

Introduction to Google Drive

What is Google Drive?

Google Drive is a cloud computing service provided by Google which enables user cloud storage, file sharing and collaborative editing. Google Drive is the home of Google Docs, an office suite of applications somewhat similar to the Microsoft and OpenOffice office suites. Google Docs allows you to perform traditional computing functions, such as creating text documents, in the cloud. In addition to convenience, Google Drive can save you money on software.

What is Cloud Computing?

With conventional computing you are tied to your desktop or laptop computer. Files and applications are stored on your computer's hard drive or external storage devices, such as a flashdrive or external hard drive. With cloud computing you only need an internet connection to access your information because your files and applications are stored remotely or "in the cloud."

Cloud computing has existed to an extent for years. Anyone who has used Hotmail or Yahoo or any number of other online email services has been in the cloud. Hotmail and Yahoo store your emails on their servers, not on your computer.

Security and Convenience

Google runs approximately one million servers in dozens of locations around the world. This makes it unlikely that your data will permanently disappear. However, it is possible that you may not have access to your documents when you need them due to a problem with a particular cloud website or an internet connection.

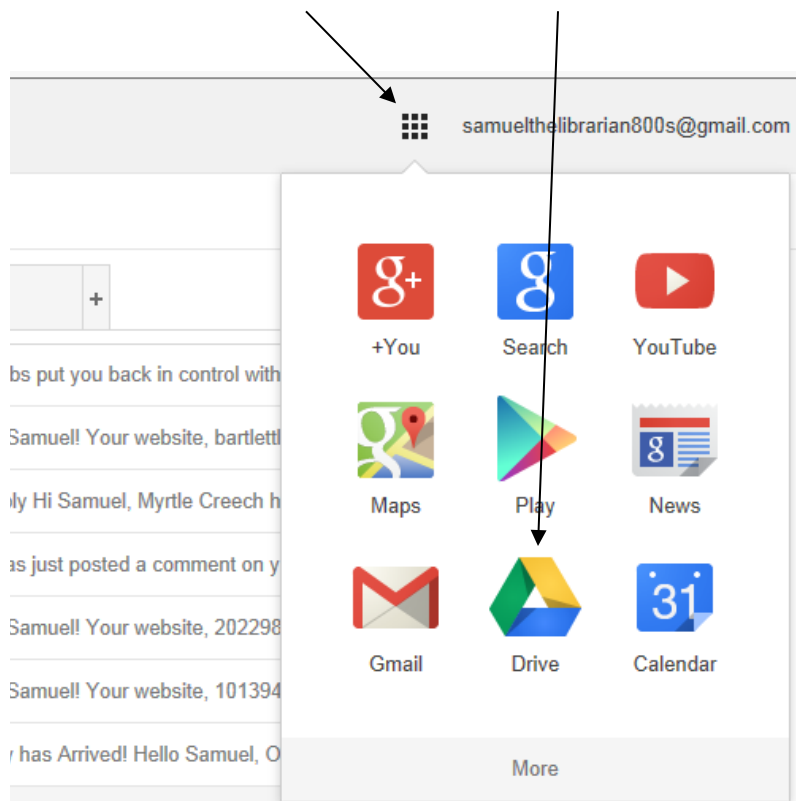
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Google Drive

Google Drive works in a similar manner to Microsoft Office but everything is stored in the cloud on your Google account. Google Drive gives you 15 gigabytes of memory.

Accessing Google Drive

- If you have a Gmail account, then you have access to Google Drive.
1. Log in to your Gmail account.
 2. Click on the apps symbol and choose **Drive**.



If you need to set up an account, follow these steps:

1. Type **www.google.com** in your web browser.
2. In the upper right corner of the screen click on sign in.
3. On the next screen, click on **sign up** in the upper right hand corner.
4. Fill in the information Google requires for setting up an account.

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more than just Search.

Talk, chat, share, schedule, store, organize, collaborate, discover, and create. Use Google products from Gmail to Google+ to YouTube, view your search history, all with one username and password, all backed up all the time and easy to find at (you guessed it) Google.com.



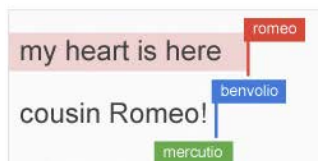
Take it all with you.

