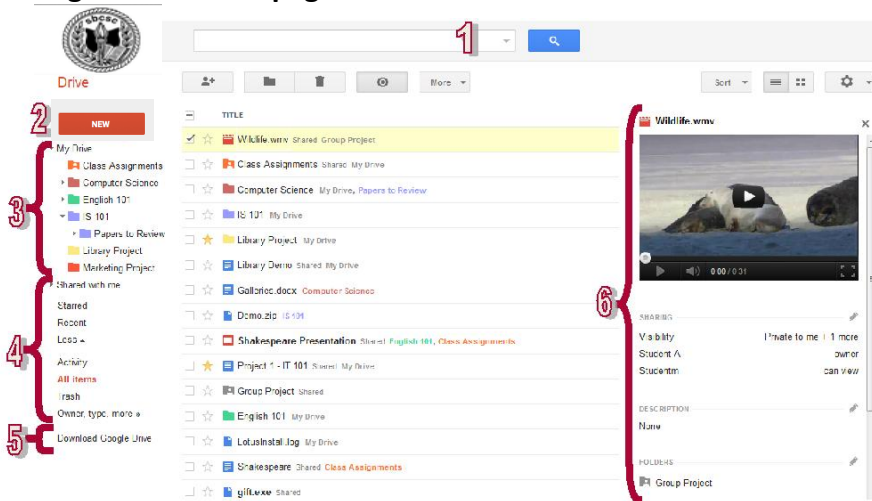


Google Drive Homepage Overview



1. **Search Drive:** Enter your search text and click on the **Search** icon to find your files. Select the folder first if you would like to search within a specific folder.
2. **New & Upload:** Click **New** and choose from the list of documents, presentations, etc. that you can create or upload using Google Drive.
3. **My Drive:** The section of Google Drive on the web that syncs to your computer. Any time you modify a file or folder in *My Drive*, these changes will be mirrored in the local version of your Google Drive folder.
4. **Navigation Panel:** Links to your starred items and trash. *Shared with me* lets you view files, folders, and Google Docs that others have shared with you.
5. **Download Google Drive (under settings in new drive):** Download and install the Google Drive Client for your Mac/PC to sync files from your computer to Google Drive on the web. (won't work on SBSCS computers)
6. **Details Pane:** Here you can see a preview of the selected file, the time of your last view, when it was last modified, and by whom. You can also view and update the file's sharing settings and organize it into folders. (right click (i) view details-or (i) on top menu top open pane)

Upload Files and Folders into Google Drive

You can upload and convert the following file types into Google Drive for online editing and sharing.

- **Documents:** Microsoft Word, OpenOffice, StarOffice, RTF (.rtf), HTML, or plain text (.txt).
- **Presentations:** Microsoft PowerPoint.
- **Spreadsheets:** Microsoft Excel spreadsheets, Comma-Separated-Value files (.csv), or plain text files (.txt).

To Upload Files:

1. From your Google Drive homepage, click the **New** button choose file upload select **Files** 2. Select one or more files to upload and click **Open**. —or you can drag and drop!
3. If you wish to convert your files (or not) into Google Docs format so that you can edit them online, make sure to check Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format-settings gear-setting-check/uncheck converted uploaded files

To Upload Folders: (Use Google Chrome for entire folders)

1. From your Google Drive homepage-drag and drop is easiest-or **New** button, Folder upload

AutoSave

Files edited in Google Drive are automatically saved every time changes are made. You can see when your document was last saved by looking at the save status at the upper right corner of the screen.

Last edit was made 13 minutes ago by studenta

Revision History

Every time Google Drive saves a document, presentation, or spreadsheet, a revision history is kept so that you can revert to an earlier version. To revert a document, presentation, or spreadsheet to an earlier version, do the following:

1. Open your document, click **File** and select **See revision history**.
2. A revisions list is displayed on the right. Changes are color-coded for each collaborator.
3. Locate the version you'd like to revert to and click **Restore this revision**. Now when you or your collaborators open it, they will see the version that you have restored.

Create New Documents

1. From your Drive homepage, click **New** and select **Document**, **Presentation**, or **Spreadsheet**, etc
2. A new untitled file will appear in your browser. Click **Untitled {Document/Presentation/Spreadsheet}** at the top to rename it. Now it is ready for editing.

Organize Your Files

Folders allow you to organize your files and documents in a meaningful way. To create a Folders, do the following:

1. From your Google Drive homepage, click **Create New** and select **Folder** from the drop-down menu.
2. Enter a name for your folder and click **OK**. The folder you created now appears under the *My Drive* section.

