will open using that application.
3. If you open a video, PDF, Microsoft Office file, audio file, or photo, it will open in Google Drive.

Open a file using a different app:

You can open a file using web apps or apps installed on your computer. To open files with apps installed on your computer, you need the most recent version of Backup and Sync or Drive File Stream and the Application Launcher by Google.

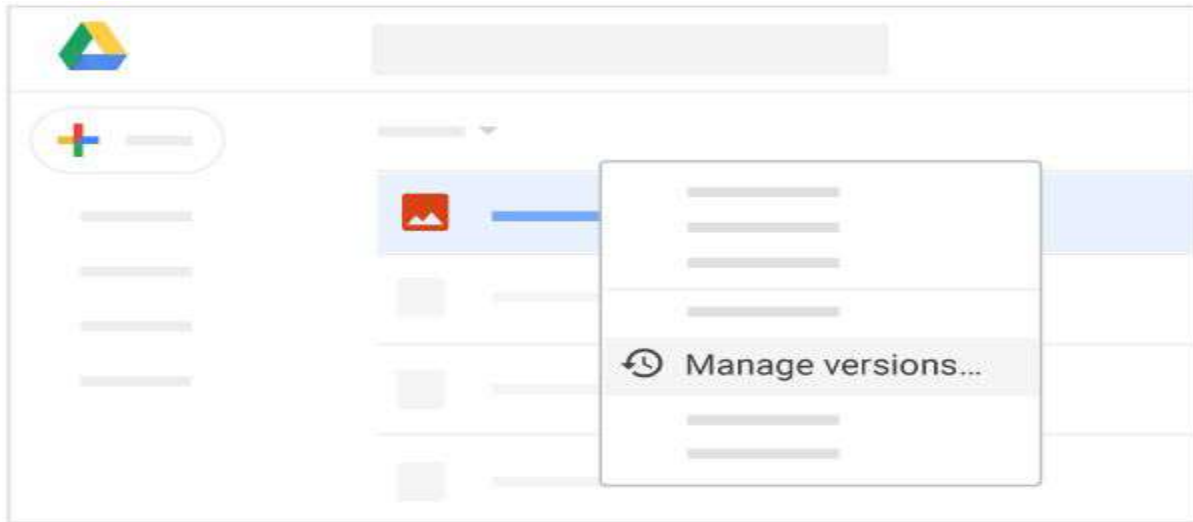
1. Right-click a file.
2. Place your cursor over Open with.
3. Choose an app.



4. Update your files:

To restore an earlier version of a file that wasn't created in Docs, Sheets, or Slides:

1. Right-click the file and select Manage versions.
2. Click Upload the new version and select a file from your computer.
3. When the new version is done uploading, click Close.



On your computer

To update a file:


1. Open your file from Drive File Stream on your desktop.
2. Make your changes.
They'll automatically update to Drive on the web.

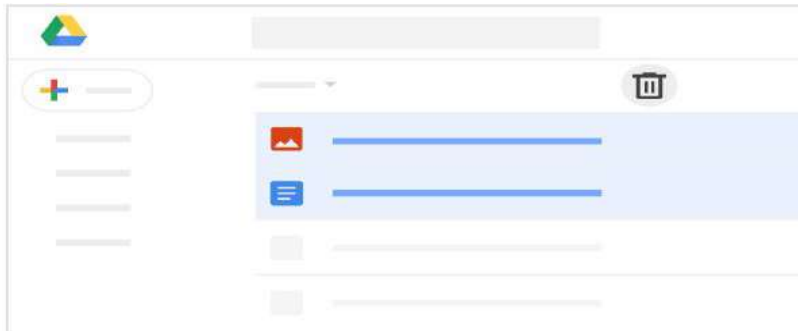
It works the other way around, too. Changes you make in Drive on the web sync back to your computer. Your files and folders are now up to date everywhere.

5. Delete the files:

If you own the file, moving it to Trash removes it from your My Drive view. The file is permanently deleted after 30 days in the Trash. If you shared the file, those people can still see the file until it's deleted. If you don't own the file (for example, if it's been shared with you), moving it to Trash removes it from your My Drive view, but doesn't delete the file. Only the owner can delete the file.

Note: Removed files you own are moved to Trash in Drive and still count towards your total storage until you permanently delete them on the web.