A Google Account lets you access all your stuff — Gmail, photos, and more — from any device. Search by taking pictures, or by voice. Get free turn-by-turn navigation, upload your pictures automatically, and even buy things with your phone using Google Wallet.



Share a little. Or share a lot.

Share selectively with friends, family (maybe even your boss) on Google+. Start a video call with friends, send a message to a group all at once, or just follow posts from people who fascinate you. Your call.



Work in the future.

Get a jump on the next era of doing, well, everything. Watch as colleagues or partners drop in a photo, update a spreadsheet, or improve a paragraph, in real-time, from 1 000 miles away. Google Docs is free with

Name
First Last

Choose your username
 @gmail.com
[I prefer to use my current email address](#)

Create a password

Confirm your password


Birthday
Month Day Year

Gender
I am...

Mobile phone

Your current email address

Prove you're not a robot
 Skip this verification (phone verification may be required)

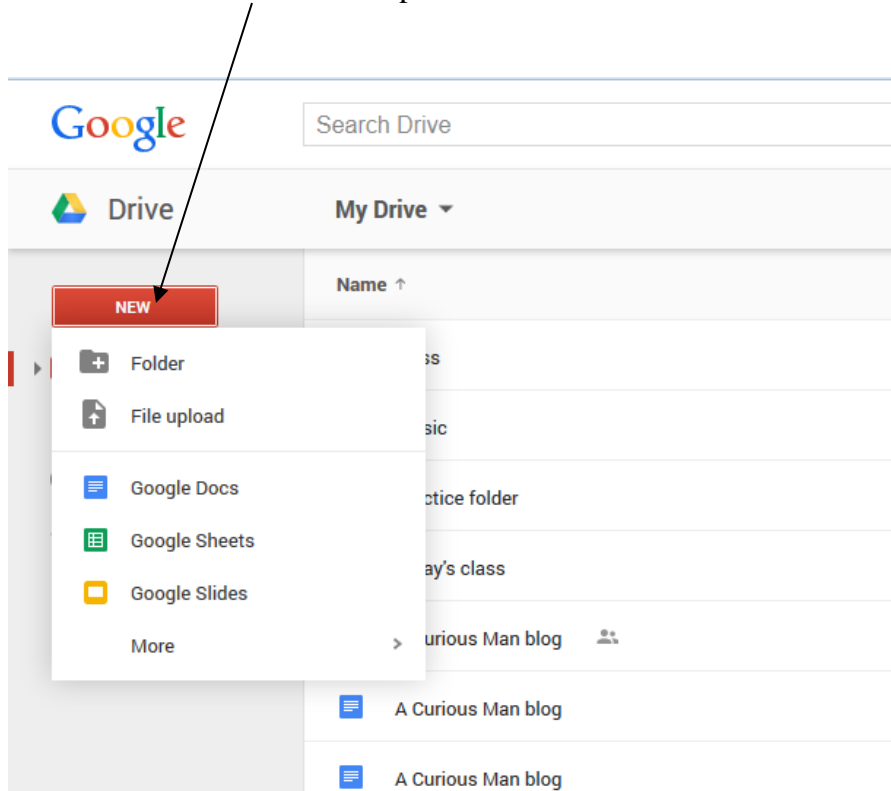

Type the text:

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Using Google Drive

Once you have accessed Google Drive, it is easy to create a document.

