

Quick Guide to Google Drive



drive.google.com

Go directly to Google Drive by typing in the URL.

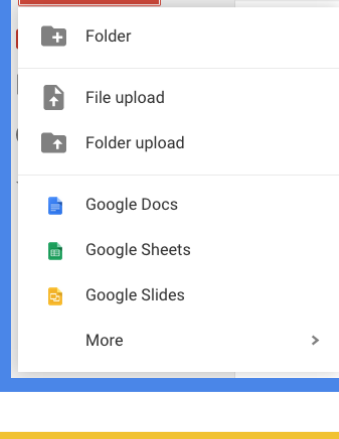
New Button

On the left hand side click on the "NEW" button to create new documents or folders.

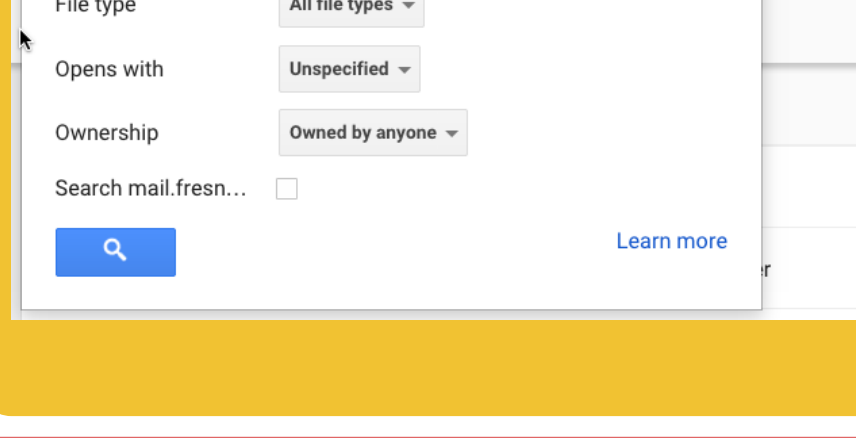


Upload Files

Upload non Google files from your computer



Search Drive



Search box at the top of Google Drive searches the entire document not just the document title.

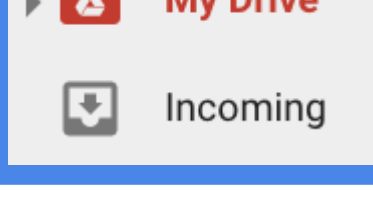
Filter search by file type or ownership.

Any file types can be stored in Google Drive.

Drag files from your computer into Google Drive to upload them.

Incoming

Files shared with you are found under Incoming on the left hand side.

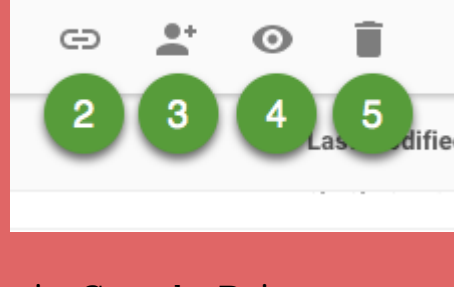
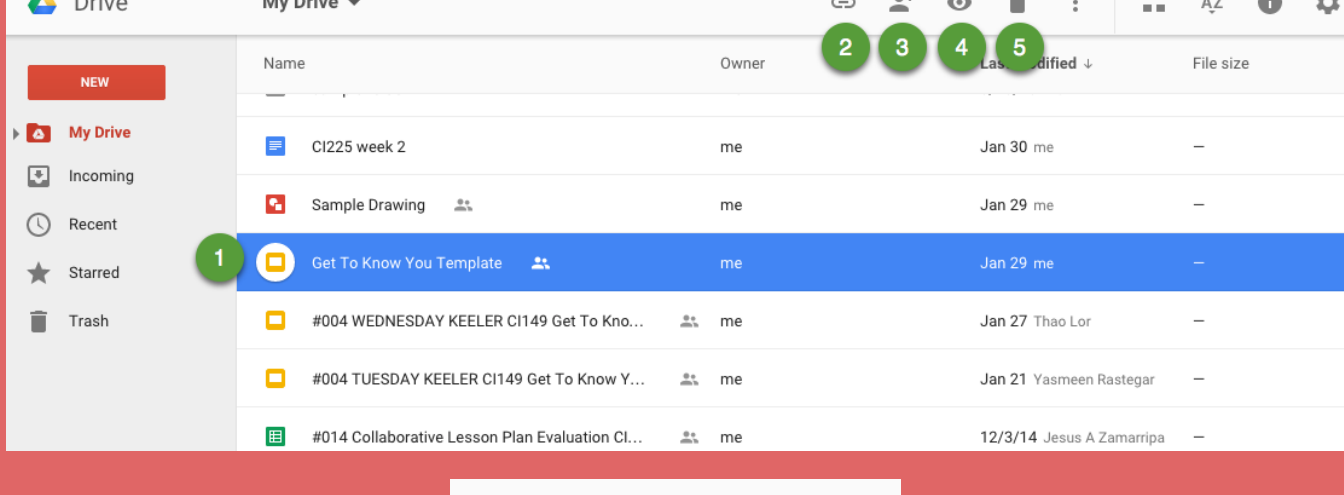


