Connect With Google Drive

The purpose of this document is to assist the user in accessing the WOW file system, located on Google drive. With access, to the WOW file system, the user can read, create and modify files. However, the user must be granted access to the folders and files. Currently, the only members that have access to the google drive are board members and committee chairs.

This connection technique is referred to as being in the cloud. The advantage is that members with access can collaborate with other members without requiring local files and sharing them via email. There are three ways to access the WOW folders and files. The first method is for members that do not have a gmail account. For those with a gmail account, the second method is most appropriate. The third method utilizes an app on the users computer. The third option is not recommended unless the application is already on the computer. These methods are defined below.

Web Link Access

This is for members that do not have a google account. Using this technique, the user simply bookmarks the link that is sent to them when they are allowed access. Simply click on the link and you will be at the appropriate folder or file. This method is best served for those that might have an occasional need to access the WOW information.

Google Web Drive Access

If you have a google account, this method is recommended for accessing WOW documents. This technique provides access while not having to save the link discussed in the previous segment. Another advantage is that users can easily create new documents, using this method. This probably will be the most popular access method. You will not have to store anything on your computer.

To use this method, the user simply goes to the web site https://drive.google.com. A window similar to **Figure 1** will be displayed. Make sure that you are logged into the correct account by reviewing the login in the upper right of the window. If you do not see the file or folder that you are expecting it may be in the 'Shared with me' folder. **Figure 2** is a graphical representation of that case. Notice the two links circled in red.
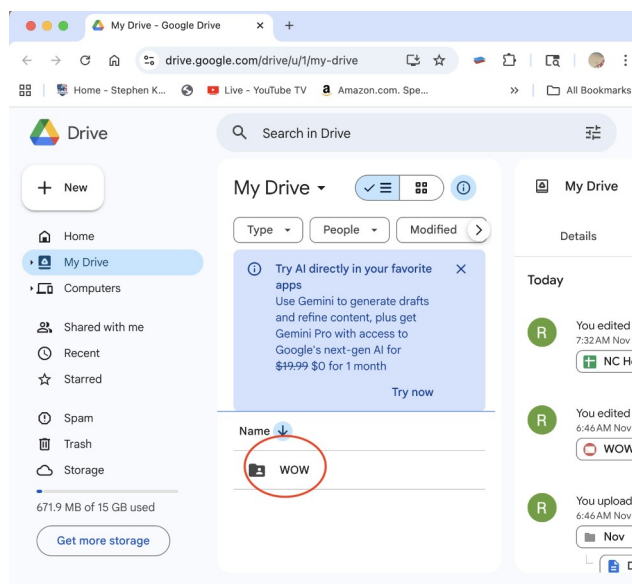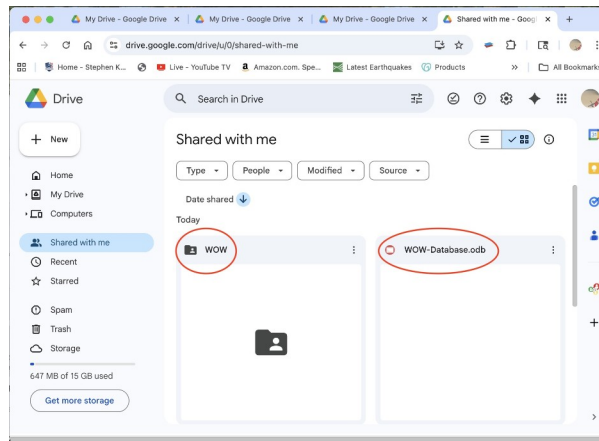

Figure 1

Figure 2

In either case, the base folder or file is displayed. This may not be 'WOW'. It will depend on the link that you were given access. If it is a folder you may advance to the subfolders like you do with your computer's file browser. If it is a file, you may access the file by double clicking on the name.

Google Drive App

Google provides an app that can be downloaded to your computer. This application performs in much the same way as the web application. This is best used as a search tool. However, it is more work to create files then the web application. Use of the computer app is discouraged unless you really want it on your computer.