1. Click on **NEW** to see options.

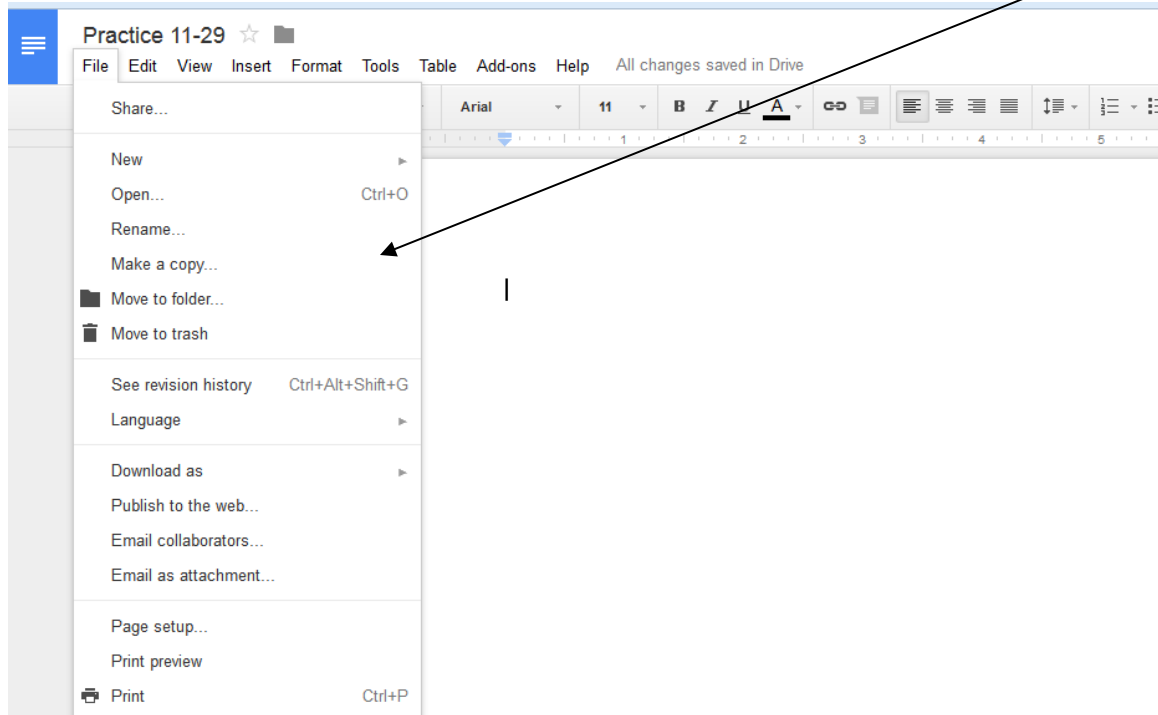


2. You can create a **Folder** for organizing your files, **File upload** (to upload a file—we will get to this shortly), **Google Docs** (text document similar to Microsoft Word), **Google Sheets** (similar to Microsoft Excel), and **Google Slides** (similar to Microsoft PowerPoint).

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Google Docs

1. Select **Google Docs** from the **NEW** pop-up window.
2. A blank document will appear. Click where it says **Untitled document** in the top left corner of the page to rename your document.
3. Document editing is similar to versions of Microsoft Word that used drop-down menus.

