

Google Drive



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Google Drive

Google Drive is a secure, online storage drive where you can save and synchronize files. Drive can house any kind of file, but Google files, such as Google Docs, Sheets, and Slides can be opened and edited online directly from Drive.

When files are saved to Google Drive, they are accessible from a web browser or any device using a Google Drive application. This includes Mac or Windows computers as well as Android and iOS smartphones and tablets.

Because it's easy to access and offers free storage for users, Google Drive is a great tool for collaborative editing of files.

This course will teach you the fundamentals of working with Google Drive, including creating and organizing files and folders, sharing content, working with files offline, and much more.

Objectives

Google Drive Views Find Files Open Files and Folders Create Files and Folders Move and Add Content to New Locations Star and Color Code Content Manage Workspaces Delete and Restore Files Share Content Change Access to Content Upload and Download Content Manage File Versions Sync with Your Computer Manage Notifications

Google Drive Views

When you sign into Google Drive, My Drive is the default view. You can select other views such as Priority, Shared with me, Recent, or Starred to see your files organized in different ways.

View My Drive

My Drive contains all of the files and folders you sync or upload, as well as any new Docs, Sheets, Slides, and Forms you create. The Quick Access section displays files that you've recently viewed or edited so you can quickly return to them. You can turn off the Quick Access section in your Drive settings if you don't want it to appear. Below that, all of your folders and files display.



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Click My Drive in the navigation panel to expand it and see your folders.

All of the folders you've created appear in the navigation panel. These same folders appear on the page to the right. You can open a folder from either location.

Double-click a folder to open it.

All of the folder's contents display.



Switch to Other Views

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A	Priority: Displays files that Google finds most relevant, based on what has been recently opened, edited, or shared with you.	D	Recent: Makes it easy to pick up where you left off. Files are grouped by when they were last opened or modified.
B	My Drive: Displays the files and folders you sync or upload, as well as any new Docs, Sheets, Slides, and Forms you create.	E	Starred: Displays files and folders you've flagged as important.
C	Shared with me: Displays files that have been shared with you. These files aren't included in your My Drive by default, but can be added as you see fit.	F	Trash: Shows content you've deleted. This content can be recovered if needed.

Find Files

If your Google Drive is full of folders and files, you can use the search feature to find just what you need. All files stored in shared locations or My Drive are searchable. You can search for a file title, file contents, items featured in pictures, and PDFs.

Search for Files



Type a search term.

Click in the Search field.

A menu appears displaying files that match the term you entered. If you see what you need, you can select it from the menu.

3 Click Search.

Any matches appear below the search field. Double-click a file in the search results to open it.



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Toggle List and Grid View

Google Drive allows you to view your files in either a grid view, as thumbnail images, or a list view. The grid view is generally helpful when the folder contains images, whereas the list view is particularly helpful when working with documents, spreadsheets, and presentations.

When there are several folders and files displayed, switching the view from thumbnails to a list may make it easier to scan.



Sort Files

Using the Sort feature makes it easier to locate information and keep related information together. Files are sorted from newest to oldest by default. There are four ways to sort your files in Google Drive:

- Name: Orders files alphabetically by the file name.
- Last modified: Orders files by the last time someone made a change to a file.
- Last modified by me: Orders files by the last time you made a change to a file.
- Last opened by me: Orders files by the last time you opened a file.
- Click a column heading.

Note: You aren't able to sort your files on the Recent tab.

2 Select an option to sort by.

The files are now sorted as you specified. An arrow icon also appears by the column header showing that the column is being used to sort the view.

3 Click the Reverse sort direction arrow to flip the sort order.

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Filter Results

When you're viewing a lot of items, you can quickly find what you need by filtering. This hides files you aren't interested in, leaving just the important ones in view.



Click the Search options arrow.

From here, you can specify things you know about the file, like the file type, the owner, or when it was last edited.

Set additional search criteria.



Click Search.

Your files are filtered to show only those meeting the search criteria.

Tip: You can clear a filter by clicking the **Clear search** button on the right side of the search field.

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		LEARN MORE	RESET SEARCH	2019
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Show File Location

Once you pinpoint a file using search methods, it may be helpful to know where it lives in the folder structure so you can easily locate it in the future.



Select a file.

View the file path at the bottom of the screen.

The file path shows the breadcrumb trail of the file's current location. Click any of the folders in the path to jump directly to it and view its contents.

Or:

Right-click a file.

