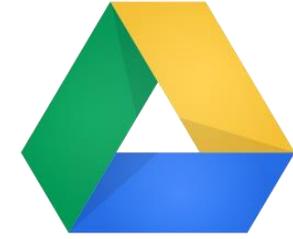


Intro to Google Drive



QUESTIONS? EMAIL US: INFO@HAMDENLIBRARY.ORG

PDF AVAILABLE AT [HTTP://HAMDENLIBRARY.ORG/COMPUTERLAB](http://HAMDENLIBRARY.ORG/COMPUTERLAB)



What is Google Drive?

Google Drive is a cloud storage service. It allows users to upload, sync, share and store files and documents.

Google gives you 15 GB (gigabytes) of storage free with your Google account. This storage is shared between Drive, Google Photos* and Gmail. If you would like more storage, you can subscribe to a monthly or yearly plan for anywhere from 100 GB all the way up to 30 TB (terabytes).

Drive lets you easily share files and collaborate with others online.

Finally, you can backup and synchronize folders on your desktop computer with those in your Drive using the Backup and Sync software.

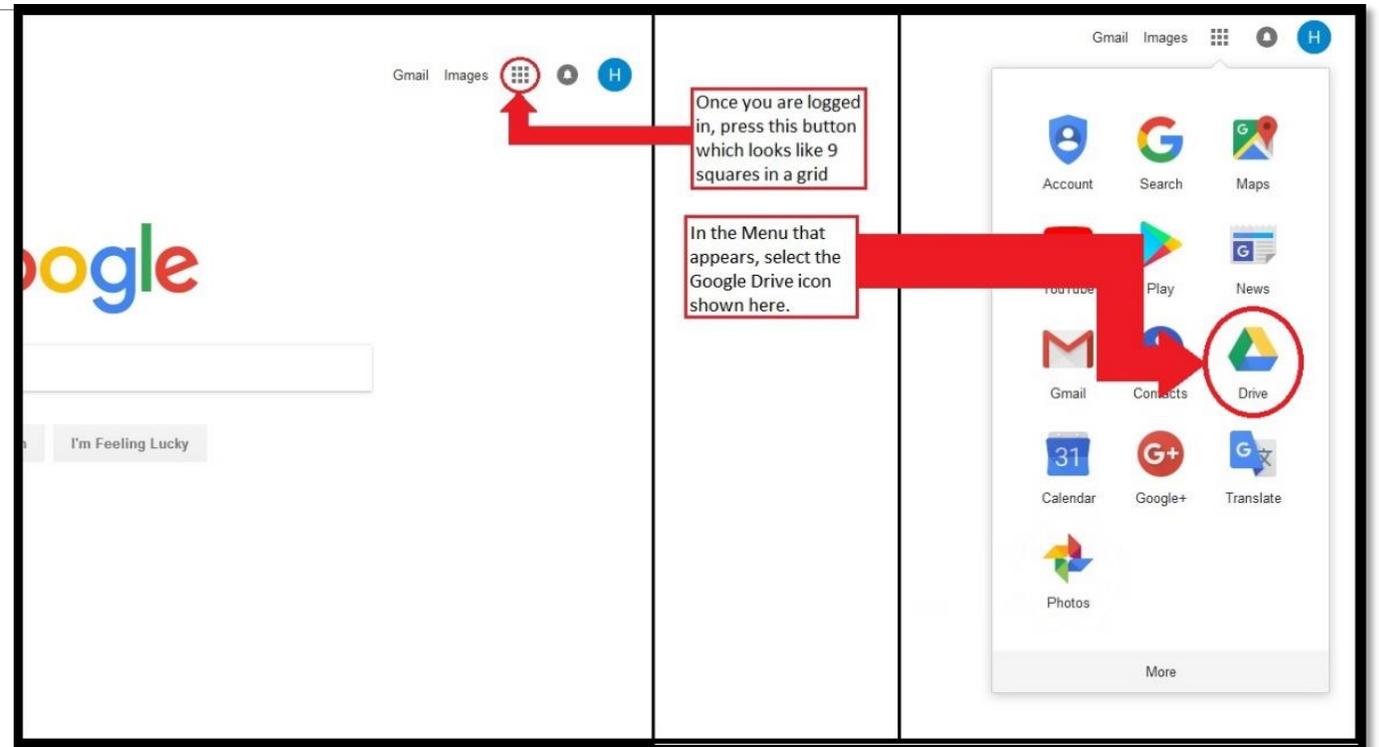
*Applies to photos saved in “original quality” only. Photos saved in “high quality” do not count against your storage quota.

Accessing Google Drive

Mobile: Download and install the Google Drive app from either the App Store (iPhone/iPad) or the Google Play Store (Android). Start the app and sign in.