Download a Local Copy to Your Computer

Google Drive is an application that requires you to be online and signed-in, but you can download a local copy of your files to your computer and work on them offline. To do this, open your document, click **File** and select **Download as** from the drop down menu. Select from one of these file types: HTML, RTF, Word, Excel, PowerPoint, Open Office, PDF, and plain text and click **OK** to download the file to your computer.

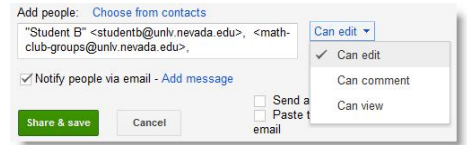
Share Your Files

One of the best feature offered by Google Drive is the ability to share your files with others. Collaborators can then edit the same file at the same time. To share your files, open the file you wish to share and click the **Share** button in the top right corner of the document, presentation, or spreadsheet to bring up the *Sharing settings* window. From here, you have the following options:

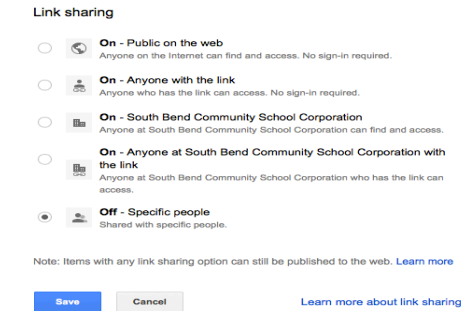
Share with Individuals or Google Groups:

Under Add people, enter the email address of the person or Google Groups addresses of the people you want to share the file with and choose their level of access. An e-mail invitation will be sent out to new invitees inviting them to view, comment, or edit your file. Here are the settings:

- **Can edit:** Invitees can add and edit content in your file.



Visibility options:

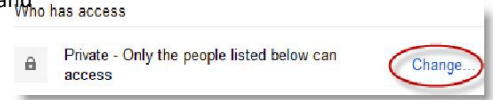


- **Can comment (Documents and Presentations only):** Invitees can view and add comments without being able to edit the content.

- **Can view:** People can access a read-only version of the file. They can print the file but cannot make any changes.

Share with Everyone:

You can share your files with a large group of people by changing their visibility settings. Click on the **Change** link under Permissions and select from one of five visibility options (see left screenshot) that best suits your need. Make sure the access setting is set to **Can edit** if you would like them to edit the file.

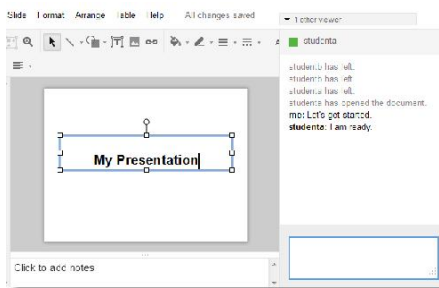


Collaborate on Your Google Drive

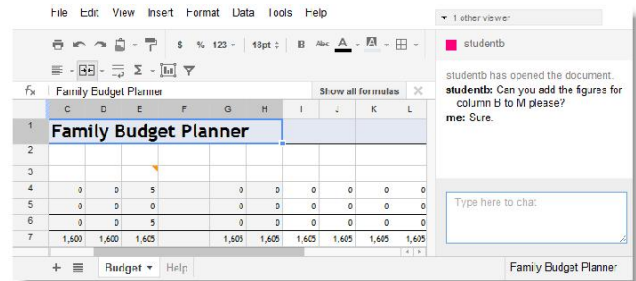
Google Drive enables multiple people in different locations to work on the same file simultaneously. All changes made to the file are in real-time, so all of the collaborators can see them and respond to them immediately. Before collaborators can work on a file together, all collaborators need to have editing access to the file.

To start collaborating, just open the same file from each individual's Google Drive. Keep these three features in mind as you are collaborating on a document with others.

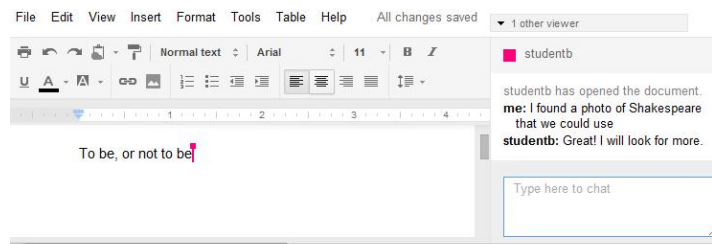
- When you and another collaborator are viewing or editing the same file at the same time, a box with the name of the collaborators appears at the top of the screen.
- When a collaborator make changes to the file, you will be able to see their edits in real-time.
- Use the built-in chat window to communicate with your collaborators in real-time.



Google Presentations



Google Spreadsheets



Google Documents