Select Show file location.

The folder where the file is stored opens.

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Open Files and Folders

You can view all kinds of files, including Microsoft Office files, PDFs, video or audio files, and photos directly from Google Drive.

Open a Folder



Double-click a folder.

The folder opens and displays all of the files and folders stored in it.

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 Docs Files 	Pictures	me	Sep 5, 2019 me
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Open a Folder in the Path



Click the name of a folder in the path.

The folder's contents are displayed.



Preview a File

Before opening a file, you may want to preview it to make sure it's the correct one. While you can't make edits in preview mode, you can zoom, print, download, move, rename, or share the file without opening a new browser tab.



Select a file.

Click the **Preview** button.

Shortcut: You can also rightclick a file and select **Preview** from the menu.

In addition to the functionality listed above, you can also search for text while previewing by pressing **Ctrl + F** on a PC or **Cmd + F** on a Mac.



Click Close when you're done.

Tip: You can preview more than one file at a time, if needed. From Drive, hold down the **Shift** key and select all the files you wish to preview. Then click the **Preview** button. Use the left and right arrows in the preview window to move through the selected files.





Open a File

How a file opens in Google Drive depends on the file type. All Google app files, like Google Docs, Sheets, Slides presentations, Forms, and Drawings open in their respective application in a new browser window. If you open another file type, like a Microsoft Office document or an image, it will open in a preview first.



Double-click a file to open it.

If you've opened a file using a Google application, close it and return to Drive by closing the file's browser window.

Tip: You can also open a file with an application installed on your computer. Just right-click the file in Drive, select **Open with**, then choose the app you want to use to open the file.



Create Files and Folders

Your Google Drive is made up of a collection of files and folders. If you need to create a new file from scratch, you can do it from right within Drive. After you've added a number of files, you may find you need to create folders to keep your work organized.

Create a Google File

Google Docs, Sheets, and Slides files are the most common types of files to create. When you create a new file, you can create a blank one or start from a template.

- Open the folder in Google Drive where you want to create a new file.
 - Click the New button.
- 3

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Select a file type.

Note: To create a file from a template instead, click the arrow next to the file type and select **From a template**.

Click Create and Share.







Type a name for the file in the field at the top of the page.

Press Enter.



Copy a File

There may be times when you want to make changes to a file but also keep a separate, unedited version, or you may have a file that will serve as a starting point for a secondary file. Copying a file creates an exact duplicate.

Select a file you want to copy.

Click the More actions button.

Select Make a copy.

Shortcut: You can also right-click a file and select **Make a copy** from the menu.



Rename a File

When a file is copied, the file name is automatically created and the text "Copy of" is added to the existing file name. You'll likely want to rename it to something more meaningful.

1

3

- Select a file you want to rename.
- Click the More actions button.
- Select Rename.

Shortcut: You can also rightclick a file and select **Rename** from the menu.

- Enter a new name.
 - Click OK.

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Priority	Name 🗸	Open with	>	Last modified
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6.2 MB of 30 GB used UPGRADE STORAGE				(



Create a Folder

Folders are an easy way to organize your documents and keep similar items together in one location.



Click the New button.

Select Folder.

Shortcut: You can also rightclick in the white space below the files and folders and select **New folder** from the menu.



Click Create.

The new folder is created and shows up with all your other files in Google Drive

Enter a folder name.

	Drive	Q Search Drive		?		***	Ø
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Move and Add Content to New Locations

You can move files and folders from one location in Google Drive to another, even if the destination location isn't currently visible. Files and folders can be moved from the main window, the left panel, or from search results.

Move Files or Folders

- Select the file(s) or folder(s) you want to move.
- 2 Click the More actions button.
- 3

4

Select Move to.

Shortcut: You can also rightclick the selected item(s) and select **Move to** from the menu.

Select the destination location.

Note: Click the **Back** arrow at the upper-left to move up one level in the folder structure. Click the **New Folder** button at the bottom-left to create a new folder in the selected location.

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Click Move.

Tip: You can also drag and drop files or folders to a new location if the destination is visible from the current screen.





If the source or destination is a shared folder, Google Drive will notify you that some people could lose or gain access. The files will inherit the sharing permissions of the new parent folder.

Click OK, if needed.

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The item(s) are moved to the selected folder.

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Add Files to My Drive

When working in Google Drive, it's important to understand the difference between My Drive and Shared with me. While they both display files and folders, there are some fundamental differences to be aware of.

