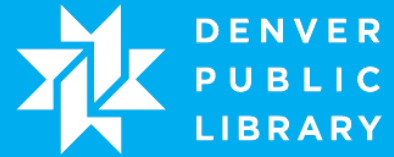


Computer Basics: Google Drive



Navigate Your Homepage

A screenshot of the Google Drive homepage. A blue callout bubble points to the "NEW" button, saying "Create new files." Another blue callout bubble points to the Apps Tray icon in the top right corner, saying "Access your Drive from the Apps Tray in Gmail." A third blue callout bubble points to the main content area of the Drive, saying "Your Drive - where all your files are displayed." On the right side, there is a grid of application icons including +Squee, Search, YouTube, Maps, Play, News, Gmail, Drive, and Calendar.

Create new files.

Access your Drive from the Apps Tray in Gmail.

Your Drive - where all your files are displayed.

What are these icons?



Google Docs: Write a letter, resume, or other document.



Google Sheets: Create a table to organize information and perform calculations.



Google Slides: Create a presentation to display on a large screen while you are giving a talk.

Vocabulary

Upload: Copy a document or file from your computer or flash drive to the internet.

Download: Copy a document from the internet to your computer or flash drive.

Share: Allow other users to see (and potentially edit) files you have in your account.

Navigate a Document

Double click to change the title of your document.

Share documents.

Use tabs at the top of the screen to get back to your Google Drive.

Delete Unneeded Files

File Edit View Insert Format Tools Table Add-ons Help Last edit was

100% Normal text Verdana 11 B

As many people have noticed, the S: Drive can sometimes be a little cluttered. This leads to many people having issues finding the files they need when they need them.

This is a guide for staff to delete unneeded/unused files.

First, back up all of your files onto a flashdrive or an external harddrive. Most locations have fewer than 4 GB of files saved to their folder in the S: drive, so a relatively small flashdrive would suffice.

1. Create a new folder on root level of your staff drive.
 - a. Right click in white space
 - b. Click on New
 - c. Click on Folder
2. Name that folder "Backed Up"
3. As you use any file in the Backed Up folder, move it to the root level of your staff drive.
4. Give your team 3 - 4 months to move files over.
 - a. Use this time to create a file structure that makes sense to your team.
 - b. If documents logically fit in two places, create a shortcut link instead of two separate copies of the document.
5. Delete the Backed Up folder.

Other things to know about Google Drive

Drive is an app that is provided with your Google account.

You can share a doc with a non-gmail address, but the person can only view it, not edit it or comment.

Google Drive also has spreadsheets, forms, presentations and drawings. Check them out under the Create button in your Google Drive homepage.

Suggestions for how to use Google Drive

Create and store your **resume**

Create a **contacts list**

Backup **photos** from your phone

Share your **poetry** with friends

Maintain a **budget**

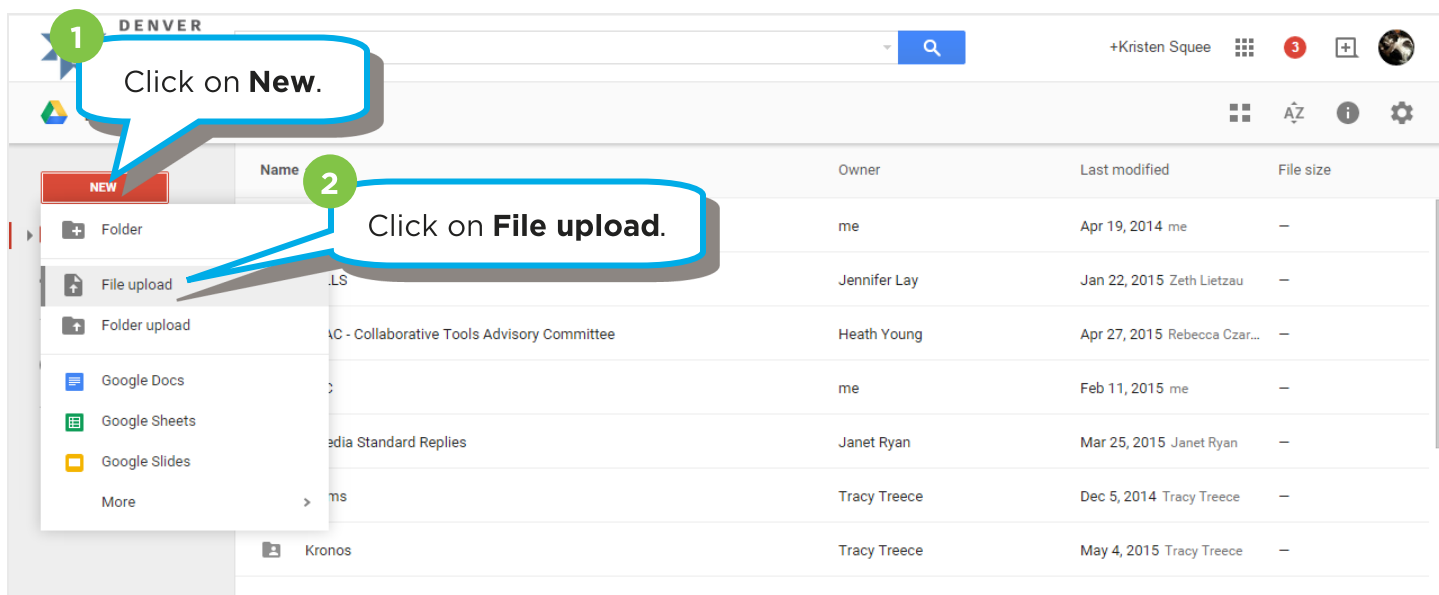
Backup **important documents** and files

