



QUICK OVERVIEW: WHAT IS GOOGLE DRIVE?

Google Drive is a free, online cloud-based file storage system, accessible through your Gmail account.

When we need flexibility in accessing our files, the best course of action is **saving a file so that it can be accessed online** regardless of the device we are using. Google Drive allows us to do this!

Google Drive is a web application and is accessed through the website: **drive.google.com**
Google Drive is also available for mobile Android and IOS devices.

WHAT IS "THE CLOUD"?

When you hear "the cloud" simply think: "online storage."

And really, there is no singular "cloud" but many cloud services. Technology companies will build and manage the computing services to allow user data to be stored in their systems and accessed online.

You will need to have a **user account** with the cloud service to be able to save and retrieve files online.

Some services like Google Chrome are free to sign up for and use, but others may require payment or otherwise, may require payment for larger storage caps.

Other cloud services you may have heard of include: DropBox, iCloud (Apple), and OneDrive (Microsoft). There are even more specialized cloud services for businesses!

THE FILE EXPLORER

Clicking on the file upload option will prompt a popup of the internal storage of your device. If you are using a device running on the Windows OS, you will see the **File Explorer**.

If you are using a device running on Mac OS, you will see **Finder**.

If you are on a mobile, you will see your **phone's internal storage folders**, but the layout will vary depending on your device.

Before we can save a file to Google Drive, you must **first have a file saved, and know where it is located on your device**.

If you built a document from scratch in a desktop application, such as Microsoft Word, you would simply navigate to **file**, then **save as** to save your file to an internal folder on the device you are using.

Typically, documents go into a folder called, **"My Documents."** On library devices, all saved documents simply go under **Computer --> D Drive**.

DOWNLOADING FILES

In general, with all file management, it's important to remember that **just because your document is up and visible on the screen does not mean that it is saved to your device**. You will need to **download** the file to the device you are using to be able to upload it to Google Drive.

On a desktop or laptop computer the download button should prompt one of these two responses:

- Your file will download into a **default folder** and will appear in a **bar at the bottom** of your browser screen.
- A pop up of the **file manager will appear**, and you will be able to name and select the location you wish to save your file in.



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GETTING TO GOOGLE DRIVE

To access Google Drive, simply enter the following into the address bar: **drive.google.com**

- If you see a page like this, click "**Go to Google Drive**"
- **Log in** using your Google (Gmail) account.

STARTING WITH THE BASICS: FILE UPLOAD

To upload a file to Drive, simply click on the button that says "**New**" above the left-hand toolbar and select **file upload**.

You will now see the file explorer pop up in a new window.

You will need to **navigate to the folder that you file is located in, click the file, then click "open."**

You can upload multiple files to Drive. To do so, **hold down CTRL and click each file you wish to upload.**

To **deselect a file, click it again** while holding CTRL.
The files that are selected will be **highlighted in blue.**

Now you should be able to see a pop-up in the bottom right corner of the browser window. This gives you the **status of your document upload.**

When the **green check** appears, it means your file has been successfully uploaded.

PREVIEW MODE

Clicking on the file within the upload status pop-up will open a preview of the document. You can also access this mode by double clicking on any file tile within Drive.

How do you know you are in preview mode? Your document will be visible from within the browser screen, and the border surrounding the document will be a dark grey.

You have the option to download a copy of the file from this screen by clicking on the downward facing arrow on the top right of the screen, and can print from this screen by clicking the printer icon. To exit this view, click on the back arrow in the top left corner of the screen.

Clicking the three dots in the far-right corner will expand a menu containing more options. Some items include:

- The option to **rename** a file is helpful. Because Google Drive has a search function, naming files appropriately will enable you to easily find them later.
Simply select "rename" with the file in preview mode, then type the new name and click "OK"
Google Chrome will have the old text highlighted for you, so you do not have to backspace. Simply begin typing your new title.
Also note that the file extension (such as .docx) can be erased.
- **Add star** is another feature which enables you manage your files effectively. If there is a document that you need to ensure is easy to access, perhaps consider starring it.
Select "add star" while in preview mode. You should see a pop-up appear in the bottom left corner indicated that the document has been starred.
Now on the Drive home screen, you can click the Starred tab, where only starred documents will appear.
- Within preview mode, you can select your options, then "**Open in a new window**" to open the current document in preview mode in a new tab. This is helpful when you need to open and preview multiple documents. Then, you have the ability to simply navigate out of the current tab's preview mode to continue browsing for more files.



FOLDERS

Saving your files in Google Drive (or saving them at all) is relatively useless if you cannot find and access your documents. This is why appropriately naming and organizing your documents is a great habit to get into.

Google Drive uses a standard folder system that allows us to organize our stored files. You can **create as many folders as you would like** and can name them whatever you would like. You can even have **folders inside of folders!** Google Chrome also allows us to **color** your folders.

Folders are displayed at the top of the "My Drive" screen.

You have the ability to **upload a file directly into a folder**, or you can choose to **upload it and move it later**.

