

## Intro to Google Drive

### What is Cloud Storage?

Saving data “off-site” (not on your device). Cloud storage requires an **internet connection** and is usually accessed by the user with **login credentials** and a **password**.

### Why Use Cloud Storage?






- Convenient
- Flexible
- Easy to Share & Collaborate
- Cost Effective
- Easy to Upgrade
- Disaster Assistance

### Google Drive

- 15GB free storage
- Can be used with Android, Windows and iOS
- Emphasis on collaboration
- Limited privacy







### How to Access Google Drive

#### 1. Login to your Google Account






Browser or device	Requirements	How to access
 Web browser (any device)	Install any web browser.	Go to <a href="https://drive.google.com">drive.google.com</a> .
 Computer	Install Drive File Stream from the <a href="#">Drive Help Center</a> .	Click Drive File Stream  and then Open Google Drive  .
 Mobile devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your device.

### Google Account

- Used for Gmail, Google+ and Youtube accounts
- With your Google Account, you can access Docs, Sheets, Slides, Calendar, Drive, Hangouts etc...

Editor	Description	Example uses
 <b>Google Docs</b>	Text documents	Proposals, reports, shared meeting notes
 <b>Google Sheets</b>	Spreadsheets	Project plans, budget sheets
 <b>Google Slides</b>	Presentations	Pitch decks, training modules, team presentations
 <b>Google Forms</b>	Surveys	Customer satisfaction surveys, group polls
 <b>Google Drawings</b>	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
 <b>Google Sites</b>	Websites	Team sites, project sites, resume sites

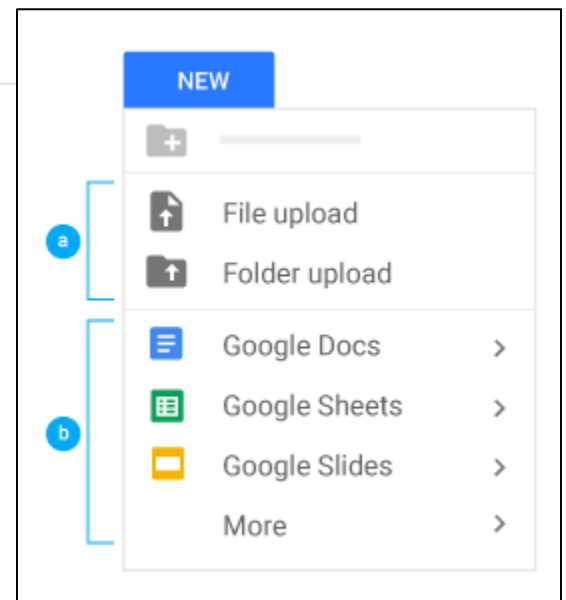
## Symbols and Features

Feature	Description
	In the top-right corner of any Google page (such as Search or Gmail), click to see which account you're in.
	Click to move between products.
	Click to change product settings.
	Click to search for content specific to the product.
	Click to see more options.

## How to Upload Folders and Files

1. "New"
2. "File upload" OR "Folder Upload"
3. Click on the file/folder you want to make a copy of in Drive
4. Click "Open"

If you edit that file outside of Drive, you will need to upload it again.



## How to Create Folders and Files

1. "New"
2. "Folder" OR select the type of file you want to create
3. Give the folder/ file a title

Files and folders created in Drive are unlimited.