In My Drive, you are free to organize files in any hierarchy of folders and subfolders you wish. These are files you own, both those you've created and those you've uploaded. If you use the Google Drive application to sync files to your local machine, these files will sync automatically.

This isn't the case for files in Shared with me, as you are not the owner of these files. Shared with me only displays files and folders that are directly shared with you (files that are set to "Anyone with the link" or "Anyone in your organization" are not shown here). You are granted access to view, comment, and/or edit, but you do not gain ownership. Therefore, you are not able to organize these files into your own folder structure.

To organize files from Shared with me and/or have them sync to your local machine via the Google Drive app, you must first add them to My Drive.



- Select the file(s) you want to add to My Drive.
- Click the Add to My Drive button.

The path is displayed at the bottom of the screen to confirm the file was added to My Drive, where it can be easily organized.

Keep in mind, the file wasn't moved or copied. It is simultaneously available from both places now.

Note: You can also Add files to additional locations within My Drive by holding Ctrl while dragging a file to an additional destination. This will keep the original in the source location but also make it accessible from another location.



Star and Color Code Content

Starring items in Google Drive allows you to quickly locate important and frequently used files and folders. Everything with a star is accessible with a single click from Starred in the left navigation panel. Once you no longer need quick access to an item, it's good practice to remove the star to keep things organized.

Star a File or Folder



Select the file(s) or folder(s) you want to star.

Tip: Hold down the **Ctrl** key on a PC or **Cmd** key on a Mac to select and star multiple items at once.

Click the More actions button.

Select Add to Starred.

Shortcut: You can also right-click the selected item(s) and select Add to Starred from the menu.

A star icon now appears next to the file or folder name. Click **Starred** in the navigation panel at the left to view all of your starred items.



Remove from Starred

- From Starred, select the file(s) or folder(s) you want to remove.
 - Click the More actions button.

Select Remove from Starred.

Shortcut: You can also right-click the selected item(s) and select **Remove from Starred** from the menu.

The star is removed from the folder and the content no longer appears in Starred.



Color Code a Folder

The default color for folders in Google Drive is gray. When you have a lot of folders, this can make it difficult to find what you're looking for. Luckily, color coding folders helps to categorize content. For example, you could use colors to classify by team, project, or priority.

Keep in mind, Drive is customized individually by each user. This means the colors you apply aren't seen by others. You won't be able to tell a colleague to look in the blue marketing folder to find a document, as their marketing folder may be a different color than yours.

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Select the folder(s) you want to 🔼 Drive Q Search Drive 6 Ū m (i) My Drive > Files > Meeting Docu ↔ 2+ - ÷ Click the More actions button. New + Name 🗸 ♦ Open with Last modified \bigcirc Priority Select Change color. Oct 18, 2019 m Templates Move to ⇒ -My Drive Add to Starred ☆ Dec 9, 2019 me Classroor Company Meeting A Rename 1_ Docs Discover Mexico Mee \odot Sep 5, 2019 me W Change color З 🕶 🖪 Files Q Search within Trade Show Docs Sep 5, 2019 me Discover Canada Me Meeting Documen. W Pictures View details Board of Directors M Sep 5, 2019 me Tracking Trade Show Docs Eorms Sheets Slides Storage 6.2 MB of 30 GB used



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Shortcut: You can also rightclick the folder and select Change color from the menu.

Select a color.

color code.

The folder instantly updates to match your color selection.

Note: The color is only applied to the folder itself, not the content within the folder.

Manage Workspaces

Workspaces are another way Google Drive makes it easy to find the content that matters most. Shortcut links to files are added to the Workspace where you can conveniently organize them as you wish, while the files themselves remain stored in their original location. This eliminates the need to search your entire Drive for frequently accessed files.

Create a Workspace



- Navigate to **Priority**.
- 2

4

- Click the Create Workspace button.
- Enter a name.
 - Click Create.

The Workspace is created and ready to populate with files.





Add Files to a Workspace



2

3

In the workspace window, click Add files.

The Add to Workspace pane opens, where you can find files using the Recent, My Drive, or Shared With Me tabs.

- Navigate to the files' location.
- Select the file(s) you want to add.
- 4 Click Insert.

Tip: You can also right-click any file in your Drive, select **Add to workspace**, and select a Workspace from the menu.

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UPGRADE STORAGE							

Remove a File from a Workspace

When a file is no longer needed, simply remove it from the Workspace.