Creating Files

Once the user is at the desired folder, they can right click in the open area and see a window similar to **Figure 3**.
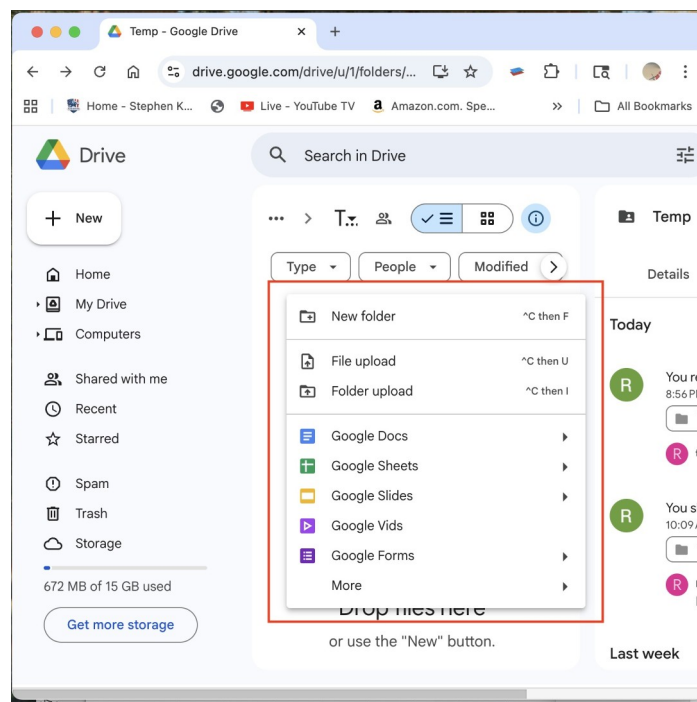

Figure 3

Another option is for the user to click on the 'New' button. This will cause a window similar to **Figure 4** to be displayed.
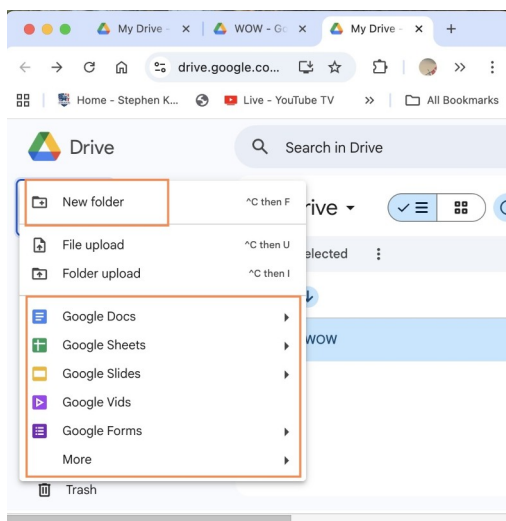

Figure 4

In both cases, the common options are highlighted with red boxes. The user may create a new folder or file. Most commonly, the user would create a file selected from one of the items in the lower box. At this point the user selects the type of file to be created.

It should be noted that the user can only create files in folders that they are authorized to modify. To accomplish this the user must have 'Editor privileges'. If you believe that you should have access privileges to view or modify an item, you need to contact the administrator.

Also, the user should not delete any files that they did not create. It is up to the author to decide if the files should be there. In some cases, the user may modify another user's document. This would hopefully be accomplished with the approval of the author.

Gdoc file

This most common file that a user will create is probably a text file, which is referred to as a gdoc. The user clicks on the 'Google Docs' label in the two previous figures highlighted in red. A side window will be displayed.   In this case select the 'Blank document' option. A window similar to **Figure 5** will be displayed. Simply click on the 'Create and share' button.
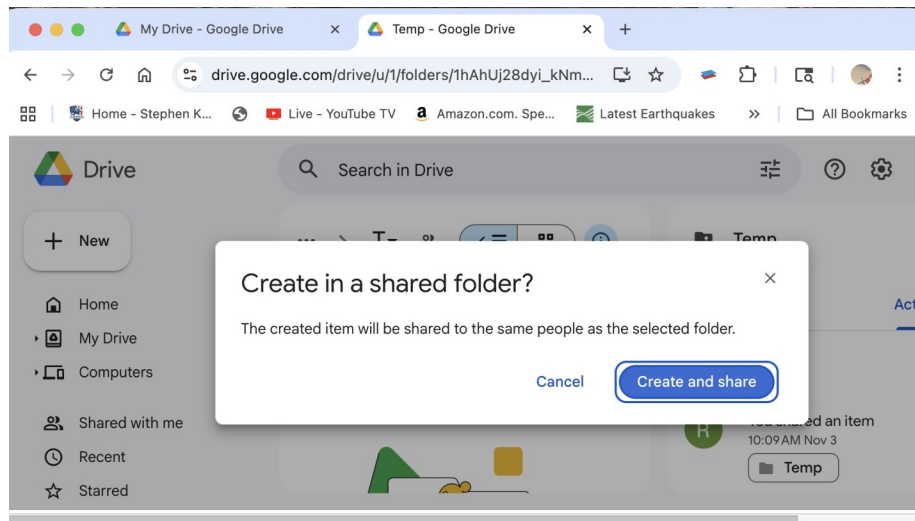
Figure 5