1. Select the files or folders you want to remove and click Remove . 

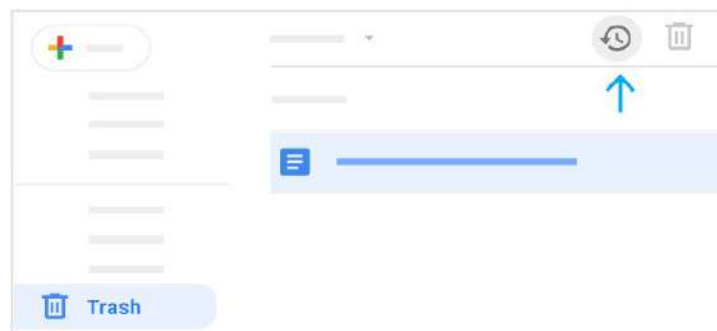


Just select the files or folders you want to remove and delete them as you would any other file on your computer.

Restore deleted files:

If you change your mind after deleting a file or folder, you can restore it to Drive. Whether you delete it from Drive on the web or from your computer in Drive File Stream, you restore it the same way.

Click Trash and Select the files you want to restore and click Restore.





6. Search and Sort the files:

It can be difficult to browse through hundreds of files just to find the one you need. So, try searching for Drive instead. When you put your cursor in the Drive search box, you see a list of file types that Drive suggests to filter your search. These are files that you use frequently or that might increase your productivity. You also see people you frequently collaborate with.

Search for files or folders in Drive:

1. In the Drive search box, enter a word or phrase.
To help you search faster, Drive suggests search terms as you enter text.
2. Click a suggestion to open it or click Search to see a list of results.

Use advanced search options: On the right of the search box, click the Down arrow . Choose an option or combination of options to filter your results further.

- Type—Search by file type.
- Owner—Search by the file owner.
- Location—Search by location (including items in the Trash or Starred). You can only search for folders that are in My Drive or in shared drives.
- Date modified—See items that were recently modified by anyone (not just you).
- Item name—Search for a term in the file name.
- Has the words—Search for files that contain certain words.
- Shared with—Search for someone that has access to the file.
- Follow up—Search for files you own with suggestions, or files with action items assigned to you.

Click Search.






7. Share and collaborate with others

Share a file or folder with specific people and set access levels permission:

1. Select the file you want to share.
2. Click the Share button.
3. Under Share with people and groups, enter the email address you want to share with.
Note: If visitor sharing is on for your organization, you can invite someone who doesn't have a Google Account to collaborate on your Google Drive files and folders. See Share documents with visitors.
4. To change what people can do to your file, on the right, click the Down arrow Viewer, Commenter, or Editor.
5. Choose to notify people:
 - If you want to notify people that you shared a file with them, check the Notify people box. If you notify people, each email address you enter will be included in the email.
 - If you don't want to notify people, uncheck the Notify people box.
6. Click Share or Send.

Share a link to a file or folder and set access levels:

1. In Drive, right-click the file or folder you want to share and select Share .
In Docs, Sheets, or Slides, at the top, click Share.
Note: You can only share files that you own or have edit access to.
2. To specify what people can do with your file when you share it, under your organization name, click Change:
To change the permission, at right, click the Down arrow and select Viewer, Commenter, or Editor.
To allow sharing the link outside of your organization, next to your organization name, click the Down arrow Public.
Note: If you don't see this option, contact your administrator.
3. Click the Copy link.
4. Click Done.
5. Paste the link in an email, on a website, or wherever you need to share it.





See who a folder is shared with:

1. In Google Drive, double-click the shared folder to open it.
2. Hover over People to get a quick look at the folder sharing settings, including who owns the folder and permissions, such as View or Edit access.



Change permissions on a shared file or folder you own:

1. In Drive, click a file or folder, then click Share.
2. Change permissions as desired.
3. Click Save

Stop sharing a file or folder you own:

1. Open the home screen for Google Drive, Google Docs, Google Sheets, or Google Slides.
2. Select a file or folder.
3. Click Share or Share .
4. Find the person you want to stop sharing with.
5. To the right of their name, click the Down arrow  > Remove.
6. To save changes, click Save.

Delete a link to a file or folder you own:

1. Open the home screen for Google Drive, Google Docs, Google Sheets, or Google Slides.
2. Select a file or folder.
3. Click Share or Share .
4. Find the person you want to stop sharing with.
5. To the right of their name, click the Down arrow  > Remove.
6. To save changes, click Save.



8. Access your files offline:

If you aren't connected to a Wi-Fi or mobile network, you can still view and edit files, including:

- Google Docs
- Google Sheets
- Google Slides
- Videos
- Images
- PDFs

Save files for offline use

1. Open Google Drive .
2. Next to the file, tap More .
3. To save a file offline, tap Make available offline.

Find files you saved for offline access

1. Open the Drive, Docs, Sheets, or Slides app.
2. Tap Menu  > Offline.