Recent

Recent files that have been edited are found under "Recent" on the left hand side



Single Click to Reveal Toolbar



- 1 Single click on a file in Google Drive.
- 2 Link to the file. Use Control C to copy the link.
- 3 Share file. Set sharing settings.
- 4 Preview file. Not all file types can be previewed. Google Docs, Office documents, image files, videos, PDF's, Photoshop and more can.
- 5 Trash document. File is sent to Trash. Not permanently deleted until you delete from Trash.

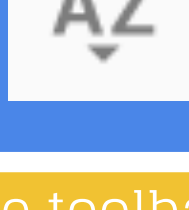
Tile vs List View

Toggle viewing documents as thumbnails or document titles.



Sort Documents

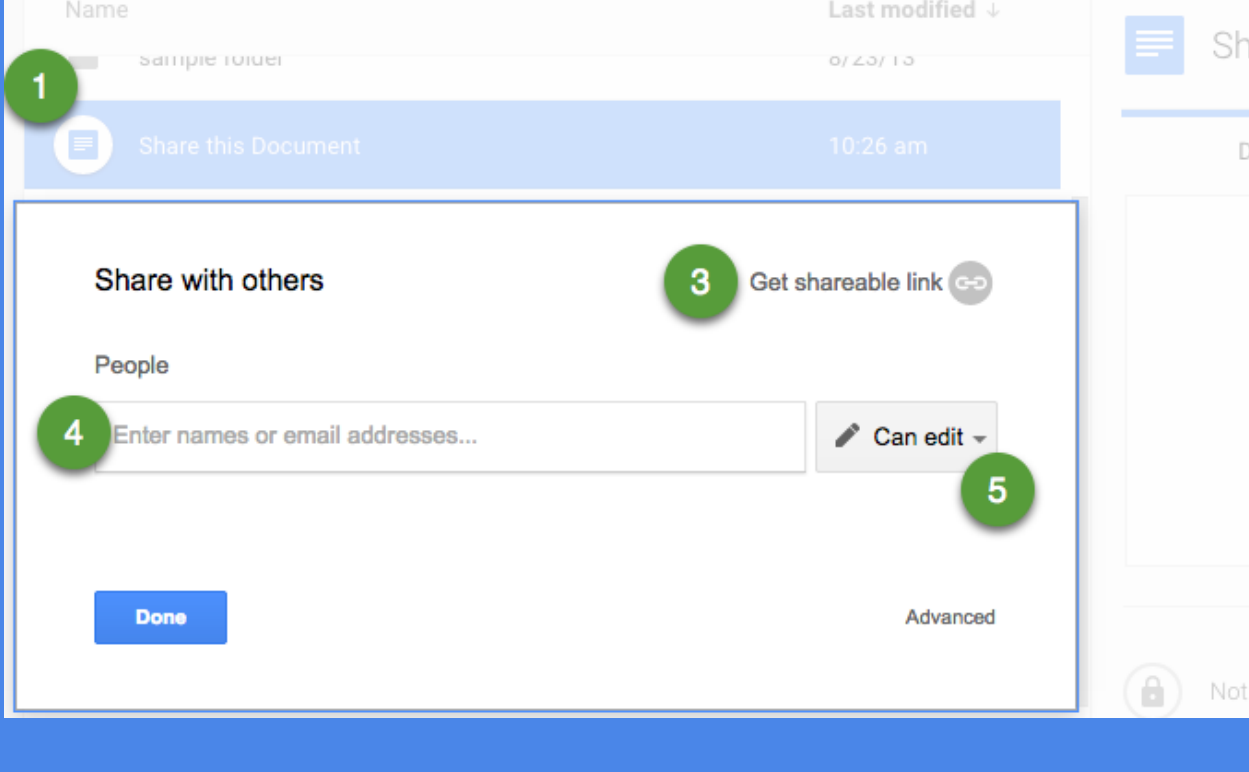
Click on the "AZ" icon in the toolbar to sort your documents.



Click the i in the toolbar to reveal the info pane.

Files can be dragged in and out of folders.