Click the file's **More actions** button.

Select Remove from workspace.

Shortcut: You can also right-click a file in the Workspace and select **Remove from workspace** from the menu.

The file is removed from the Workspace, but still exists in its original location.

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Hide or Remove a Workspace

A workspace can be hidden from the standard view or removed from the Priority page completely.

Click the list arrow next to a Workspace's name.



- Select an option.
 - Hide workspace: Moves the Workspace to a Hidden section at the bottom of Priority.
 - Remove workspace: Deletes the Workspace completely. After a Workspace is deleted, the files still remain in their original location.



Delete and Restore Files

Google Drive files that are no longer needed can be deleted by sending them to the trash. Files remain in the trash until it is emptied. If you delete a file by accident, it can be recovered from the trash and moved back to its original location.

Delete a File



Select the file you want to remove.



Click the **Remove** button.

Shortcut: You can also right-click a file and select **Remove** from the menu.

Note: If it's a shared file that you own, those you've shared it with can make a copy. If it's a file you don't own, removing the file from Drive only removes it for you.





Restore a Deleted File



Navigate to Trash.



3

- Select the file you want to restore.
- Click the **Restore from trash** button.

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		Name		Owne 3	Last modified
	Priority		Company Meeting Agendas	me	Dec 9, 2019
, n 19 19	Shared with me		Q1 Company Meeting Agenda 🚢	me	Dec 9, 2019
0	Recent	x	Old Survey Results.xlsx 🚢	me	Oct 18, 2019
☆	Starred	POP	PermissionForm.pdf	me	Nov 7, 2019
Ū	Trash	0	excel-2013moving-and-copying-worksheets	me	Nov 5, 2019
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		t	Vacation Tracker 🚢	me	Oct 31, 2019
		x	Vacation Tracker.xlsx 🚢	me	Oct 31, 2019
			Q1 Meeting 🚢	me	Dec 9, 2019
		_			

Permanently Delete a File

Files can be permanently deleted by deleting them from the trash.



3

Navigate to Trash.

Select the file you want to permanently delete.

Click the Delete forever button.

A confirmation window appears to warn you that this action can't be undone.



Click **Delete forever**.

Note: If you want to delete everything in the trash, click **Trash** at the top of the page and select **Empty trash** from the menu.

	Drive	٩	Search Drive		0	÷	* * * * * * *	Ø
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		Name			Owner		Last mod	lified
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			Q1 Meeting 🚢		me		Dec 9, 20)19
			Copy of Q1 Company Meeting Agenda 🚢		me		Oct 3, 20	19
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🛆 Drive	Q Search Drive	- () \$	
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· · · ·	Name	Owner	Last modified
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Shared with me	Q1 Company Meeting Agenda 🚢	me	Dec 9, 2019
C Recent	Delete forever?	×	Oct 18, 2019
숫 Starred	1 file or folder is about to be permanently delete	ed. Learn more	Nov 7, 2019
Trash	Warning: You can't undo this action.		Nov 5, 2019
Storage	DELETE FOREVER	CANCEL	Oct 31, 2019
6.2 MB of 30 GB used UPGRADE STORAGE	E Vacation Tracker 🚓 4	me	Oct 31, 2019
	Vacation Tracker.xlsx 🚢	me	Oct 31, 2019
	Q1 Meeting 🚢	me	Dec 9, 2019
	Copy of Q1 Company Meeting Agenda 🚢	s me	Oct 3, 2019
	-		

Share Content

One of the most notable benefits of Google Drive is the ability to control what content is shared and who has access to it. You can tell by the sharing indicator to the right of an item's name which folders and files are currently shared.

Share a File or Folder

- 1 Select the file or folder you want to share
 - want to share. Click the <mark>Share</mark> button.

Shortcut: You can also rightclick the file or folder and select **Share** from the menu.

3 Enter the email address(es) for the people you want to share the file or folder with.

Sharing a folder with someone else gives them privileges to organize, add, and edit by default.

Click the Permissions list arrow.

Select a permissions level.

- Can organize, add, & edit: People can open, edit, delete, or move any files within the folder, if they are signed in with a Google account. People can also add files to the folder.
- Can view only: People can see the folder and are able to open all files within the folder.