This will cause a new file to be created in the folder where you are located. A window similar to **Figure 6** will be displayed.
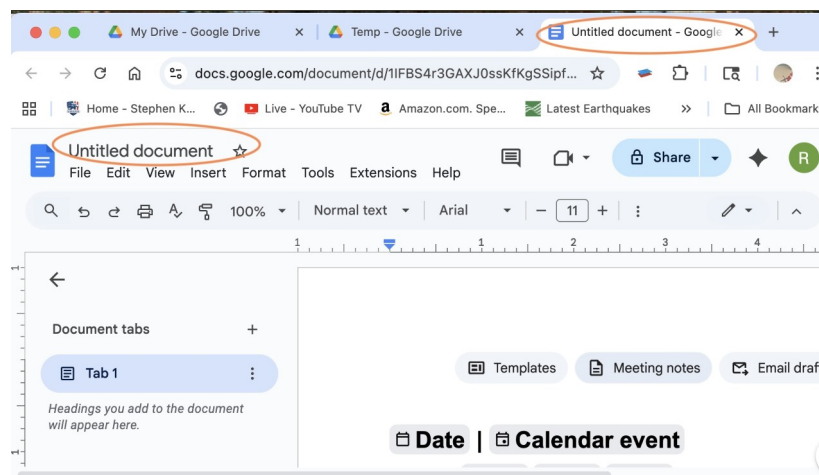

Figure 6

The user should observe two things. First, the file is web based which means that it will be on your web browser. Second, the name of the file and page is called 'Untitled Document'. The first order of business is to enter a suitable file name in the area encircled in the lower oval. Next the user moves to the text area and enters the information. Once the information is added, the user simply closes the tab containing the file. This is identified by the upper oval in **Figure 6**. You have successfully created a gdoc file.

Providing Access to Google Drive

This section is for the member that controls member access to the WOW resources.

When the administrator of the WOW files, needs to connect a user, he or she will go to the web address: https://drive.google.com. a screen similar to **Figure 1** will be displayed. Depending on what

folder is being shared, the user may elect to allow the new user to view all of the WOW files and folders. If the WOW folder is not the folder to be shared the user goes to the proper folder or file

Once the user is at the folder to be shared, they right click on the folder icon. In **Figure 1**, the icon might be "WOW". Right clicking on the "WOW" label will cause a new window to be displayed as shown in Figure 7.
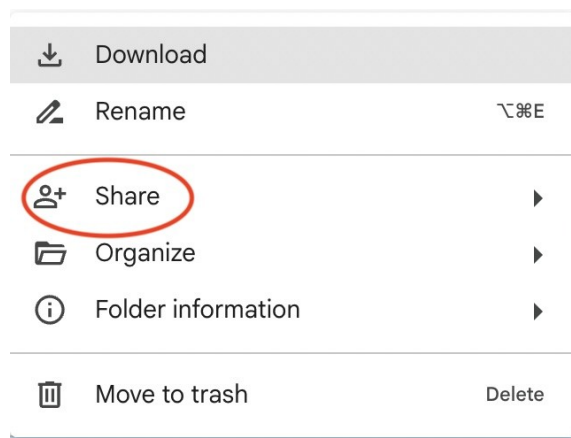

