

Basics of Google Drive

Using the Google Drive Homepage

Google Drive is a storage and document creation app that is free with your Google account. You can use Google Drive to upload files for storage; to create documents, spreadsheets, and presentations; and to share files with other people.

Search your Drive for files and folders by name or keyword.

The **New** button is where you create new files; create new folders; and upload files and folders.

Click on the **Menu** to see all Google apps, including Gmail.

All of your files and folders appear in **My Drive**. You can sort by name or by date.

Click **"Folder"** to create a new folder to organize your Drive files.

Click **"File Upload"** to transfer a file from your computer, flash drive, or other storage, to your Google Drive.

Click **"Folder Upload"** to transfer a folder and its contents from your computer, flash drive, or other storage, to your Google Drive.

Google Docs: create documents such as resumes and letters. Similar to and compatible with Microsoft Word.

Google Sheets: create spreadsheets, for budgeting or organizing information. Similar to and compatible with Microsoft Excel.

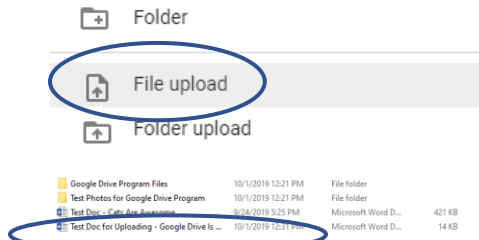
Google Slides: create presentations. Similar to and compatible with Microsoft PowerPoint.

You can create documents, spreadsheets, and presentations from scratch, or by using the templates provided by Google.

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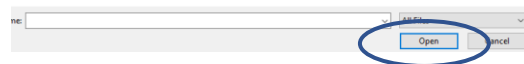
Upload a File to Google Drive

“Upload” means to copy a file from your computer, or other physical storage (like a flash drive), to a storage space on the Internet.



To upload a document from your computer or other storage location:

1. Click on the **“New”** button.
2. Click on **“File upload.”**



A dialog box from your computer will open, prompting you to locate your file somewhere on your computer or its attached file storage.

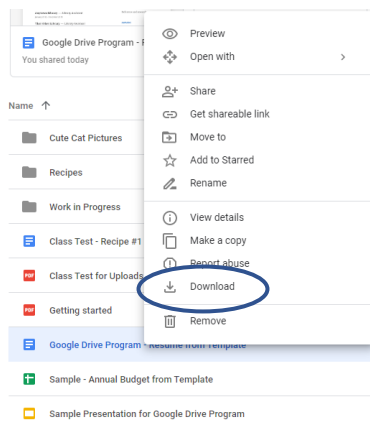
1. Click on your file to select it.
2. Click **“Open.”**

Your document will then appear in your Drive.

If you were uploading a folder to Google Drive, you would follow the same steps, except you would select “Folder upload” after clicking on the “New” button.

Download a File from Google Drive

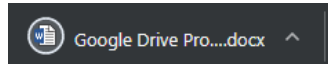
“Downloads” means to copy a file from a storage space on the Internet, like Google Drive, to your computer, or other physical storage space (like a flash drive).



1. From “My Drive,” right-click on the name of your file, to its menu of options.
2. Click on **“Download.”**

Depending on your web browser, your download will appear. In this example, using the Google Chrome browser, the downloaded file will appear at the bottom of your screen.

Click on the file to open it.

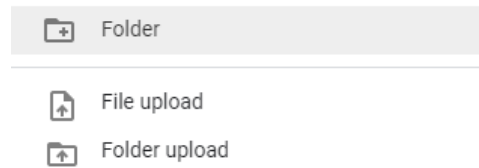


This file has the extension “.docx,” which refers to Microsoft Word documents. When you click on the file, it will automatically open in Microsoft Word.

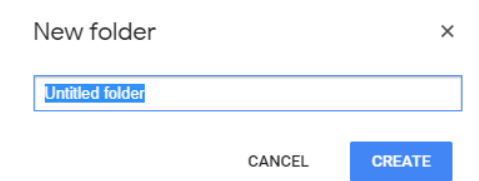
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Create a Folder in Google Drive

You can use folders in Google Drive to organize your files, as you create them and/or upload them. Be sure to give your folders relevant, meaningful names, so that you are able to understand their contents by looking at them



