

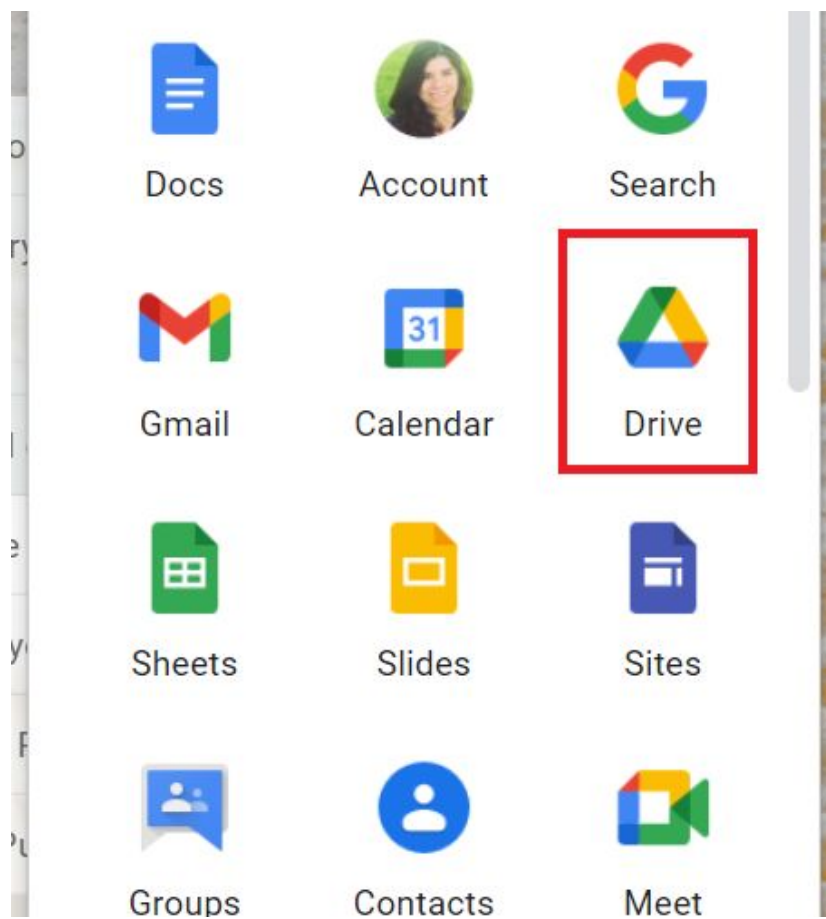
Google Drive Basics

Google Drive is a very handy cloud storage service built into your Gmail account. “Cloud” means you can access it from any device connected to the internet. Using Google Drive, you can create documents and spreadsheets, easily share files with other users, edit documents others have shared with you, and upload files and folders from your computer.

Logging Into Google Drive

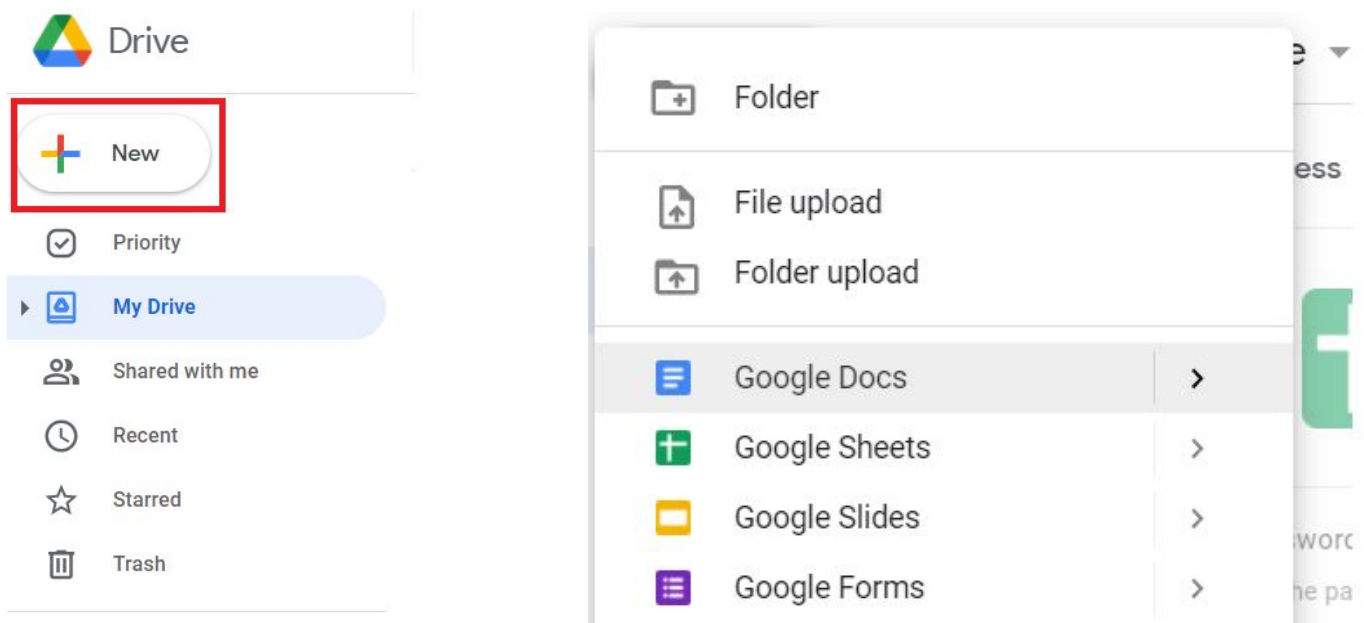
To log into Drive, you can either:

1. Go to google.com/drive/ and log in using your email information.
2. Or simply log into your email as usual, click the group of boxes at the top right of your screen, and select Drive.