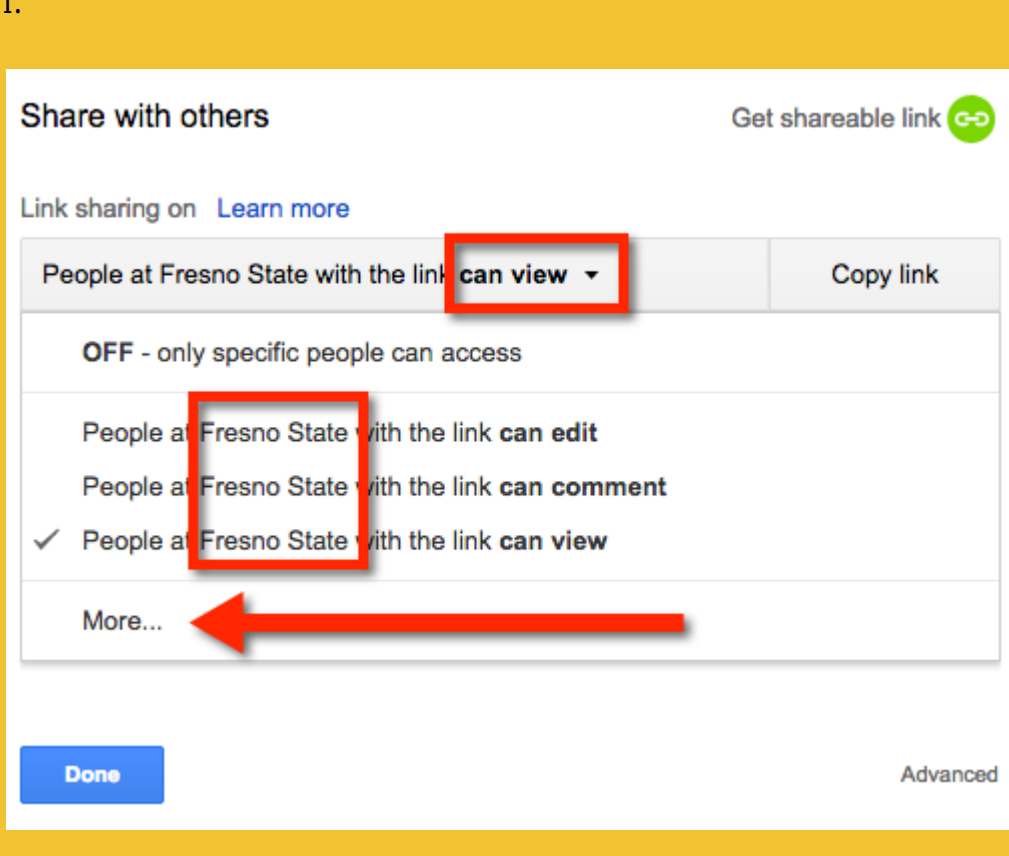
Sharing Files



- 1 Single click on a file in Google Drive.
- 2 Click on the sharing icon in the toolbar. Head with a plus sign. Share file. Set sharing settings.
- 3 Get sharable link makes your document visible to anyone with the link and copies the URL to your clipboard. Visibility is restricted to the domain for GAfE accounts.
- 4 Share directly with collaborators by typing in their email address.
- 5 Change edit access to view only or comment only access.

Change Sharing

Click on arrow next to "can view" in sharing box to reveal other options. Note that by default sharing is restricted to the domain. Click on "More..." to allow access to the document outside of the domain.



Z to Move Files

Click on a file and press the Z key to move the file to a folder.

Shift Z to Add to a Folder

Click on a file and hold down the shift key and press Z to add a file to multiple folders.

N to Rename

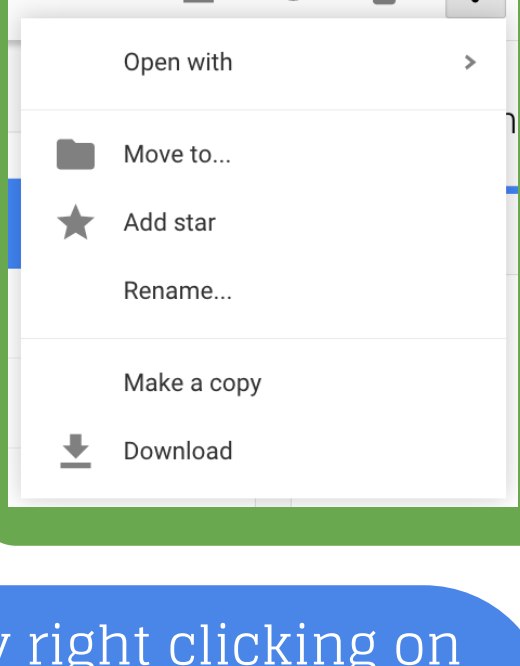
Click on a file and press the N key to rename the file

S to Star

Click on a file and press the S key to star the file

More Options

When selecting a document the 3 dots in the toolbar reveal more options. Move the file, Star, Rename, Make a copy or Download.



Convert Office documents by right clicking on the file and choosing "Open with" the corresponding Google App.

