

SETTING UP YOUR ACCOUNT - YOU ONLY NEED TO SET THIS UP ONCE!!!

Obviously, you must have a Gmail account if you plan to use Gmail and all the other resources that are made available to you when you open an account. To open an account go to <http://www.gmail.com> and follow the directions. For your convenience I have included spaces below for your login and password. You will want to keep this information in order to retrieve your mail and to access the free programs and apps that are available to Gmail users.

Login User Name: _____

Password: _____

KEEP THIS INFORMATION FOR FUTURE REFERENCE!!!

First a Little Information about the Google Drive!

What is the Google Drive?

Google Drive is a FREE service that allows you to create and save files in the cloud and sync to your computer. Within Google Drive there are several applications such as **Documents**, Spreadsheets, Presentations that you can create in seconds. In addition, several people can edit the same doc at a time. With Google Drive you get 5 GB of storage for free and native Google Documents do not count against your quota.

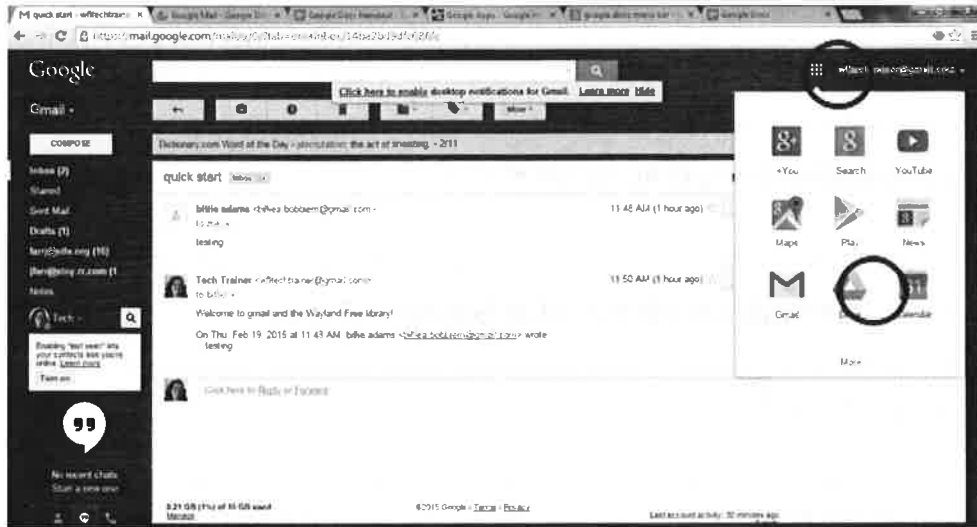
The most appreciated features of Google Drive/Docs include...

- **15 GB of Free storage**
- **An entire suite of online applications** that include Word Processing, Spreadsheet, Presentation, Drawing, and Forms.
- **Anytime, anywhere access** Google Docs are 'cloud' based. As long as you have access to the Internet via any device you can access them.
- **Autosave** Your docs are automatically saved almost instantly!
- **Revision History** View and go back to any prior version
- **Sharing** Share your files and folders with others. Everyone has the most current version at the same time. Stop 'emailing' attachments!
- **Collaboration** Did you know that up to 50 people can edit a single Google Doc at **thesame** time?
- **Templates** there are hundreds of templates available for school, learning, productivity, business forms, presentations, etc.

HOW TO ACCESS YOUR G-DRIVE FROM GMAIL

From Gmail ...

Look for the "tic-tac-toe" symbol in the upper right-hand corner of your gmail....you will see a pull-down menu...select Drive. You can also access your drive directly by going to <http://drive.google.com>