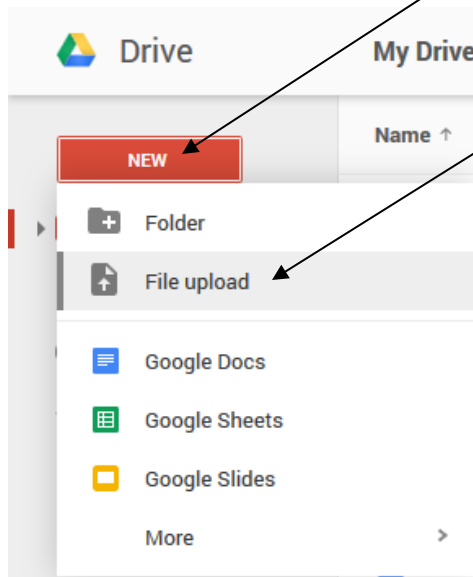


4. You work on your document in the white rectangle.
5. Google Drive automatically saves your changes as you work.

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File upload

1. To **Upload** a file click on **NEW** then click on **File upload**.

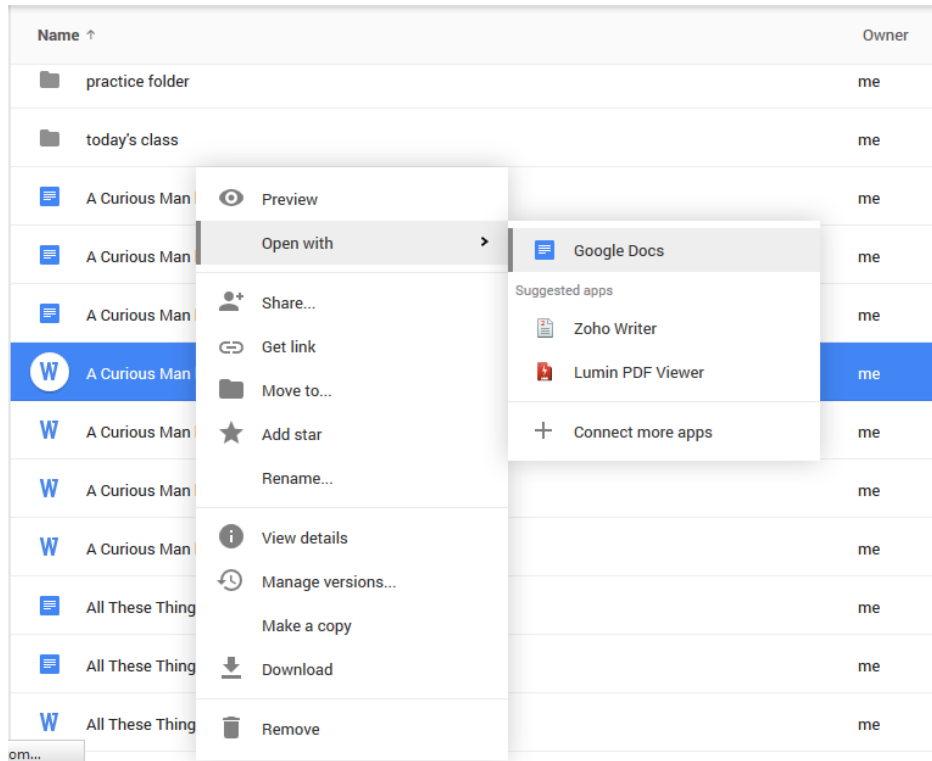


2. You will then access the hard drive on your computer to select and upload a file.
3. Once uploaded, the file will appear along with the rest of your **Google Drive** items.
 - o You can upload the same file more than once and tell when different versions were uploaded by the date or time.

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File Options

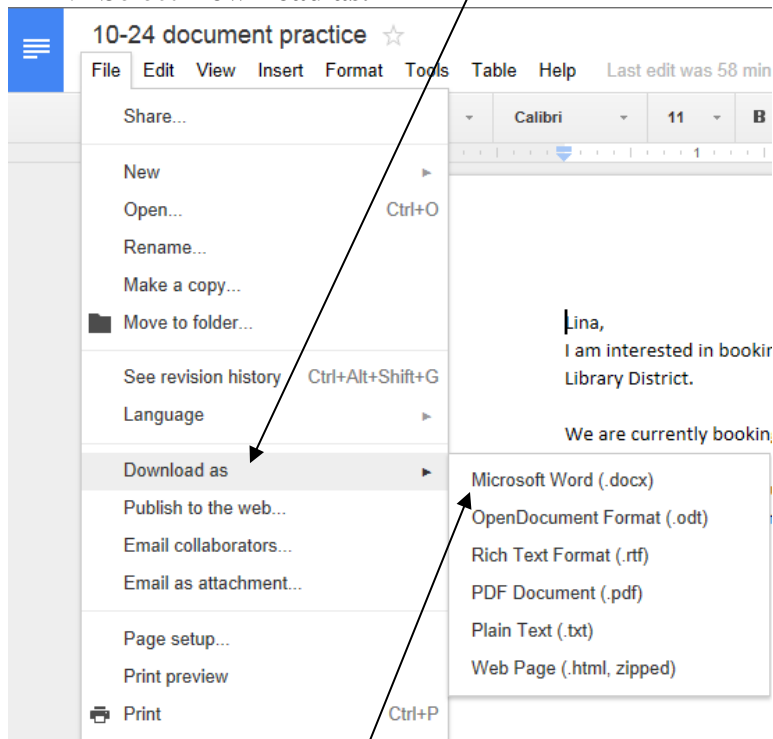
1. You can **right click** on a file when you are in Google Drive to see options.