Share **travel plans** and documents

Do your **homework**

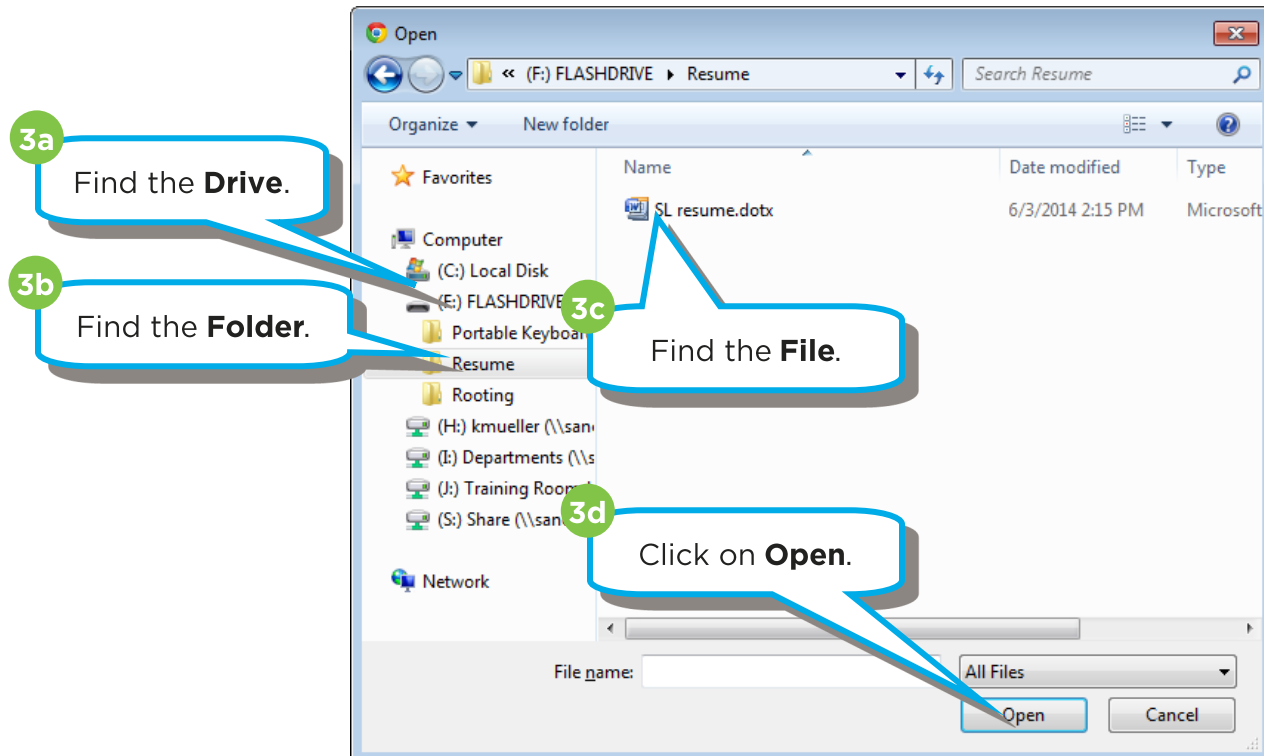
Upload a File

Uploading files to the internet means that you are making a copy of a file, like your resume, and putting it on the internet. You can also upload files to Google Drive to use it like an online flash drive. This allows you to access your files from any computer that has an internet connection!