PC: to access Google drive from your PC

1. Sign into Google
2. Select the Google Apps button (☰)
3. Select the “Drive” button from the drop down list.



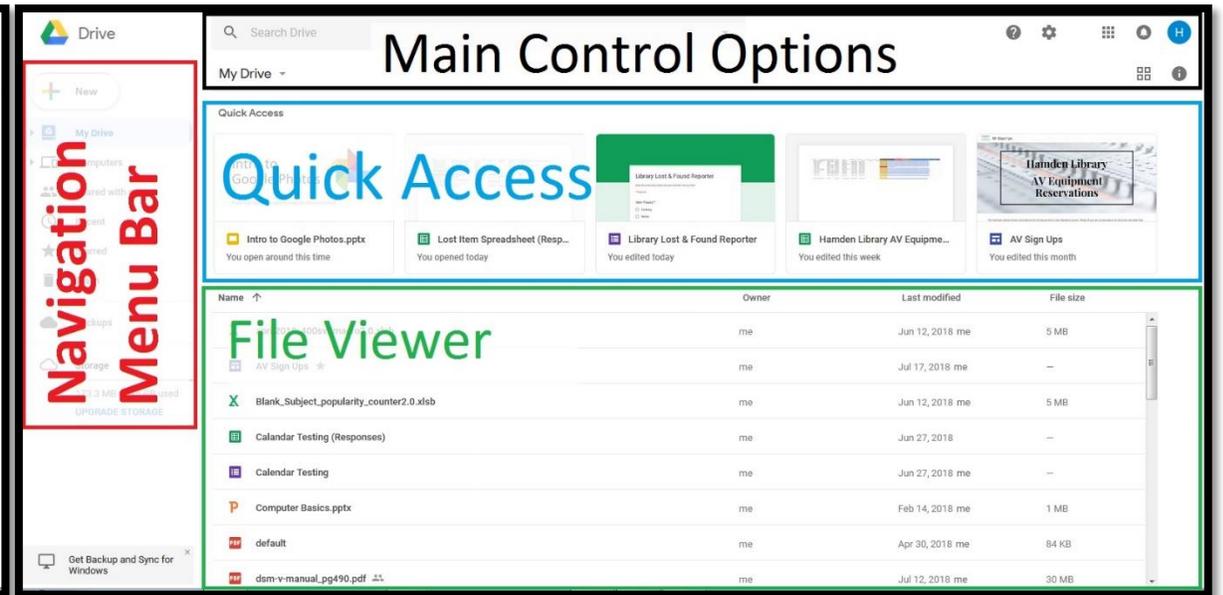
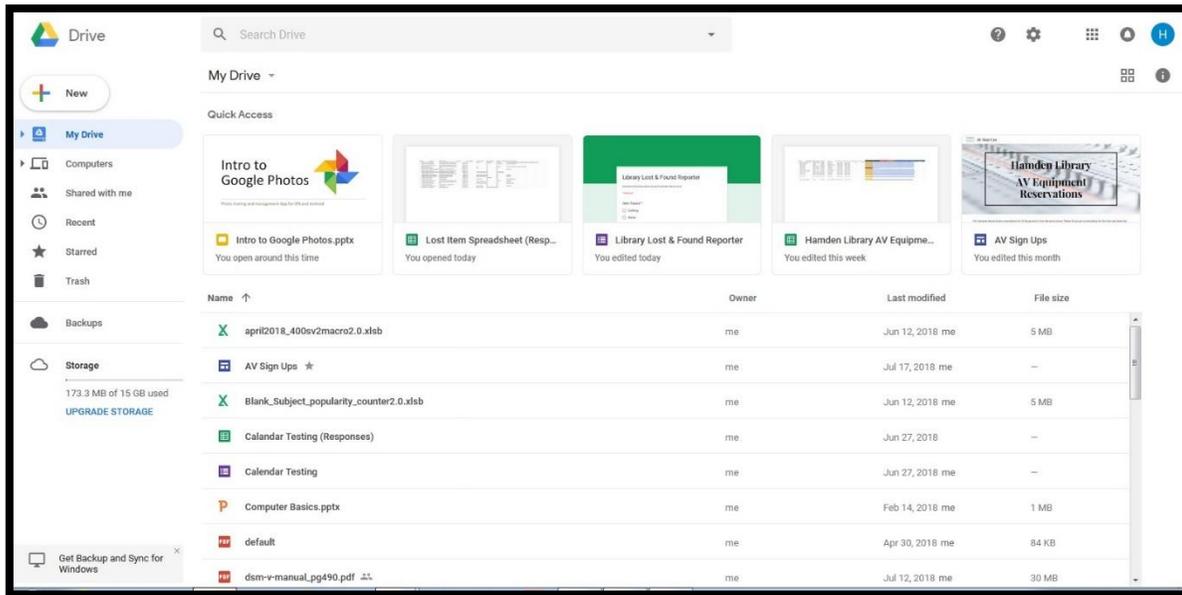
Overview