	Drive	۹	Search Drive	*	() ()	III 🦚
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େ	Priority	Name	ł	2 ne	r	Last modified
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	Classroom		Tracking	me		Nov 15, 2019 m
	Docs		Pictures	me		Sep 5, 2019 me
+	Meeting Documen		Meeting Documents \pm	me		Sep 5, 2019 me
•	Pictures	W	Travel the World.docx 🚢	me		Nov 22, 2019 m
•	Trade Show Docs	₽	Trade Show Materials.zip	me		Sep 5, 2019 me
	Forms Sheets	W	Technology Proposal.docx	me		Nov 7, 2019 me
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By default, people will be notified when they're given access to content.

You can also include a personal message.

(Optional) Type a note.

Click Send.



Get a Sharable Link

When you turn on link sharing, a link is generated for you to share with anyone you want to give access to.

- 1
- Select a file or folder you want a sharing link for.
- 2 Click the Get sharable link button.

The link is automatically copied to your clipboard.

Click the Link sharing toggle.

You can paste the link anywhere you'd like to reach your audience, such as in an email message, chat window, or document.

- Paste the copied link anywhere you want to share it.
- 5 (Optional) Click Sharing settings in the link sharing popup to adjust privileges.

🔥 Drive	Q Search Drive	· ⑦ @	3 🏭 🧑
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E Classroom	Tracking	me	Nov 15, 2019 m
 Docs Files 	Pictures	me	Sep 5, 2019 me
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Trade Show Docs	■ Trade Show Materials.zip	me	Sep 5, 2019 me
Forms Sheets	W Technology Proposal.docx 🚢	me	Nov 7, 2019 me
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Link sharing turned on. Anyone : now view. UPGRADE STORAGE	at CustomGuide with the link can UNDO	× me	Nov 22, 2019 <

Change Access to Content

If you only want content shared for a period of time, you can set a sharing expiration date to make access temporary. You can set an expiration date for any file in Google Drive.

Set Sharing Expiration



2

3

Click the Share button.

Shortcut: You can also rightclick the file or folder and select **Share** from the menu.

Click Advanced.

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New	My Drive > Files -		⊞ (i)
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E Classroom	Tracking	me	Nov 15, 2019 m
 Docs Files 	Pictures	me	Sep 5, 2019 me
Meeting Documen	Meeting Documents 🔺	me	Sep 5, 2019 me
Pictures Tracking	Travel the World.docx	me	Nov 22, 2019 m
Trade Show Docs		me	Sep 5, 2019 me
 Forms Sheets 	W Technology Proposal.docx	me	Nov 7, 2019 me
Slides	X Survey Results.xlsx 🚢	me	Nov 22, 2019 m
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Classroom Share	e with others	Get shareable link	Nov 15, 2019 m
Docs People	3		Sep 5, 2019 me
Meeting Docu	r names or email addresses	1 -	Sep 5, 2019 me
Pictures			Nov 22, 2019 m
Tracking Trade Show [ne	Advanced	Sep 5, 2019 me
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Storage	nst_logo.jpg 🚢	me	Sep 5, 2019 me
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Click the **Permissions** list arrow to the right of the person's name.



4

A clock icon appears to indicate the content is set to expire for this person.

	Drive	Sharing settings	-	III 🦚
+	New	Link to share (allows editing) /document/d/15YVoVzjAyIPogIHijy-bG9OAHLNGK6Vjo94j7px1EAY/edit?usp=sharing		Last modified
\bigcirc	Priority	Who has access		Nov 15, 2019, m
· 🖉	My Drive Classroom	Anyone at CustomGuide who has the link Change		Nov 15, 2019 m
	Docs	Kayla Claypool (you) Is owner kaylaclaypool@customguide.com		Sep 5, 2019 me
• •	Meeting Docu	Gabriela Ochoa gaby@customguide.com		Sep 5, 2019 me
> >	Pictures	Katie Thomas kthomas@customguide.com		Nov 22, 2019 m
+	Trade Show [Invite people: Is owner Enter name or email addresses Can edit		Sep 5, 2019 me
	Forms Sheets	Can comment		Nov 7, 2019 me
> E	Slides	Vover settings Learn more Prevent editors from changing acces Set expiration		Nov 22, 2019 m
	Storage	Done Comment and View access only		Sep 5, 2019 me
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A Drive	Sharing settings	© 🕼
H New	Link to share (allows editing) https://docs.aponle.com/document/d/1SYV/n/2/Av/PontHilv-b/G9/0AHI.N/GK6V/n04/7m	⊞ (i)
Priority	Who has access	Nov 15, 2019 m
My Drive Classroom	Gabriela Ochoa gaby@customguide.com	Nov 15, 2019 m
Docs	Katie Thomas	Sep 5, 2019 me
Meeting Doct	Access expires: 30 days Cancel expiration	Sep 5, 2019 me
Pictures Tracking	Alisha mg √ 30 days	Nov 22, 2019 m
Final Trade Show D	Brian@customgu Custom date X	Sep 5, 2019 me
Forms Sheets	Owner settings Learn more Prevent editors from changing access and adding new people Disable enforts to dewnload upint, and conv for commenters and viewers	Nov 7, 2019 me
> 💼 Slides	You have made changes that you need to save.	Nov 22, 2019 m
Storage	Save changes Cancel	Sep 5, 2019 me
6.2 MB of 30 GB us UPGRADE STORAGE		Nov 22, 2019 <

