



# Using Google Drive



Drive is Google's cloud storage service. Like all of Google's products, it's completely free for users—up to 15 GB. That's enough for most people! You can use Google Drive to organize files of all kinds. Many companies and businesses use Drive as well! In those cases, employees will have access to an enterprise account, so that they can easily store and access files within the whole organization. The basic features of Drive are the same whether you have a free personal account, a paid personal account, or a paid business account.

Before we get started, let's take a look at what you can do with Drive!

- Use Drive on a Mac, PC, and as an app on any tablet or mobile device
- Upload and store almost any kind of file to Google Drive
- Easily organize and search folders and files
- Skip downloading email attachments and simply save them to Drive
- Send and share files and folders to anyone else with an email address
- Download the desktop Drive app to automatically sync files from your computer to the Cloud
- Access your files on any device by signing into Gmail



# Getting to Know Drive

1 Open your preferred web browser and go to gmail.com.

2 Sign in to your Gmail account using your email address and password.



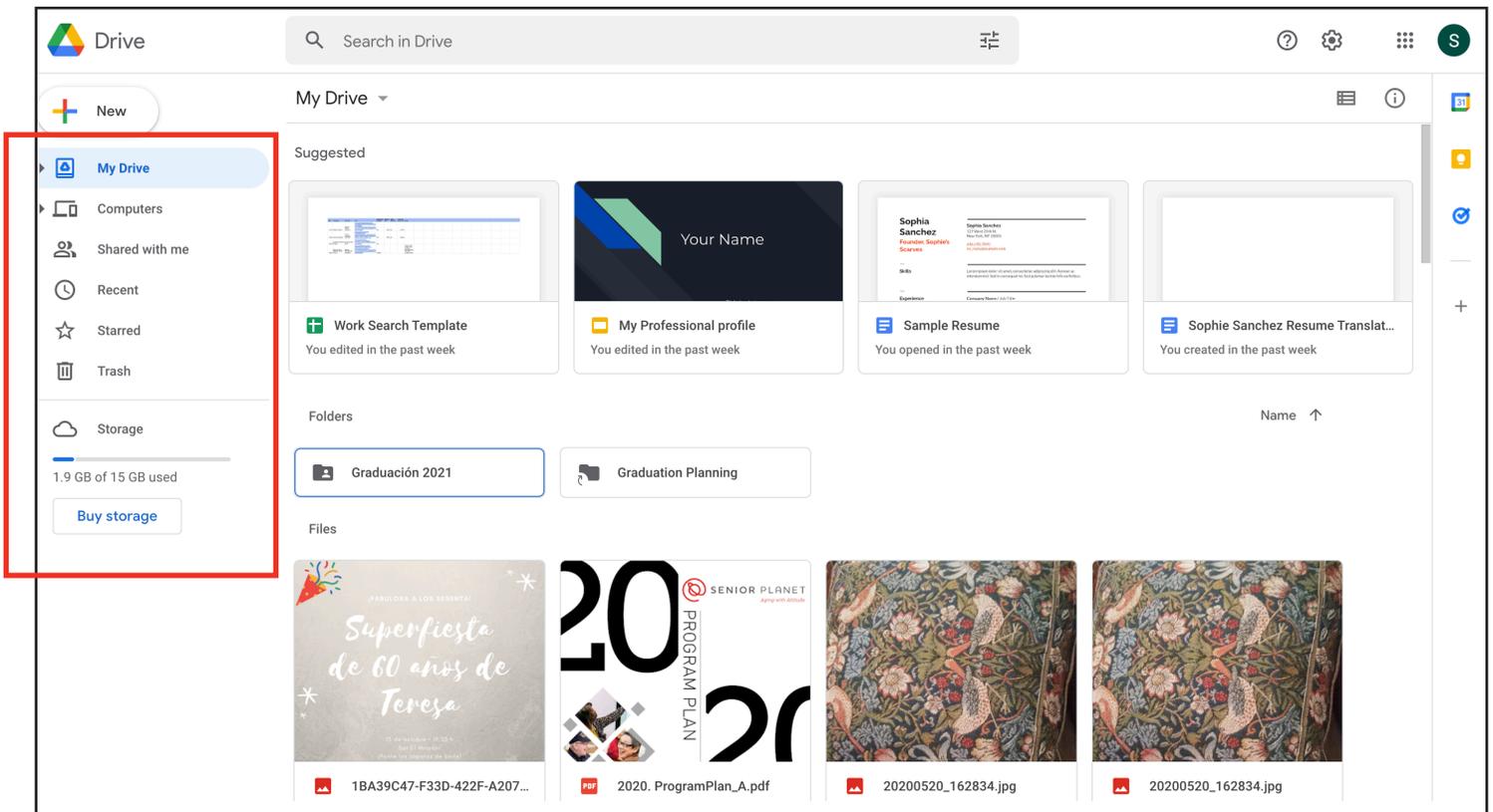
3 From your Gmail inbox, click on the **app grid**.