Navigation Bar: Gives access to different locations within Drive

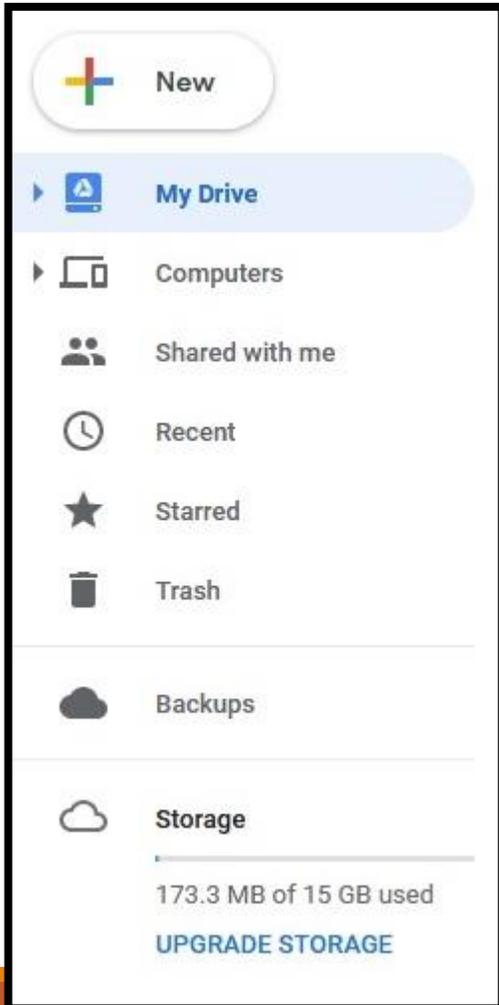
Quick Access: Files that you have recently uploaded or viewed

Main Control Options: An area with various buttons and search bars (this is where the settings menu is located)

File Viewer: area where you browse through the files stored in your Google Drive



Navigation Bar



New: create/upload new files

My drive: the Home Page from the previous slide

Computers: Files synced from a computer

Shared with me: Files that others have shared with you

Recent: Files recently created, viewed or edited

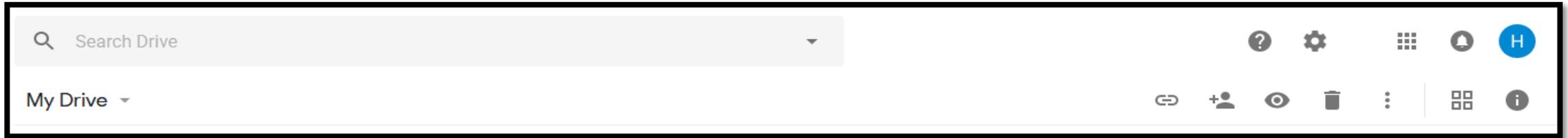
Starred: Files that you have marked as a favorite (“Starred”)

Trash: Recently deleted files (files are kept for 60 days before permanent deletion)

Backups: See which devices and apps are currently Backup up by Drive

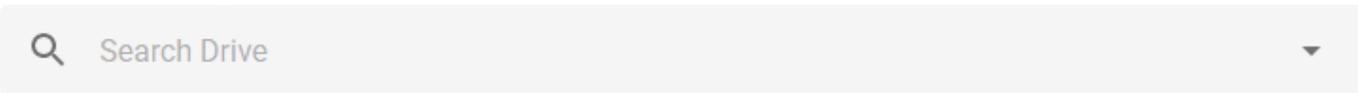
Storage: How much storage you have used/is still available on drive (and ability to purchase more)

Main Control Bar



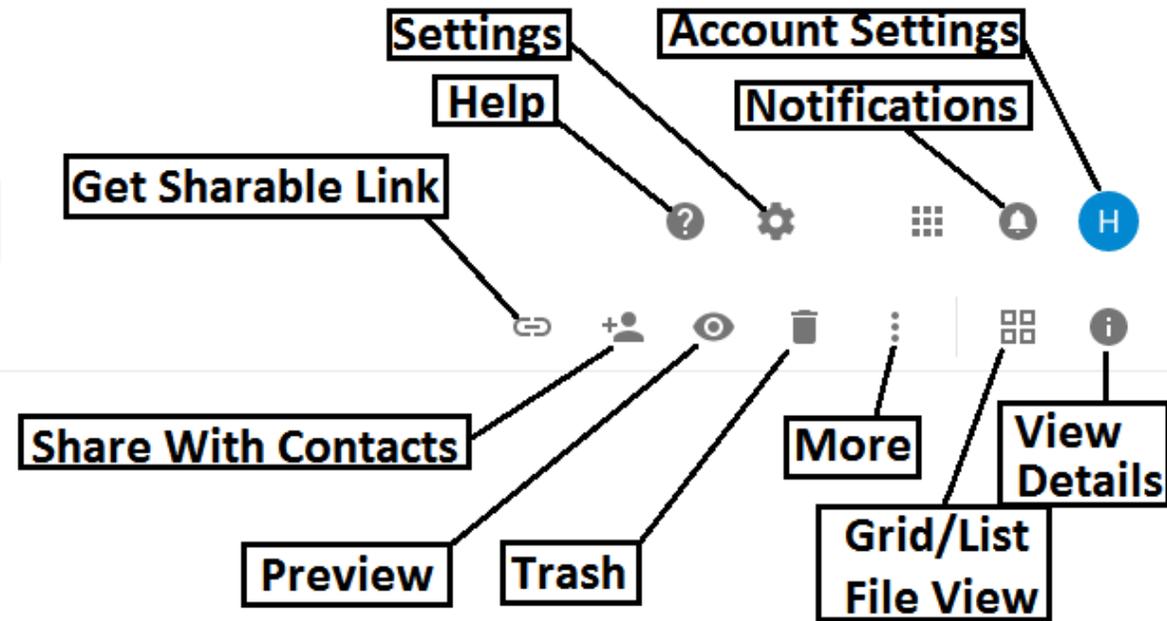
The main control bar allows you to interact with Drive and the files that are stored within (note the Link, Share, Preview, Trash and More buttons will only appear once you have selected a file from the main File view).

