

GOOGLE DRIVE

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ABOUT 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

Google Drive is one of the most popular cloud storage services available today.

GETTING STARTED WITH GOOGLE DRIVE

In order to use Google Drive, you will need a **Google account**. Google accounts are free.

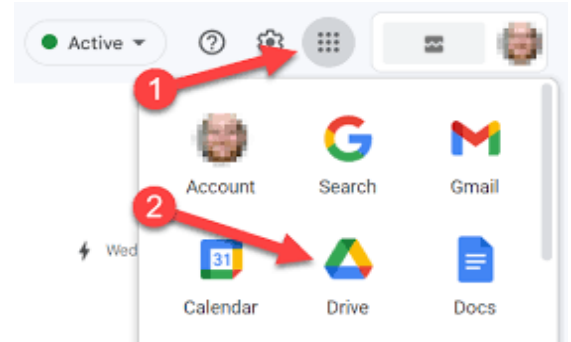
TO CREATE A GOOGLE ACCOUNT;

1. Go to www.google.com. Locate and select the **Sign in** button in the top-right corner of the page.
2. Click create an account.
3. The **sign-up** form will appear. Follow the directions and enter the required information.

4. Next enter your **phone number**. Google will send a verification code to your phone that you will use to complete the sign-up process.
5. Enter the **verification code** sent to your phone and click **Verify**.
6. The personal information page will appear. Follow the directions and enter your information, including your birth date and gender.
7. Review Google's **Terms of Service** and **Privacy Policy**, then click **I agree**.

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**.



CREATING NEW FILES

Google Drive gives you access to a suite of tools that allows you to **create** and **edit** a variety of files, including **documents**, **spreadsheets**, and **presentations**. There are five types of files you can create 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

TO CREATE A NEW FILE

1. From Google Drive, locate and select the **New** button, then choose the type of file you want to create. In our example, we'll select **Google Docs** to create a new **document**.
2. Your **new file** will appear in a **new tab** on your browser. Locate and select **Untitled document** in the upper-left corner.
3. The **Rename** dialog box will appear. Type a **name** for your file, then click **OK**.
4. Your file will be **renamed**. You can access the file at any time from your Google Drive, where it will be **saved** automatically. Simply double-click to open the file again.

UPLOADING AND SYNCING FILES

Google Drive makes it easy to store and access your files online in **the cloud**.

Google Drive gives you **15 gigabytes** (15GB) of free storage space to **upload** files from your computer and **store** them in the cloud.

Once a file is uploaded 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.

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.

UPLOADING FILES AND FOLDER

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.

TO UPLOAD A FOLDER:

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.

MANAGING YOUR FILES

Google 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.

MANAGING YOUR FILES

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 and last modified.

TO APPLY 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.

ORGANIZING YOUR FILES

Once you start adding files to Google Drive, you can use **folders** to help organize and group them. Folders in Google Drive work just like the folders on your computer.

TO CREATE A FOLDER

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

SHARING AND COLLABORATING

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

TO SHARE FILES WITH PEOPLE:

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

SHARING AND COLLABORATING

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 WITH LINK

1. Locate and select the **file** you want to share, then click the **Share** button.
2. A dialog box will appear. Click **Get shareable link**.
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**.

COLLABORATION

Whenever you **share** a file in a Google Drive format, you'll have the option to allow your co-editors to **change** and **edit** the file. Google Drive offers several tools that enhance **collaboration** by making it easier to communicate with your co-editors and to see which changes have been made and by whom.

Google Drive also has a feature called **Suggesting mode**, which is similar to the **Track Changes** feature in Microsoft Office. This allows each collaborator to make changes, while giving the other collaborators a chance to review the changes before making them permanent.

DOWNLOADING AND PRINTING FILES FROM DRIVE

There may be times when you want to **download** or **print** a file for **offline access**.

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

DOWNLOADING AND PRINTING FILES FROM DRIVE

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**.



THANK YOU