Remove Access

After a file is shared, you can remove access at any time.



3

Select a file or folder you want to remove access to.

Click the Share button.

Shortcut: You can also rightclick the file or folder and select **Share** from the menu.

Click Advanced.

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Classroom	Tracking	me	Nov 15, 2019 m
Docs Files	Pictures	me	Sep 5, 2019 me
Meeting Documen	Meeting Documents ★	me	Sep 5, 2019 me
Pictures Tracking	Travel the World.docx	me	Nov 22, 2019 m
Trade Show Docs		me	Sep 5, 2019 me
Forms Sheets	V Technology Proposal.docx	me	Nov 7, 2019 me
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Storage	NS1 nst_logo.jpg 🚢	me	Sep 5, 2019 me
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Click the X icon to the right of a person's name.

5 Click Save changes.

The sharing permissions for the user are removed.

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Priority	/document/d/1SYV0V2jAylPogHijy-bG90AHLNGK6Vj094/7px1EAY/edit?usp=sharing Who has access	Last modified
My Drive Glassroom	Anyone at CustomGuide who has the link Change	Nov 15, 2019 m Nov 15, 2019 m
Docs	Kayla Claypool (you) Is owner kaylaclaypool@customguide.com	Sep 5, 2019 me
Hes Meeting Doct	Gabriela Ochoa gaby@customguide.com ✓ ▼ ×	Sep 5, 2019 me
Pictures Tracking	Lithomas O ■ - × 4	Nov 22, 2019 m
Trade Show [Invite people: Enter names or email addresses	Sep 5, 2019 me
Sheets	Owner settings Learn more	Nov 7, 2019 me
Slides	Prevent editors from changing access and adding new people Disable options to download, print, and copy for commenters and viewers	Nov 22, 2019 m
Storage	Done	Sep 5, 2019 me
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Drive	Sharing settings	* ** 🦚
+ New	Link to share (allows editing) https://docs.google.com/document/d/1SYVoVzjAyIPogtHijy-bG9QAHLNGK6Vjo94j7p>	Last modified
Priority	Who has access	New 15, 2010, m
▼ 🙆 My Drive	Kayla Claypool (you) Is owner kaylaclaypool@customguide.com	NOV 15, 2019 m
 Classroo Docs 	m Gabriela Ochoa v - x	Nov 15, 2019 m
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Slides	You have made changes that you need to save.	Nov 22, 2019 m
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Change Owner

You are the owner of every file and folder you create in or upload to Google Drive. As the owner, you can transfer ownership so someone else can manage advanced permissions for the content. Ownership can only be transferred to individuals within your school or organization.



Click the **Share** button.

Shortcut: You can also rightclick the file or folder and select **Share** from the menu.

Click Advanced.

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🛆 Drive	Q Search Drive	• ⑦	® III 🦚
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Classroom	Tracking	me	Nov 15, 2019 m
Docs	Pictures	me	Sep 5, 2019 me
Meeting Documen	Meeting Documents ★	me	Sep 5, 2019 me
Pictures Tracking	Travel the World.docx	me	Nov 22, 2019 m
Trade Show Docs		me	Sep 5, 2019 me
Forms Sheets	V Technology Proposal.docx 🚢	me	Nov 7, 2019 me
Slides	X Survey Results.xlsx 🚢	me	Nov 22, 2019 m
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Click the **Permissions** list arrow to the right of the person's name.

Select Is owner.

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- Click Save changes.
- Click Yes.

The person you selected is now the owner and can manage advanced permissions for this content.