Search bar: Searches your drive for a file with the name you write



Create/Upload Files

My Drive ▾



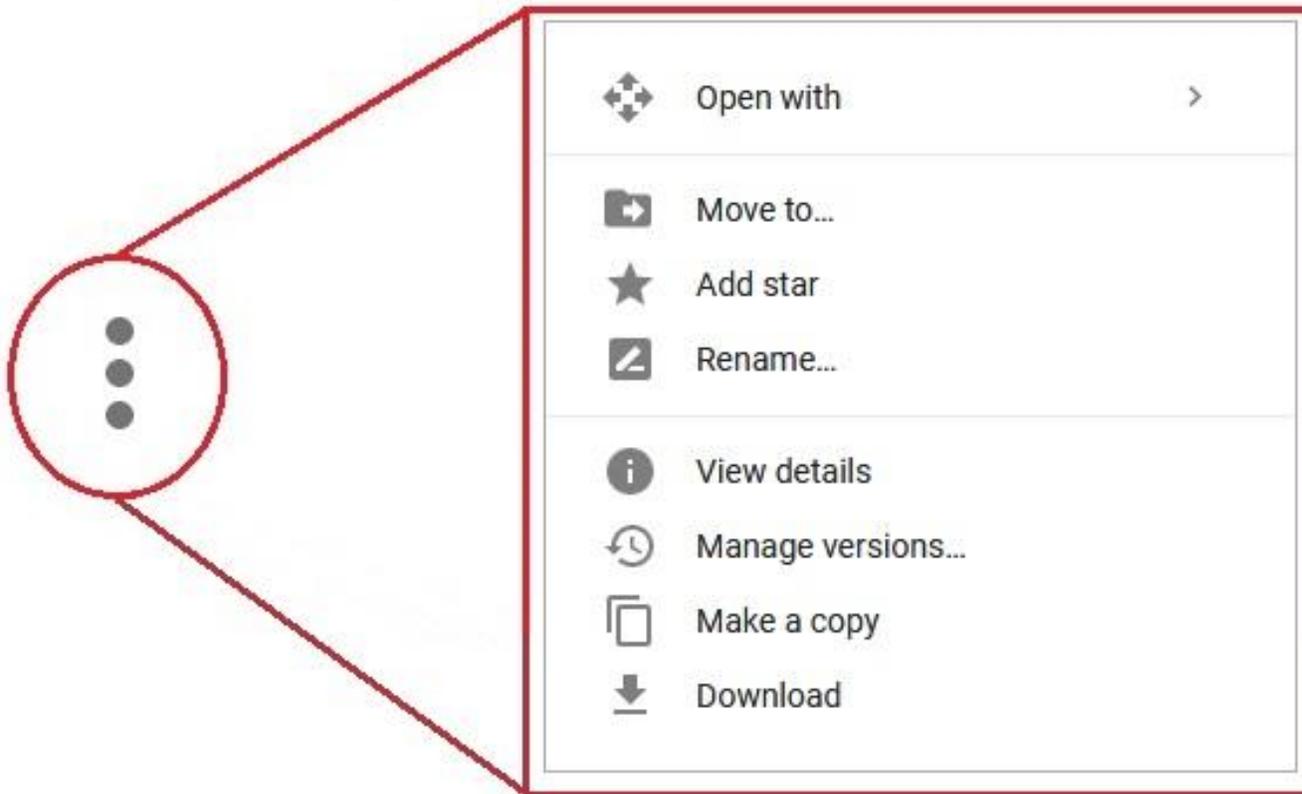
What do these buttons do?