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Downloading a Document

1. Click on **File** to access the dropdown menu.
2. Select **Download as**.

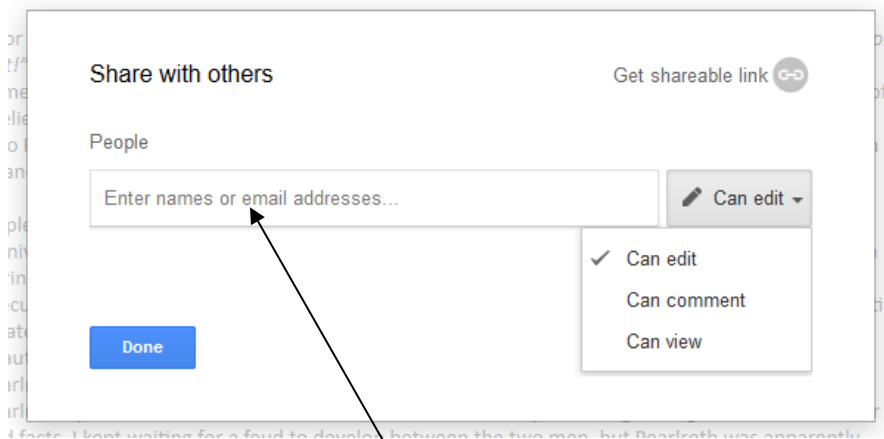
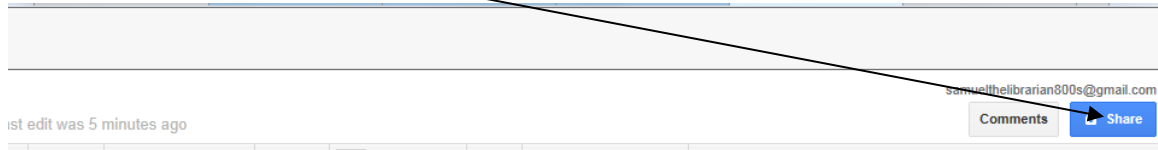


3. Choose the file format you would like the selected file downloaded in.

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Sharing a Document

1. Click on the **Share** button on the top right of the window.

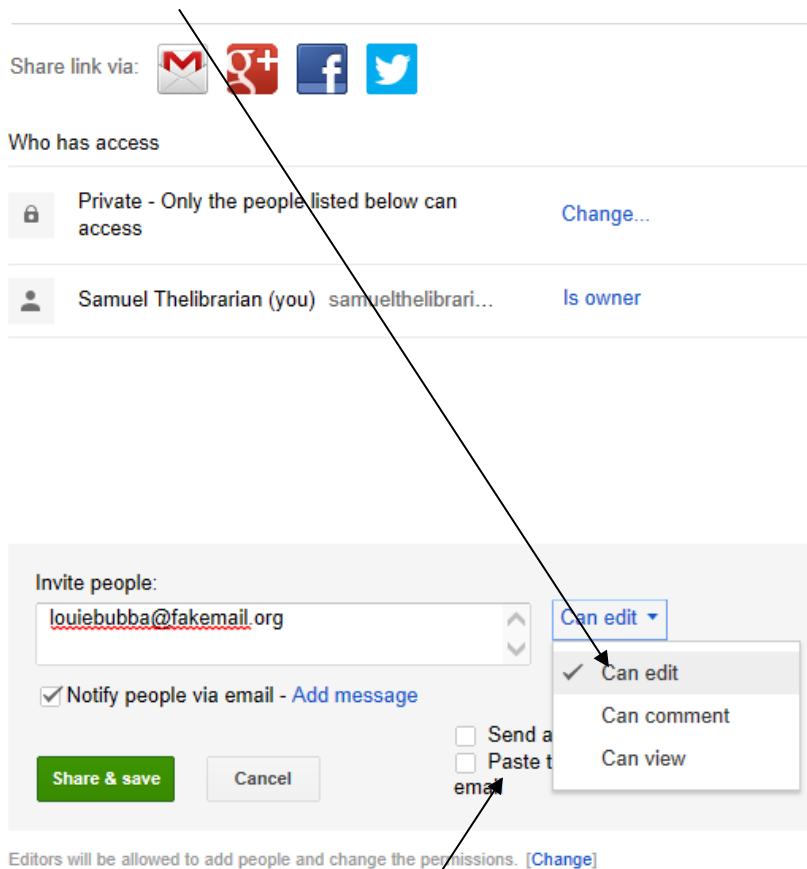


2. Enter in the email addresses you would like to send the document to.
3. Choose whether the recipients of your document
 - Can edit
 - Can comment
 - Can view
2. Click **Done**