To create a new folder, click on the **“New”** button.
Click on **“Folder.”**



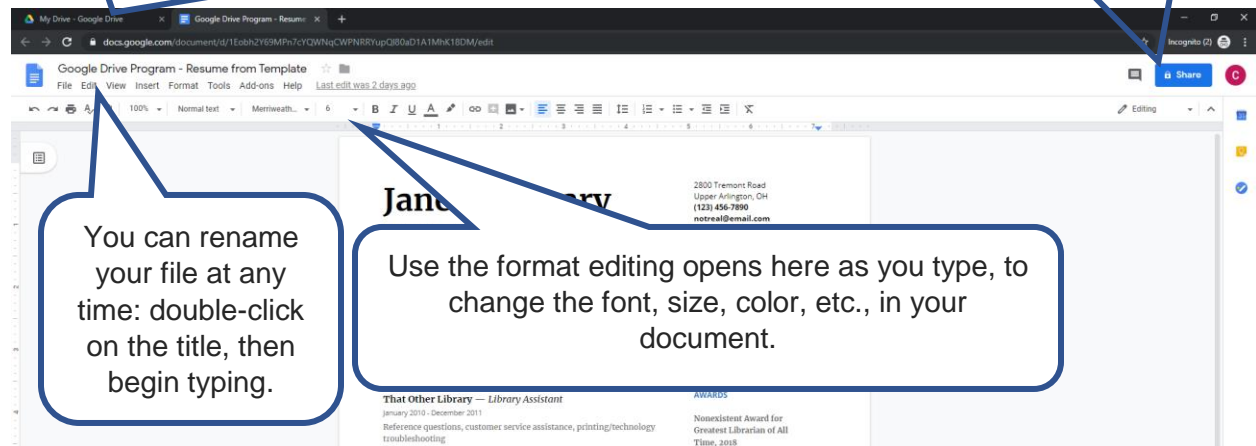
A window will appear, asking you to provide a name for the untitled new folder. Type the name of your folder in the box, then click **“Create.”**

Once you have created your folder, it will appear in your Drive list. You can drag and drop relevant files into the folder as needed.

View and Edit a Document in Google Drive

Files in Google Drive will always appear in a **new tab**. You can click on the tab for “My Drive” anytime to return.

Click **“Share”** to send a document to another person or to a group, to view, edit, or comment.



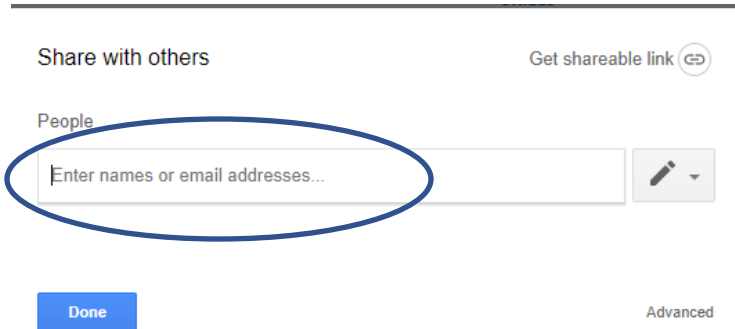
You can rename your file at any time: double-click on the title, then begin typing.

Use the format editing opens here as you type, to change the font, size, color, etc., in your document.

Reminder: You do not have to click **“Save”** for Google Drive documents. They will automatically save as you type!

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Share a Document Using Google Drive



When you click on the “Share” button in the top-right corner of a file in Drive, you can share it with others.

To share by email, enter the email address or addresses in the field.

Then click the pencil to open a drop-down menu.



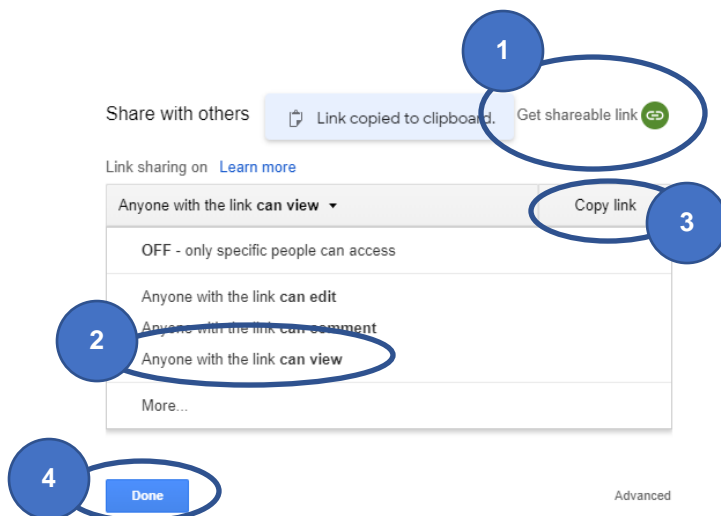
From the menu, you can select the level of access for the recipients of your file.

Can edit = recipient can make changes to the file.

Can comment = recipient can make comments on the file, but not changes to its contents.

Can view = recipient can only see the file

When you have made your selection, click “Done.”



If you are sharing a file with a large group of people, you can also send them a link to access to the file.

1. Click “Get shareable link.”
2. Select the permissions for those who have the link: edit, comment, or view.
3. Click “Copy link.”
4. Click “Done.”

You can now paste that link into the body of an email, or on a webpage, to share with multiple people at once.

Remember that when you send an email to multiple people, or send a link to multiple people, everyone who receives the file or link will have the same level of access! You can always send certain people one kind of permission, then share with others using a different level of permission.