-  Sharable Link: Creates a URL (link) that you can copy to share a file with others
-  Share with Contacts: Share with specific people and customize sharing settings
-  Preview: see a preview image of the document before opening
-  Trash: Delete the item from drive and all **synced** devices
-  Grid/List View: change the way you view files stored in Drive
-  View Details: Provides information on the document (Owner, Created date, Size, Type, etc.) and logs activity (lets you track changes and view previous versions)
-  Help: Allows you to browse “how to” articles about Google Drive (like a manual)
-  Notifications: shows any important messages, like shares or updates
-  Account Settings: allows you to manage your Google Account or sign out

More Button



The More button, represented by 3 dots, is designed give you access to more options without cluttering up the menu bar.



Open With: Lets you select what application you would like to open a file with (the Google apps or any apps you have downloaded)

Move To: Lets you move items to folders you create within drive

Add/Remove Star: items marked with a star will show up in the “starred” folder

Rename: Lets you rename the file

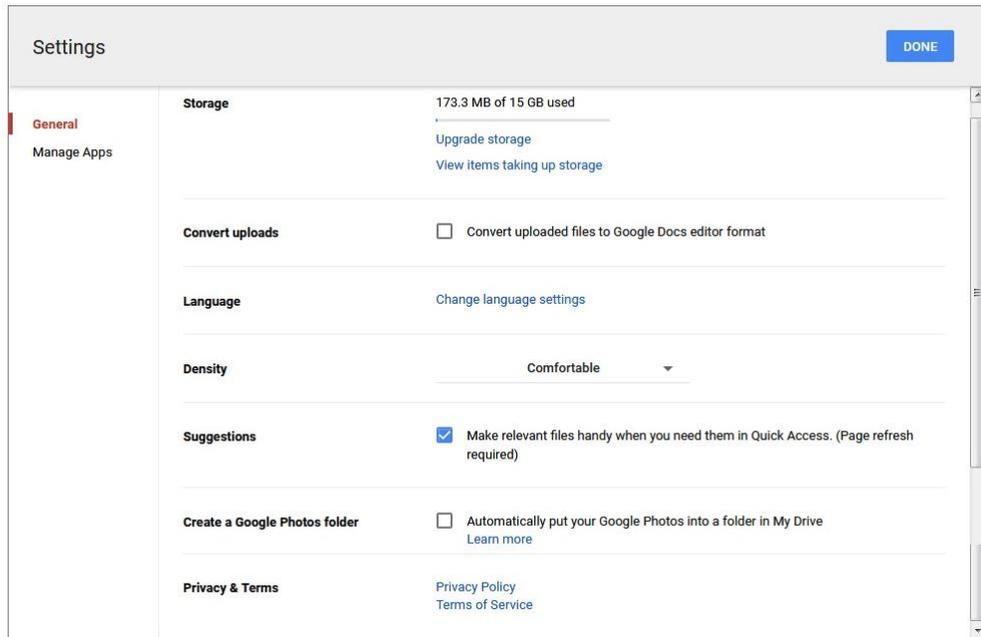
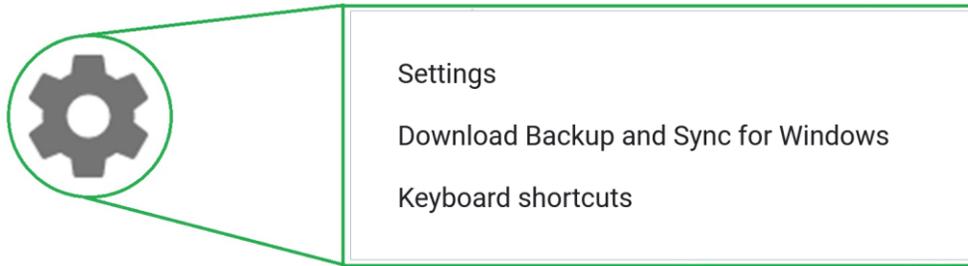
View Details: Provides information on the document (Owner, Created date, Size, Type, etc.) and logs activity

Manage Versions: allows you to see and access previous versions of a file

Make a Copy: Creates a copy of the selected file with the name “Copy of *original file name*”

Download: Download a copy of the file onto your device from Drive

Settings Options



Storage: shows how much storage space is remaining and gives you the option to buy more

Convert Uploads: when you upload, do you want to keep the uploads as they are or convert them to Google app files (docs/sheets/slides etc.)?

Density: How compact do you want your files to be displayed on screen

Photos folder: do you want your photos from Google photos to appear in Drive as a folder?

Suggestions: do you want Google to put recently used files in the Quick Access bar?

Privacy: Allows you to read and view Google's Privacy Policy and Terms of Service (changes to privacy settings need to be made in your Google account settings, Not Drive Settings)

Available Applications

Google's entire suite of cloud-based apps works in tandem with Google Drive. When you click the New button in Drive, you can create a new file in Docs, Sheets, and any of the other formats listed below. They automatically save every time you make any changes, ensuring that your work won't be lost due to a computer crash or power outage.