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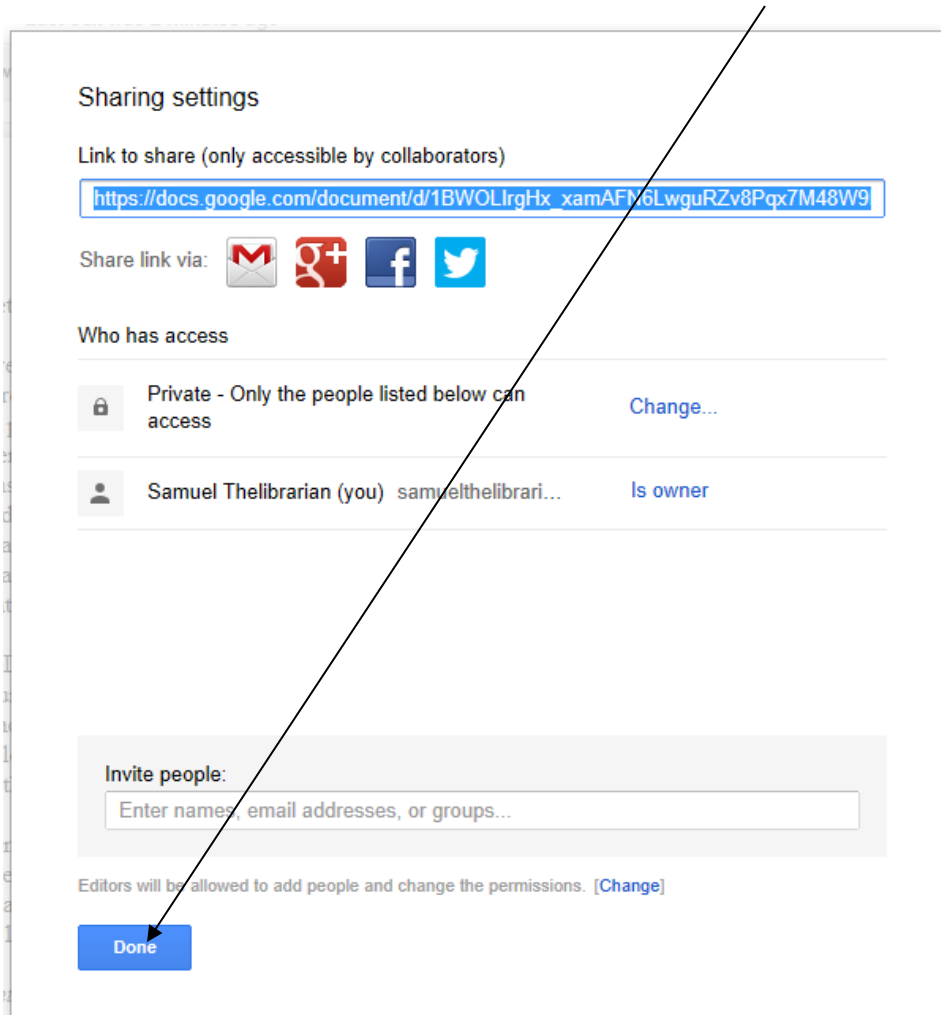
Advanced Sharing

1. You can access more sharing options by clicking on **Advanced**.
2. You can modify your sharing settings.
 - a. Public on the web. Anyone on the internet can find and access. No sign-in required.
 - b. Anyone with the link. Anyone who has the link can access. No sign-in required.
 - c. Private. Only people explicitly granted permission can access. Sign-in required.
3. As with the basic sharing features, put in the email addresses you would like your items sent to.
 - d. You will then have options for whether those receiving your document can edit, comment, or view the document.



4. You can also paste the item itself into the email. This will paste the document into the body of the email. Be aware that the text will appear in the document but your formatting will be lost.
5. Once you have made all your decisions on visibility and editing, click **Done**.

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Rename versus Make a copy . . .

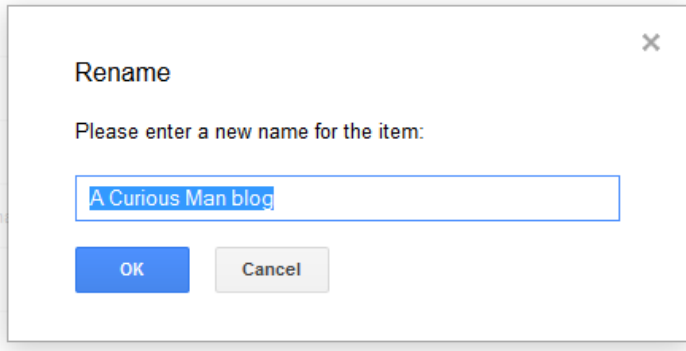
If you would like to save a draft of a document before you start revising it for a newer draft, the process is a little different than saving multiple versions of a document in Microsoft Word.