Figure 7

Note that the "Share" label is highlighted with a red circle. The user should click on this label. This action will cause the current window to disappear and a new window to be displayed as shown in Figure 8.
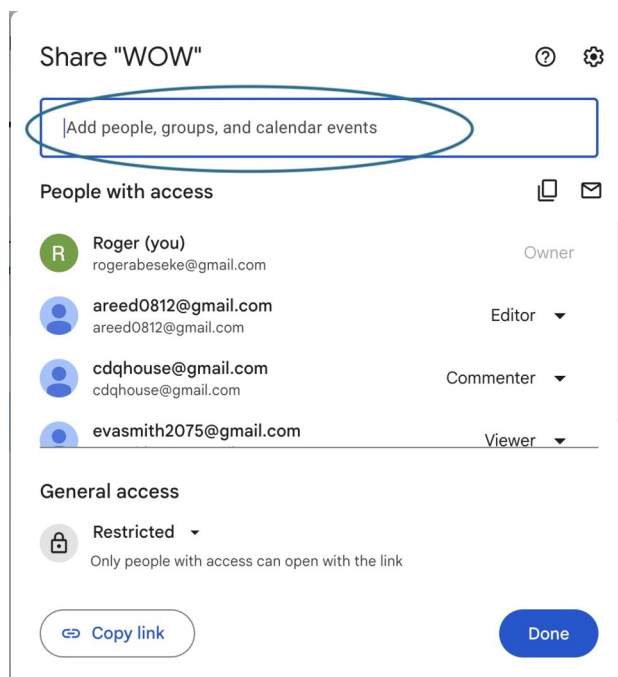

Figure 8

At this point, the user types in the client's email address, if it is a google email. Another window will be displayed similar to Figure 9. Three things are important in this Figure. First the user should determine what level of access to give the client. This is highlighted with the red oval. The green oval

should contain the email address of the client that is being given access. Last but not least, the user should enter text to let the client that they are being given access. Finally, click on the "Send" button.
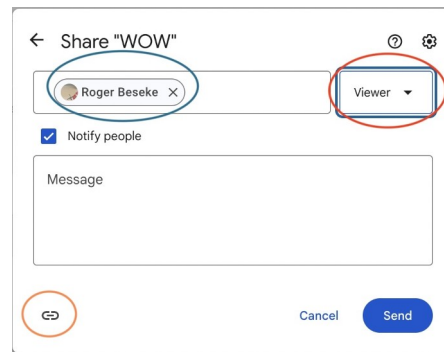

Figure 9

If it is a gmail account, the message area is filled in with the appropriate verbiage. The user then clicks on the "Send" button.

If the user doesn't have a google account, a different notification mechanism is used. The link in the lower left of the window in Figure 9, circled in orange, needs to be clicked. This action saves a link to the clipboard with the web access path. The user then clicks on the'Cancel' button. The link that was placed in the clipboard is pasted in a seperate email addressed to the person being added.

After the administrator sends the email, the client with a google account will receive the email message similar to Figure 10.
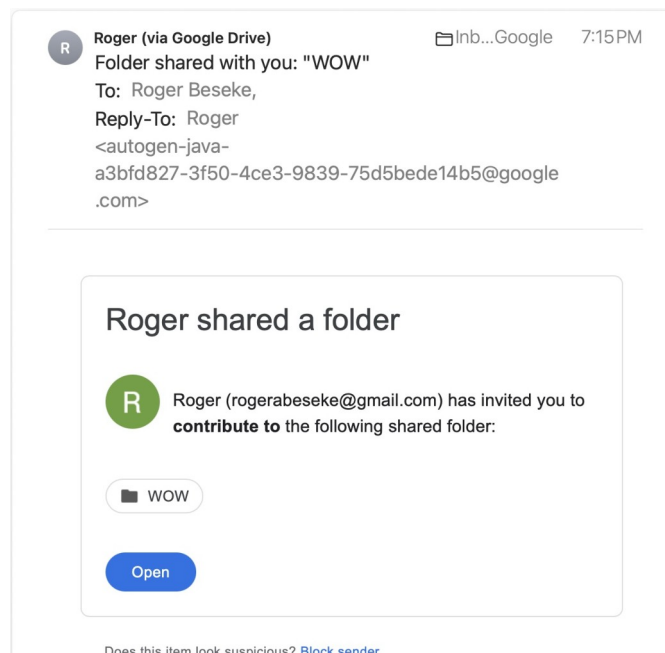

Figure 10

The client should click on the "Open" button in the email.

If a client does not have a google account, they should receive an email from the administrator with the link. The user simply saves the link and/or clicks on the link to access the google drive.

Help Tutorials

https://www.youtube.com/watch?v=GTBXtYLKEeE

https://www.youtube.com/watch?v=iImiO36aFAQ

There are all kinds of help on using the files that you may create. Just do a search of your question.

Table of Contents