Docs: Word Processor for general document writing, equivalent to Microsoft Word



Sheets: Spreadsheet creator for data storage, equivalent to Microsoft Excel



Slides: Presentation slideshow maker, equivalent to Microsoft PowerPoint



Draw: Lets you mark up pictures or create new simple drawings/graphics from scratch



Sites: Allows you to easily create, publish and maintain a website hosted by Google



Forms: Create applications, quizzes, report forms and more with the answers stored in a linked Spreadsheet



Maps: Lets you create and share custom map markers, plan routes and create shapes using Google Maps

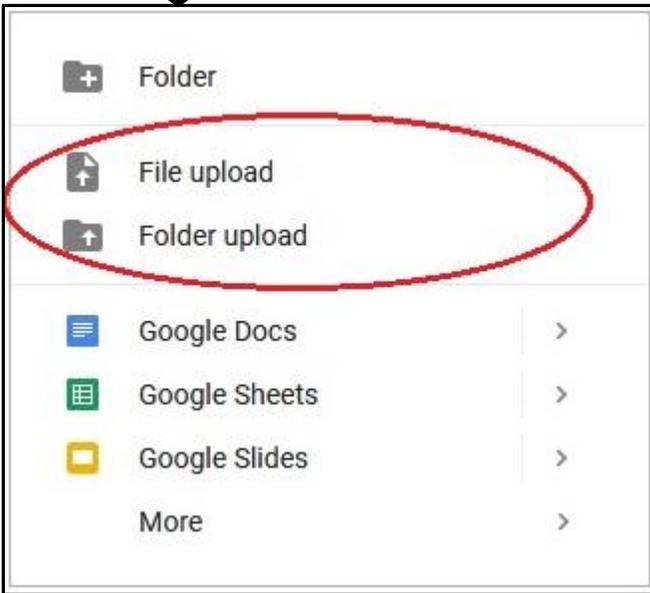
Uploading Files and Folders



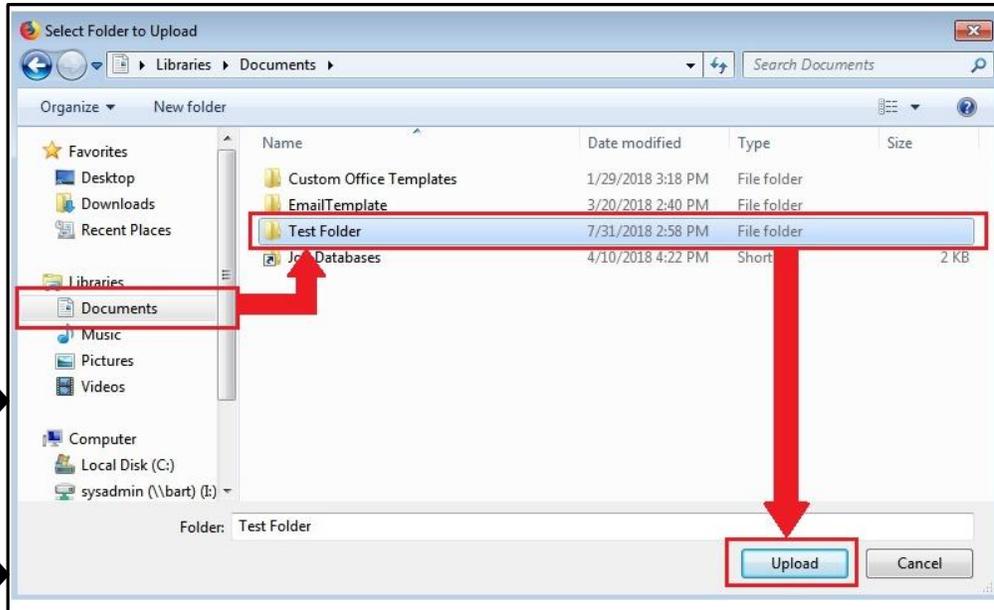
Uploading files and folders is a very simple process:

 New 1. Click on the “New” button

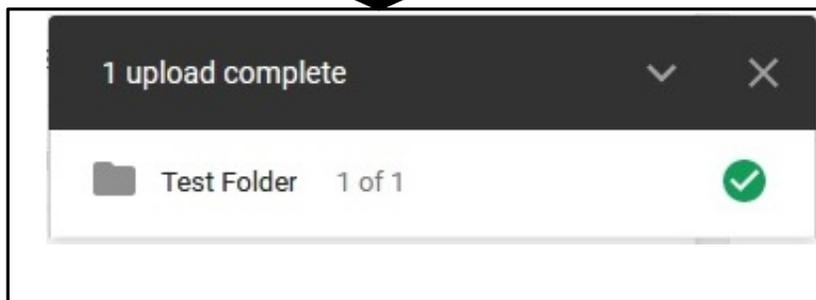
2. Select either File Upload or Folder Upload depending on what you want to put on Google drive



3. this box will appear, use it to navigate to where your file/folders are located, select them and then press the upload button



4. A box like this will appear in the bottom right of the Google Drive page showing you the progress of your upload.



Sharing



Link sharing on 

Anyone with the link can view

<https://drive.google.com/open?id=1Y5R0VJ>

Sharing settings

 **Sharing with a link:** using this method, you can copy the displayed link and send it to people that you want to access the file. **Anyone with the link can view the document** (if you want you can click on “Sharing Settings” and change the settings to allow people to comment or edit documents you share as well). You can turn this option on or off at any time.