CREATING A FOLDER

Creating a folder in Google Drive is easy!

- Click on the button that says **New** and this will expand the following menu.
- Select **Folder**.
- You will be asked to name your folder. You can always rename it later, but **type in a name that makes sense for you**.
- Then click **Create**.

Note that a newly created folder is located in a "folders" section in **My Drive**. **Double click** to open it.

Tip: Google Drive allows me the option to color a folder. To do so, I'll **right click** the folder, then select **change color** and choose the color I want.

ADDING FILES TO A FOLDER

There are two ways to add files to a folder within Google Drive.

With the folder already made, double click to open it.

From this screen, **click the new button, file upload**.

The file will now be housed inside of the folder.

The other method involves a file that is already uploaded to My Drive.

Right click the file you wish to add to a folder.

Select your folder, then click **Move**.

Note that this same process can be done from the preview screen as well.

FOLDER UPLOAD

If you've already got your files organized in folders in your file explorer, you can maintain that organization when you migrate files.

Uploading a folder is done by selecting the **new** button, then clicking on **folder upload**.

This will launch the file explorer and will allow you to select the **folder you wish to upload, including all of the files inside**.



NESTING FOLDERS

Did you know you can also **nest folders**?
A nested folder is a **folder within a folder**.

While having too many nested folders can slow down the process of accessing the files you need, nested folders **used strategically can help you organize your files** more effectively.

For example, I could store all of my tax documents inside of a folder titled "Tax," but I can have folders within my Tax folder for each tax filing year that contain tax related documents.

UPLOADING A FOLDER INSIDE OF A FOLDER

To add a folder to our existing folder:

- First make sure you have the folder up and open. (Double click on the folder)
- Select **new**, then **folder upload**.
- **Select the folder** you want from the file explorer and click **upload**.

Note that folder uploads can take longer to upload depending on the size and number of files inside.

You can **confirm your folder has uploaded** in the bottom right corner. It will also show you how many files were inside of that folder.

GOOGLE DRIVE DIRECTORY PATH

If you open a nested folder and look at the top, you can see a **visual reminder of the file path at the top of the screen**.

You can also easily **browse your directory of folders by clicking the arrow beside "My Drive"** in the toolbar on the left.

Click on the **arrow beside a folder to expand the contents**. (Note that you cannot see individual files this way, only folders.)

Double click on a folder to view its contents in the main window.

SEARCHING DRIVE

Google Drive allows us to perform a search through our documents to help you locate what you need. This search will **search the file name and the text inside of the document** (where applicable.)

Simply **enter your search criteria and press enter**. As with all searches, the simpler the better to start.

All items that match that keyword search will appear.

Note that if a keyword appears in an item **in your trash, a notification will appear in the bottom left**.

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By simply clicking inside of the search box, you will notice file type selectors appear. To **show all of the files that are a certain file type** (e.g. all of your PDFs stored in Drive) click on that selection.

TRASH

Items that you delete will be stored in the folder titled **Trash** which can be found on the left-hand side menu.

Double click on trash to view the contents.

From the trash screen, you have the ability to view and permanently delete or restore items. Note that items that are stored in the trash will be automatically **permanently deleted after 30 days**.

To restore a file from the trash, right click it and click **restore**. The file will return to its original location.

To permanently delete a file from your trash before it is deleted automatically, right click the item, then click **delete forever**.

It likely goes without saying, but you cannot restore a file that has been permanently deleted.

RECENT

Depending on your settings, your recent files may appear at the top of the My Drive home screen.

You can also see your recently opened files by navigating to "**Recent**" in the navigation bar on the left-hand side.

VIEW OPTIONS

Within Google Drive, you have the option to change the way the files are displayed.

The default view is called "**grid view**" in which we see large tiles, but you also have the option to choose "**list view**" in which you see only the file names and details, but no picture preview.

Toggle a different view by clicking on the grid-like icon beside the (i) in the top right corner.

SORT BY

Sort By allows you to sort the files located in your Drive by certain categories, such as **alphabetically by name, last modified, or last opened**.

To choose which category you would like to sort by, click the current selection (the default is "Name") and choose from the drop-down menu

All of these options allow you to do ascending/descending order as well (e.g. oldest to newest, Z to A) by **clicking the arrow** beside the category selector.



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ADDITIONAL RESOURCES:

Lynda.com for Google Drive Courses

Lynda provides high-quality courses for a variety of topics, including Google Apps and Services. Search for "Google Drive Essential Training" or "Google Drive Advanced Tips and Tricks." Access Lynda through the library's homepage. Click "databases" then find "Lynda" under the letter L. You'll login to Lynda using your library card number and pin.

edu.gcfglobal.org/en/googledriveanddocs

GCF Global offers many guides related to technology, including some Google Apps and services. Enter the following URL in your internet browser to view a full tutorial on using Google Drive and Google Docs.

Technology 1x1 at the Dayton Metro Library – Trotwood