	Drive	Sharing settings	*****
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_		https://docs.google.com/document/d/1SYVoVzjAyIPogtHjjy-bG9QAHLNGK6Vjo94j7p > 0.0000000000000000000000000000000000	Last modified
\bigtriangledown	Priority	Who has access	
-	My Drive	Kayla Claypool (you) Is owner	NOV 15, 2019 m
	Classroom Docs	Gabriela Ochoa 4 ×	Nov 15, 2019 m
-	Files	Alisha Natvig alisha@customguide.com ✓ ×	Sep 5, 2019 me
•	Meeting Doci	Drive Dielde	Sep 5, 2019 me
•	Pictures	brian@customguide.com	Nov 22, 2019 m
Þ	Trade Show [Invite people: Can comment	Sep 5, 2019 me
	Forms Sheets	Enter names or email addresses	Nov 7, 2019 me
	Slides	Owner settings Learn more	Nov 22, 2019 m
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Drive	Sharing settings	æ III 🦚
+ New	Link to share (allows editing) https://docs.google.com/document/d/1SYVoVzJAyIPogIHigy-bG9OAHLNGK6Vjo94j7pd	Last modified
Priority	Who has access	
← 🖾 My Drive	Anyone at CustomGuide who has the link Change	Nov 15, 2019 m
Classroom	Kenda Olemand Kend	Nov 15, 2019 m
Docs	kayla Claypool (You) kaylaclaypool@customguide.com	Sep 5, 2019 me
👻 🛄 Files	Gabriela Ochoa	
Meeting Doce	gaby@customguide.com	Sep 5, 2019 me
Pictures	Alisha Natvig Is owner alisha@customguide.com	Nov 22, 2019 m
Tracking Trade Show [Brian Pickle brian@customguide.com ✓ ✓ ✓	Sep 5, 2019 me
Forms Sheets	Owner settings Learn more Prevent editors from changing access and adding new people	Nov 7, 2019 me
Slides	Disable options to download, print, and copy for commenters and viewers You have made changes that you need to save.	Nov 22, 2019 m
E Storage	Save changes Cancel	Sep 5, 2019 me
6.2 MB of 30 GB us UPGRADE STORAGE		Nov 22, 2019 <

Upload and Download Content

If you want to add content to your Drive that was created outside of Google, such as a Microsoft Office document or an image file, you can upload it.

Files and folders you upload take up space in your Google Drive, even if you upload to a shared folder that is owned by someone else.

Upload a File or Folder

1

3

Select File upload or Folder

Click the New button.

upload.

Shortcut: You can also rightclick in the blank area below the list of files and folders and select an upload option from the menu.

Select the content you want to upload.

Click Open for a file or Upload for a folder.

Shortcut: You can also drag and drop files from your computer to the desired Drive folder to upload them.

The content is added to your Drive and a notification appears with the upload status.





Automatically Convert Uploads

When Microsoft Office documents are uploaded to Google Drive, they aren't automatically converted to Google Drive formats. If you plan to edit the file in a Google application, it will need to be converted to the Google format. If this is something you'll need to do with all of your files, you can adjust your settings to have files automatically convert to Google Drive formats upon upload.

Note: Google Drive settings can only be updated on your computer.

1

4

- Select Settings.
- 3 Click the Convert uploaded files to Google Docs editor format check box.

Click the Settings button.

Click Done.

Note: Depending on the file, it may not look exactly the same as the original. It's a good idea to check converted files for errors before sharing them with others.



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	Convert uploads	Convert uploaded files t	to Google Docs ed	litor format			
	Language	Change language settings					
	Offline	Create, open and edit yo on this device while off Not recommended on put	our recent Google ine olic or shared comp	Docs, Sheet uters. Learn r	s, and S more	Slides file	es
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Download a File or Folder

If you want a separate copy of a file to save locally on your computer, just download it.



Select the file or folder you want to download.

Click the More actions button.

Select Download.

Shortcut: You can also right-click a file or folder and select **Download** from the menu.

A copy of the file is downloaded to your computer. Google files are converted to corresponding Office file types, e.g. Google Docs files are converted to Microsoft Word files. If multiple files were selected, they're downloaded in a zip folder.



Manage File Versions

When you have a number of people collaborating on files, it can be helpful to view the activity history and know how to work with versions.

View the History of a File or Folder

If you want to see the history of a file or folder, you can view its Activity log.

- 1
- Select the file or folder you want to view the history of.
- Click the View details button.