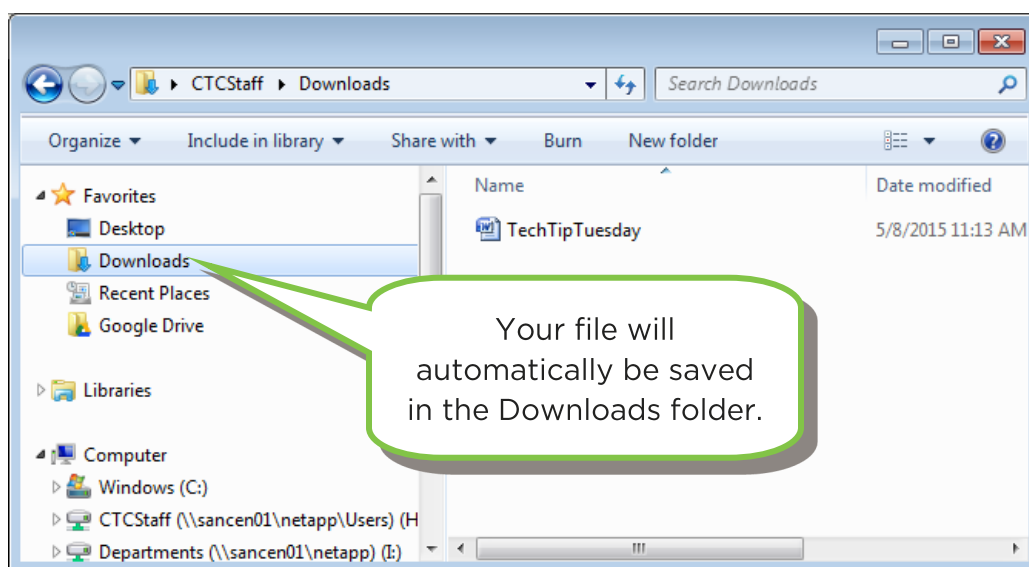
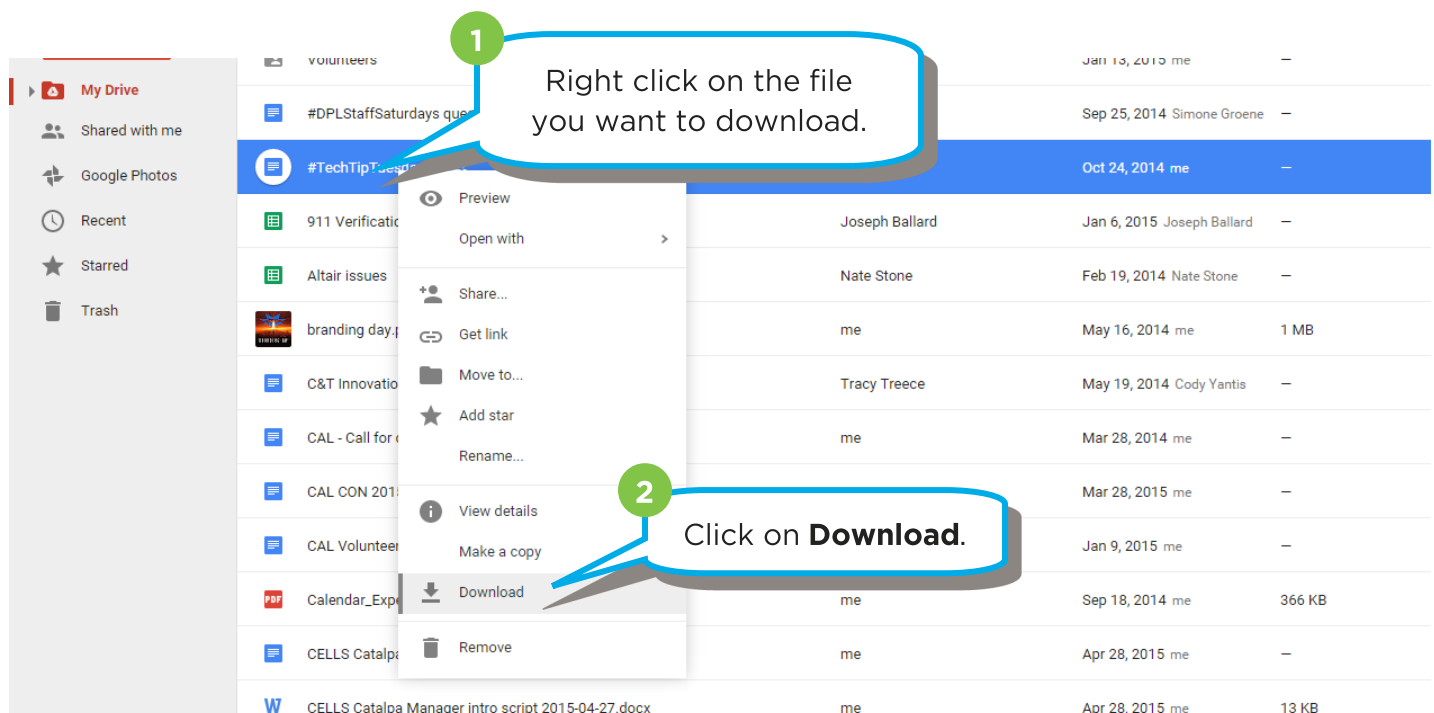
3 Find where your file is saved:

Does this look familiar? It should! It's the same process as saving or opening a file from your flash drive!



Downloading

Sometimes it's necessary to use a file saved on Google Drive in another software or webpage. Downloading saves a copy of a file from your Drive to your computer. Once it's saved to your computer, you can upload or change the file as needed.



WHERE TO GET MORE HELP:

The CTC: come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, come to more classes, or attend one of our open labs to answer your questions.

Google Drive Support Center: <http://support.google.com/drive>