Share with others Get shareable link 

People

Enter names or email addresses... 

Done Advanced

 **Share with others:** this box allows you to share documents/folders with **specific people**. To share with people you enter their email addresses into the “People” box. You can use the Pencil  button to the right to adjust the editing permissions (view, comment or edit) of the people you have invited. To see even more options, click the “advanced” button to the bottom right.

- Can edit
- Can comment
- Can view

Advanced Access Permissions



Link sharing

-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Off - Specific people**
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)

Advanced Invite: the second important box allows you to invite people like the normal sharing box does but also lets you put more restrictions on how your files are shared. The two most important options are shown to the right: Prevent editors from publishing, changing access and adding new people; and Disable options to download, print, and copy.

In advanced settings there are two very important sections.

Link Sharing: this button and the corresponding menu determine how public the document is. Your options here are Off, On-Link, & On-Public. The first only people you invite can view, the second anyone with the link can view, and the final option anyone on the internet can search for your document and view it.

Invite people:

Add more people... 

Notify people - [Add message](#)

[Send](#) [Cancel](#) Send a copy to myself

Owner settings [Learn more](#)

- Prevent editors from publishing, changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

Downloading Files



Downloading files is fairly simple in Google Drive; you just have to follow a few steps.

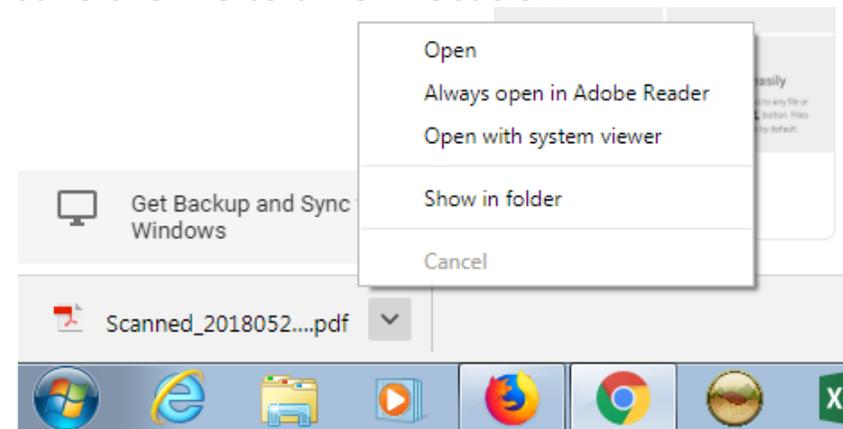
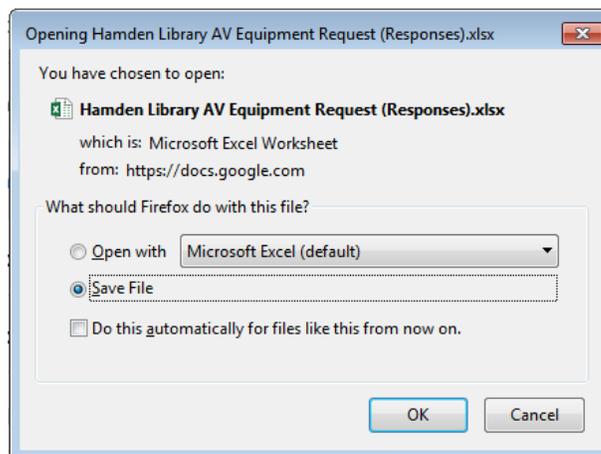
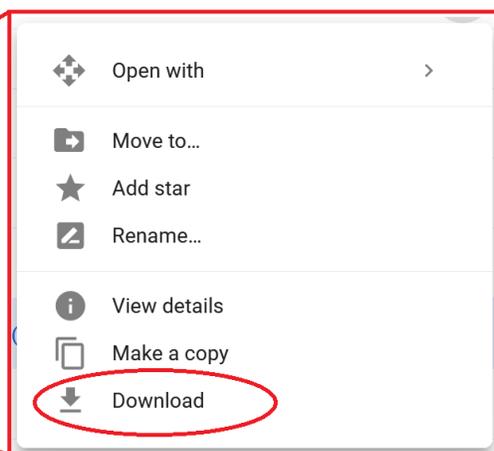
Note: if a file does not have the Download button available under the “More” button that means the file cannot be downloaded. This is primarily the case for things like Google Forms or Sites which have no direct equivalent desktop software installed.