The Details tab opens, where you see a preview of the file as well as some useful data, including file size, owner, and creation date.

3 Click the Activity tab.

Here, you see a running log of the file's history, including what the change was and who made the change. This can be very useful when auditing the content for notable updates.





Upload a New Version

Imagine you're working on an Excel spreadsheet with a few other people. You send out a link to your teammates, but after a few days realize you need to make a change to the file. If you simply update the spreadsheet and re-upload it to Google Drive, the link you sent to your teammates now directs them to the wrong file.

For files that aren't Google files (Microsoft Office files, images, etc.), Drive allows you to replace an older version of a file with a new upload, all while retaining its link.

- Select the file you want to replace with a new version.
- 2 Click the More actions button.
 - Select Manage versions.

Shortcut: You can also rightclick the file and select **Manage versions** from the menu.

Click Upload New Version.

4







Select the new file.

Click Open.

Note: New versions of a file can have a different file name or even file type than the previous version.

The file is replaced with new version. If this file was owned by someone else originally, they will still be the owner of the file you uploaded.



Download or Delete a Previous Version

Previous versions of a file are stored for a period of time. If you want, you can download or permanently remove a previous version.

- 1
- Select the file you want to manage a previous version of.
- Click the More actions button.
- Select Manage versions.

Shortcut: You can also rightclick the file and select **Manage versions** from the menu.

Note: Previous versions of Google Drive files don't take up space in your Drive account, but the previous versions of non-Google files do consume storage space.

Click the **More actions** button next to the version you want to manage.

Select Download or Delete.

Note: Google will automatically merge file revisions together over time. If you don't ever want a version to be deleted, select **Keep forever** from this menu.





Sync with Your Computer

When you want the files stored in your Google Drive to be accessible from your computer, you can install the Drive File Stream application.

Drive File Stream syncs content directly from the cloud to your PC or Mac. The files remain stored in the cloud, so any changes made by you or other collaborators are automatically updated everywhere. If you will be working offline, you can selectively make files accessible offline. Once you reconnect, the files sync back to the cloud and update to the most recent version for all collaborators.

Install Drive File Stream

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Click the Settings button.

If you're using a Google Account for work or school, a Get File Stream option is listed. Google Accounts for individuals will have a Get Backup and Sync option instead. The applications are similar, but optimized for organizational or personal use.

Select Get Drive File Stream.

A new browser tab opens with more information about File Stream.

- Expand the Download & install Drive File Stream section.
 - Click a **Download** button.





Open Drive File Stream



Click the **Drive File Stream** icon on the taskbar.

Here, you can see the sync status, recent activity, and notifications.

Click the folder button.

2

Navigate to the Drive folder you wish to access.

You'll see all the same files that are stored in your Google Drive. You can add, organize, and open Drive content, including Microsoft Office files, directly from here. The cloud icon on folders and files means that they are synced to Drive. Any changes in File Stream will automatically update in Drive and any changes in Drive will automatically update in File Stream.





Make Content Available Offline

By default, Drive File Stream doesn't store a copy of your files locally on your computer; it's all stored in the cloud. However, if you will be without the internet, you can make content available offline.

3

- want to make available offline.
 - Select Drive File Stream.
 - Select Available offline.

A green checkmark replaces the cloud icon to indicate it's available offline. Once you are connected to the internet again, the content will automatically sync to the cloud, so the latest version is available on Google Drive from a browser.



Pause or Resume Syncing

If you want to stop content from automatically syncing between your Google Drive cloud and Drive File Stream, you can pause syncing.



Manage Notifications

If you want to be alerted to changes made to items in your Drive, you can update your browser and email notifications.

Adjust Notifications

- 1
- Click the **Settings** button.
- 2 Se
- Select Settings.
 - Click the Notifications tab.

By default, email notifications are enabled, but you can uncheck the box to turn them off if you'd prefer not to get them. If you're using Google Chrome, you can also set up browser notifications.

Modify the notification settings.

Here, you can fine-tune what you'd like to be notified about. It's a good idea to only allow the most important notifications since they can become distracting if they're too frequent.



Click Done.

Now you'll start getting notifications related to the selected options.





View Drive File Stream Notifications

You can view desktop notifications to see important changes that have been made to your files.



2

Click the **Drive File Stream** icon on the taskbar.

Click Notifications.

Here, you'll see the recent notifications pertaining to your File Stream content.





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