Creating Docs and Sheets

Now that you've opened Drive, you can create a document or spreadsheet. Click on the "New" button in the top left corner and select Google Docs or Google Sheets.



The blank document or spreadsheet will automatically open in a new tab. If you know how to use Word and Excel, you'll have no problem with Docs or Sheets. All the functions are the same.

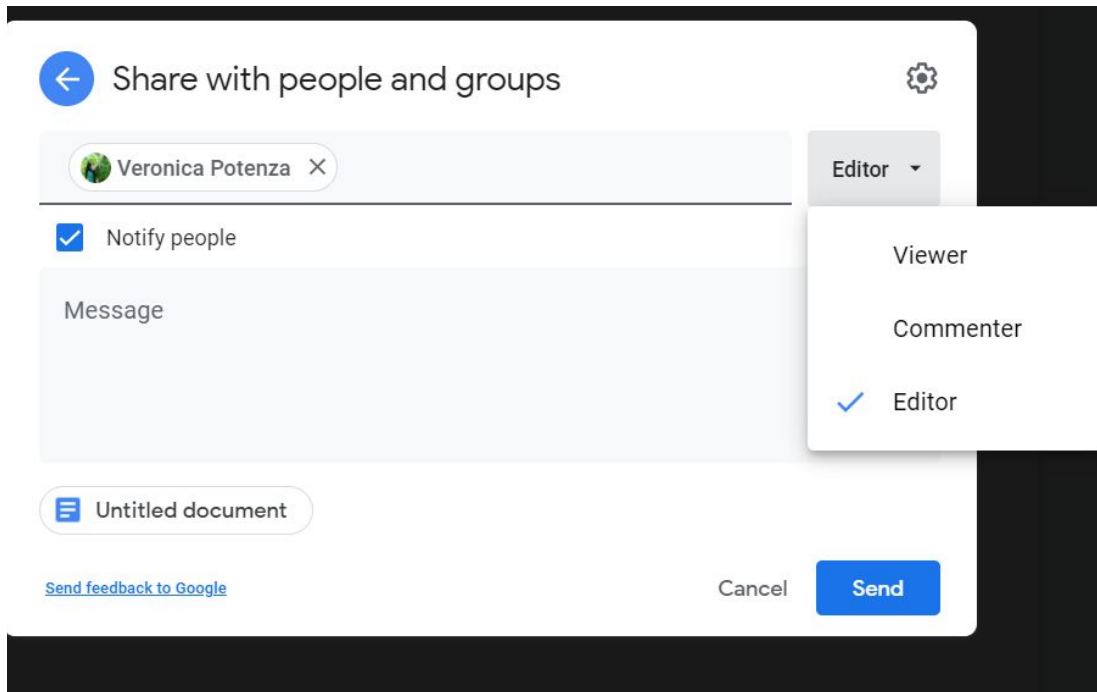
To rename your document or spreadsheet, click "untitled document" or "untitled spreadsheet" at the top left of the screen and enter the new name.

There's no need to save your work... whenever you make a change, Drive saves for you automatically.

If you'd like to download your document or spreadsheet in another format (such as a PDF), click "File > Download" and select the format.

Sharing

Google Drive makes sharing documents very easy. Once you're done with your document, click the blue "share" button at the top right of the screen. Then enter the emails of the people you'd like to share it with and select whether they can edit it or simply view it or comment on it.



Add a message in the box if needed. When you click "send", they will get an email telling them you have shared something with them, with a link to the file in Drive.

To see files others have shared with you, click "Shared with me" on the left-side menu under the "New" button.

Uploading Files and Folders to Drive from Your Computer

Saving files and folders you have on your computer to Google Drive is a good idea because if something ever happened to your computer, you'd still have access to all your work.

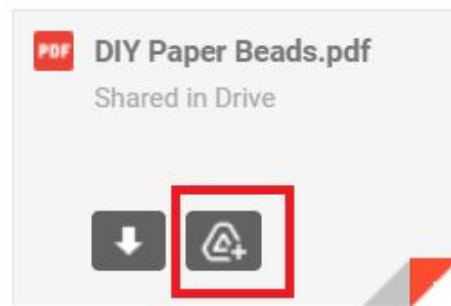
To upload files from your computer to Drive, click the "New" button and select "file upload." When the box pops up, find and select the file you'd like to save to Drive. Once you double click the file or click "open," a box will appear in the lower right corner of the

screen that will tell you when the upload is complete. The file will then be available on Drive.

To upload entire folders from your computer, click the “new” button and select “folder upload” and follow the same steps listed above. The folder and all its contents will then be available on Drive.

Saving Attachments to Drive

If someone emails you an attachment and you’d like to save it to Drive, hover over the attachment and click the Drive symbol. The attachment will then be available in Drive.



Creating Folders

If you’d like to create specific folders for different topics, click the “new” button and select “folder.” Enter the name of the folder in the box that pops up and click “create.” To rename existing folders, right click on it and click “rename.” To add existing files to a folder, click and drag the file to the folder.

Removing Files or Folders

To remove a file or folder, right click on it and click “remove.” It will then be moved to the trash. To empty the trash, click “trash” on the left side menu under the “new” button, and click “empty trash” in the right corner.

Have questions? Email Veronica at
veronica.potenza@wyckoff.bccls.org