Step 1:
Select the file you want to download and press the “More” button

Step 2:
In the pop-up menu select the “Download” button at the bottom

Step 3:
In the next pop-up menu that appears select the “Save File” button & press “OK”

Step 4:
The downloaded file will appear at the bottom of the browser.¹ Click on and open the downloaded file & use the “save as” feature to save the file to a new location.²



1. Download location varies from browser to browser (ie. Chrome, Firefox, Internet Explorer, etc...) 2. By default, all downloaded files are stored in the “Downloads” folder.

Managing the trash



The trash is where all the items that you remove from your Google Drive are stored. Items will stay in the trash until the trash is emptied, at which point they are deleted permanently.

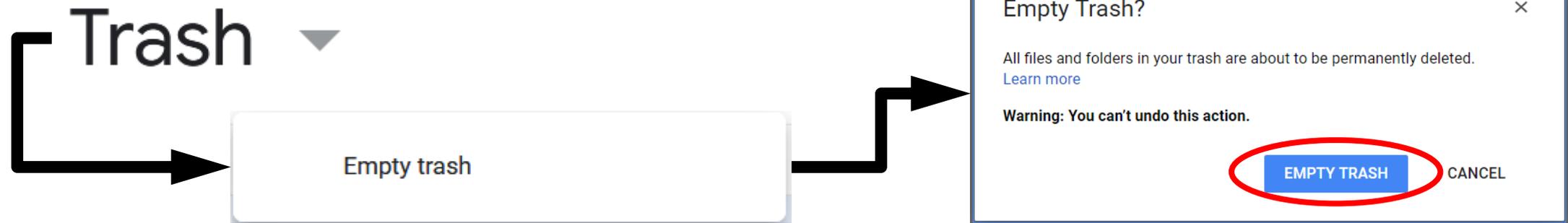
When you select an item in the Trash Bin there are two main buttons used to interact with them:

 Restore: this button allows you to recover a deleted file and return it to the main Drive Screen

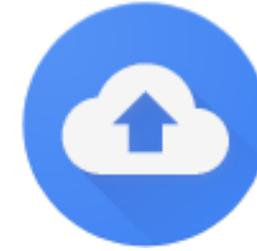
 Delete Forever: exactly what it says on the tin, pressing this will delete the file forever.

If you just want everything gone, there is another button that lets you empty the trash immediately.

To empty the trash. Just click on this trash button and then press the Empty trash Button that appears, then press the blue empty trash button in the confirmation box



Back up & Sync devices



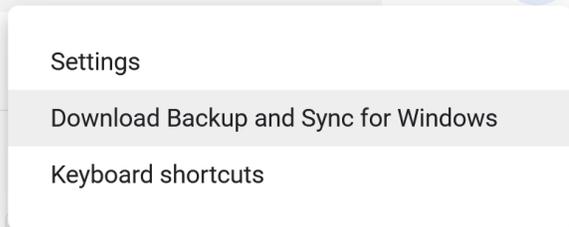
Back up & Sync is an app that you can download onto your computer to allow Google Drive to back up and sync files on your computer in the cloud.

Backing up files: using this app allows you to select certain folders (like Documents) to continuously back up in the cloud. The app will upload the folders contents to Google Drive and then will update those cloud backups every so often.

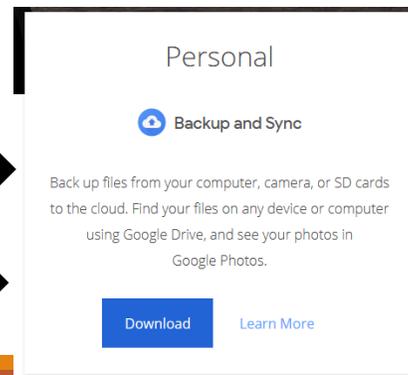
What does “Sync” mean? Short for synchronization, which is ensuring multiple copies of a document are uniform regardless of location. The Back up & Sync app does this by creating a folder on your desktop where copies of files from your Google Drive (either all files or just selected folders) are created and kept. Every time you create or edit one of the files in this folder any changes that you make are automatically applied to the file in the cloud, ensuring both will be identical.

How to download the app:

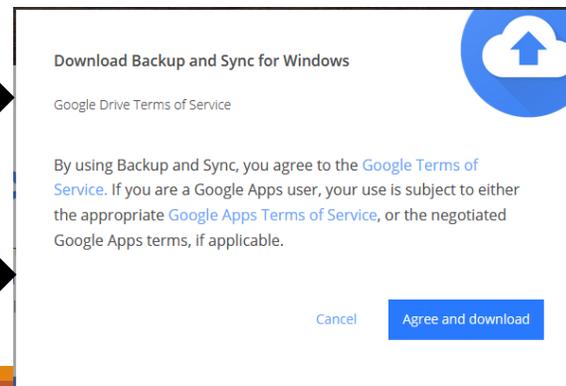
Press the settings button, Select the Download Backup and Sync for Windows/Mac button



Select the download button under “Personal.”



Then select Agree and Download”



Press “Save File” in the pop up box, then run the program to have it install.