Rename

1. Right click on the Google Doc you would like to rename.
2. Left click on Rename.
3. Type in the new name for your document.

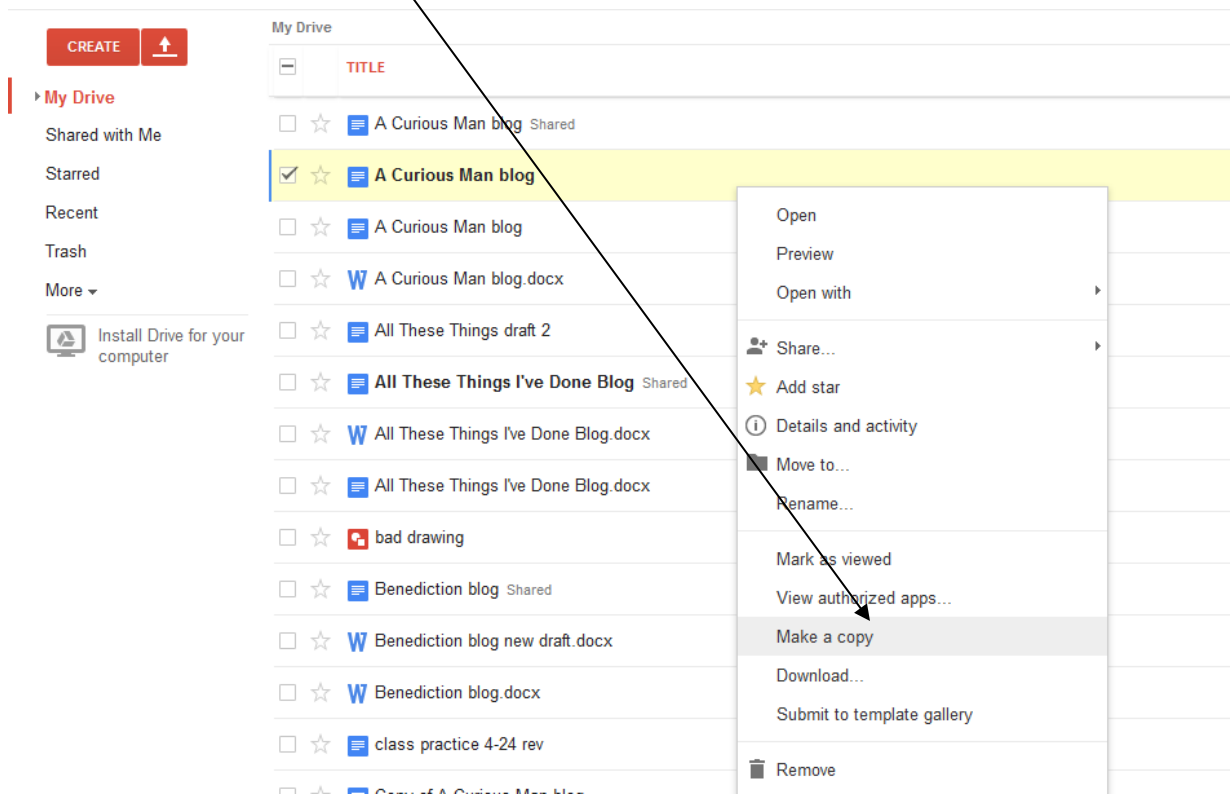
Rename gives your document a new name and **does not** keep a document under the old name.

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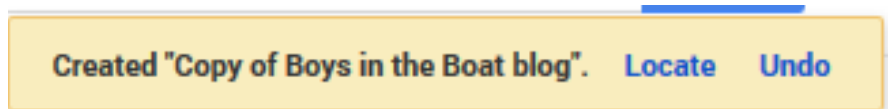


Make a copy . . .

1. Right click on the Google Doc you would like to copy.
2. Left click on "Make a copy"



3. Toward the top of the screen you will see the following message.



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- In your list of “My Drive” items you will see the document listed as “Copy of A Curious Man blog.” At this point you can rename it as “A Curious Man first draft” or whatever you would like to call it.