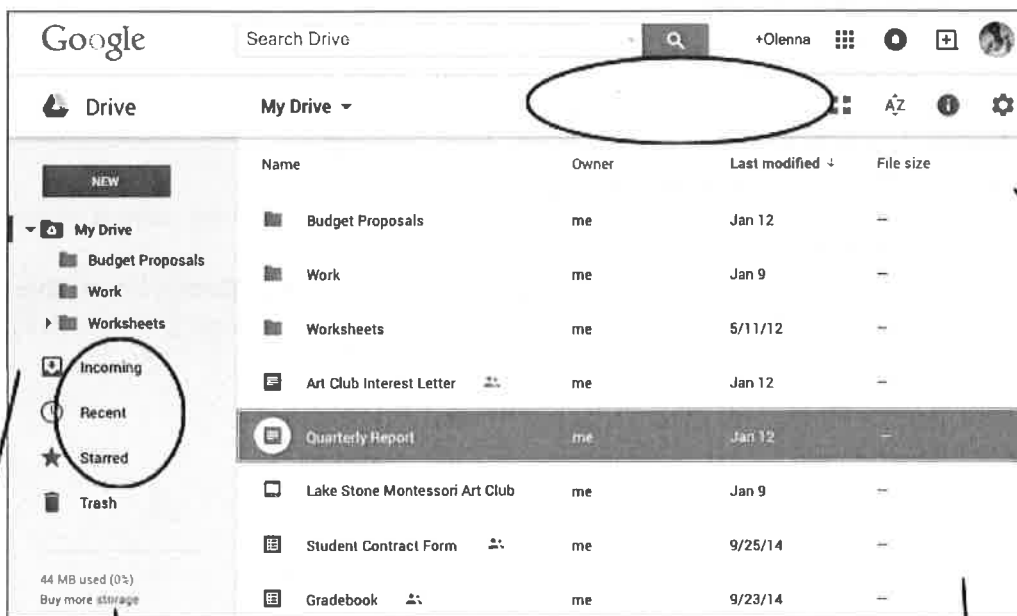


The Google Drive interface

Your Google Drive may be empty right now, but as you begin to upload and create files you'll need to know how to view, manage, and organize them in the interface. The screenshot below shows some of the features you will use.

The Search bar allows you to look for specific files. Whenever you enter a search term, Google Drive will automatically display files that match your search. You can also use an Advanced search, which allows you to filter your files by type.

Click the New button to create a new document, spreadsheet, presentation, or other Google document. The new file will be saved to your Google Drive automatically. You can also use the New button to create new folders and upload files from your computer.



You can choose several different views for Google Drive. The default view is My Drive, which shows all of your files. You can also choose to see files that are shared with you (Incoming), favorited (Starred), or recently edited.

Related files can be organized into folders. Once they are created, you can move files into them, share, and apply changes to multiple files at the same time, which you select a folder in the left pane, only files moved into that folder will appear in that folder.

File Action Buttons - These options will appear whenever you select a file. They allow you to quickly share the file, see a preview, or delete it.

When you share a file, you can allow or restrict how other people can use that file. You can also share a file with a group of people. You can also share a file with a specific person. You can also share a file with a specific person.

Uploading Files & Applications

Manual Upload Maintaining Native or Converting to Google Format

1. In Google Drive Online click on the 'upload' icon to the right of the red Create button
2. The document you upload will maintain its original format. For example if you upload an Excel spreadsheet that ends in .xlsx the file will appear with the same .xlsx extension in your drive. That means that you will need to have a copy of Excel on your computer if you open the document later.
3. **Converting an uploaded file to Google Sheets Format** - If you do not have Excel on the computer you use to open the document you can right-click on the document and choose the Open with Google Docs option.



Creating & Organizing Google Docs/Sheets

Creating documents

Google Drive has a suite of applications referred to as Google Docs that allow you to create, edit, and easily share in the cloud. These applications are similar to an office suite including Documents for word processing, Spreadsheets, Forms, and Presentations. To create a new file, click on:

1. **Create (the red button)**
2. Select the application type (Sheets)

Click here to give your sheet a name

3. Name the document



Creating folders

Once you get going with Google

Drive you will want to create 'folders' to help keep yourself organized. To do this:

1. Create and choose 'Folder.'
2. Name the Folder
3. To create a document in the folder, simply open a folder ; then, choose 'create' document
4. You can also move documents to a folder by clicking on a document and dragging it to the folder you want it to go into. Drop the file over the desired folder.

Sharing in Google Drive

Sharing & Modifying Access Settings

Each document and folder in Google Drive allow you the option of 'sharing'. You can share files and

folder and provide the level of access you desire. This unique feature allows you to collaborate (share edit access) in real time with colleagues, family, and friends. You can provide 'view only' or 'view and comment only' access as well. This eliminates the need to 'email' attachments back and forth and makes sharing files easy.

To share a document or folder:

1. Check the box to the left of the document or folder
2. Click on More
3. Select Share>Share (again)
4. The visibility option is set to 'private' by default. Click on 'Change to view options & access levels.'

Note: You can also share by right-clicking a document or folder and choosing the share option

Set View Options

- Public on the Web
- Anyone with the Link
- Private

What Access Levels Entail...

As the Owner of a folder/file you can....

- Edit Google documents, spreadsheets, presentations, and drawings
- Invite more editors, commenters, and viewers
- Delete files and folders
- Remove access for any collaborator
- Transfer ownership to another person
- Upload and delete file versions (synced or updated files only)
- Add or remove something from a folder

An Editor of a file can...

- Edit Google documents, spreadsheets, presentations, and drawings
- Invite or remove other collaborators, if the owner has given editors this permission
- Download or sync something to another device
- View the list of other collaborators
- Make a copy of something to save in Google Drive
- Upload and delete file versions (synced or uploaded files only)
- Add and remove items from a folder

Viewing the Revision History

In order to browse to previous versions of a shared document, click on **File>See Revision History**. If you want to go back to a previous version, simply select it and then click on 'Restore this version'

For More Information on Google Drive, visit:

<https://bazroberts.wordpress.com/landing-page/google-drive/>