## How to Share Files

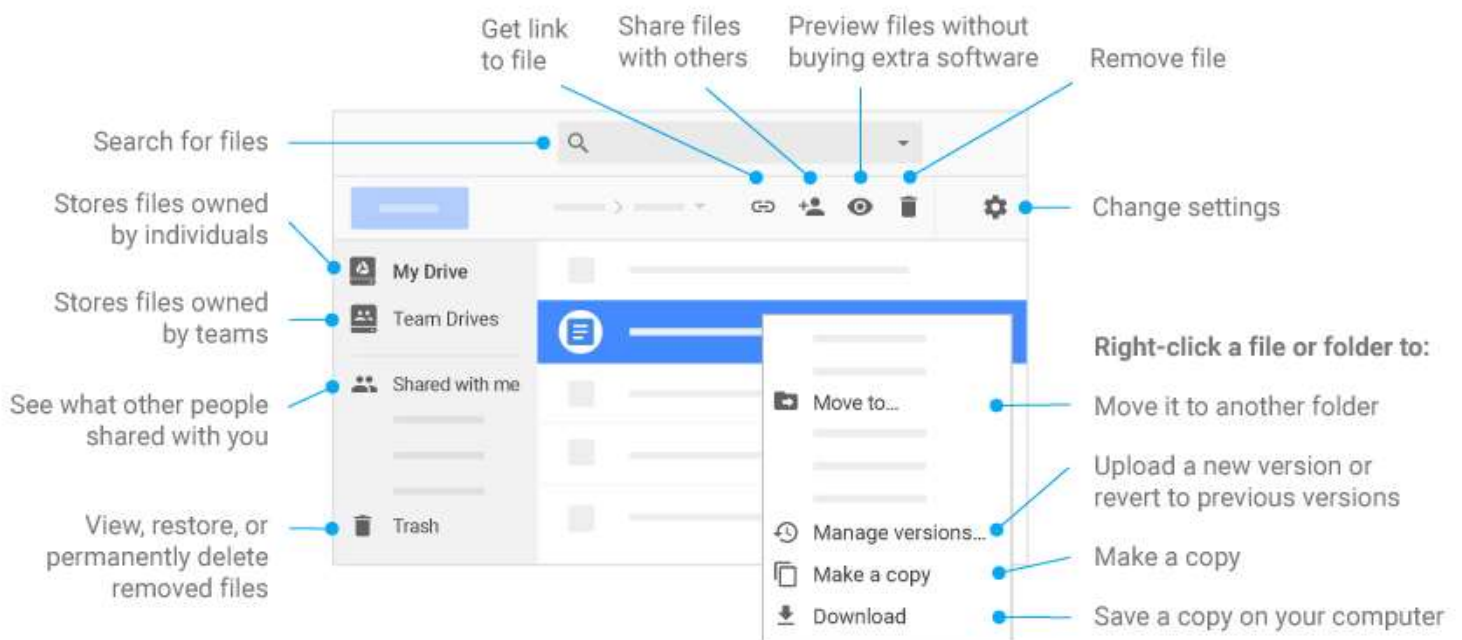
1. Open the file/folder you want to share
2. Click on the profile of a person with a "+" sign
3. Type the email address of the person you want to share with
4. Click on the pencil to choose what they can do to the file
5. Click "Done"

## How to Edit Files

1. Open the file/folder you want to edit
2. You can leave a comment
3. You can edit or suggest changes

## Navigation

### Work with files stored in Drive.



## How to Use Offline

For Google Docs/Sheets/Slides/etc.: “Drive” > “Settings” > “Offline”

For Other Files: To turn on offline access:

- a. Using an Internet connection, open Google Chrome
- b. Install and enable Google Docs offline Chrome extension

## How to Backup

- “Backup and sync” is a new feature on Google Drive
- You can download it here:  
<https://support.google.com/drive/answer/2374987>
- Once downloaded, you can choose which folders to backup

## How to Manage Photos

- If you upload photos via Drive, they count towards your storage quota
- Items uploaded via Google Photos:
  - Don’t use quota if they’re stored in “High Quality”
  - Do use quota if they’re stored in “Original Quality”

## More Information

“Google Drive Cheat Sheet” - <https://gsuite.google.com/learning-center/products/drive/cheat-sheet/#!/>

“Get Started With Drive” - <https://gsuite.google.com/learning-center/products/drive/get-started/#!/>

“Google Photos 2018: The One-Stop Tutorial” -  
<https://www.youtube.com/watch?v=YXe68lxpqWo>

“A Step-by-Step No-Nonsense Guide on How Google Drive Works” -  
<https://www.cloudwards.net/how-does-google-drive-work/>

“Use Google Drive Files Offline” -  
[https://support.google.com/drive/answer/2375012?hl=en&ref\\_topic=14940](https://support.google.com/drive/answer/2375012?hl=en&ref_topic=14940)

“Back up & Sync Files with Google Drive” -  
<https://support.google.com/drive/answer/237498>

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