4 Select **Drive** from the Menu that opens.



5 The number of files you see depends on whether you've already used Drive. It's OK if your Drive looks different than in the picture.





## Getting to Know Drive, Cont'd

	<b>My Drive</b>	Files you've created with Google Workspace tools, saved to Drive, or added to your Drive
	<b>Computers</b>	Folders on your computer that you sync with Drive
	<b>Shared with me</b>	Files others shared with you
	<b>Recent</b>	The most recent files that you've viewed
	<b>Starred</b>	Add stars to files you want to find quickly
	<b>Trash</b>	Files are permanently deleted after 30 days
	<b>Storage</b>	Keep track of how much of your free 15GB you've used
 1.9 GB of 15 GB used		



To move an individual file from “Shared with Me” to “My Drive,” simply click on the **Add to My Drive icon** at the top of the Doc, Sheet, or other file.





# Creating & Uploading Folders

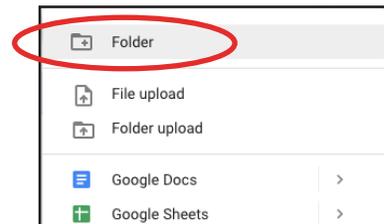
Folders are a good way to organize your files. You can create as many folders as you need and share them with others just like other files on Drive. Upload folders from your computer to Drive so that you can access them from anywhere!

**To create a folder:**

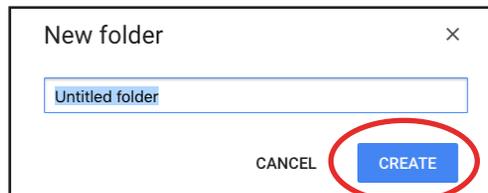
- 1 Select **New** on the left side of the screen.



- 2 From the menu, choose the first option, **Folder**.



- 3 Name your folder and then select **Create**.

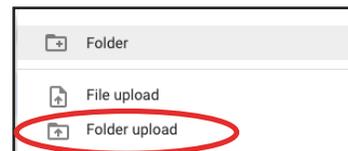


**To upload a folder from your computer:**

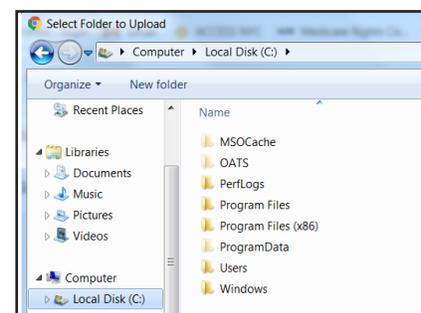
- 1 Select **New** on the left side of the screen.



- 2 From the menu, choose **Folder upload**.



- 3 A window showing your computer's files will open. Find the folder and select **Upload** or **Open**.





# Organizing Files in Folders

There are several ways to add or move files in Drive to the folders you create.

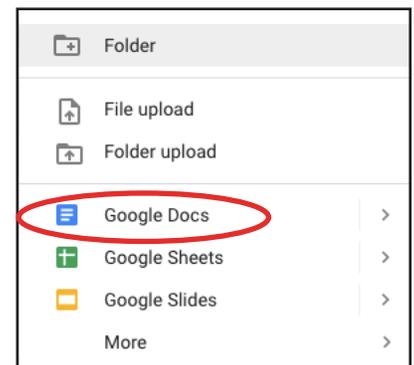
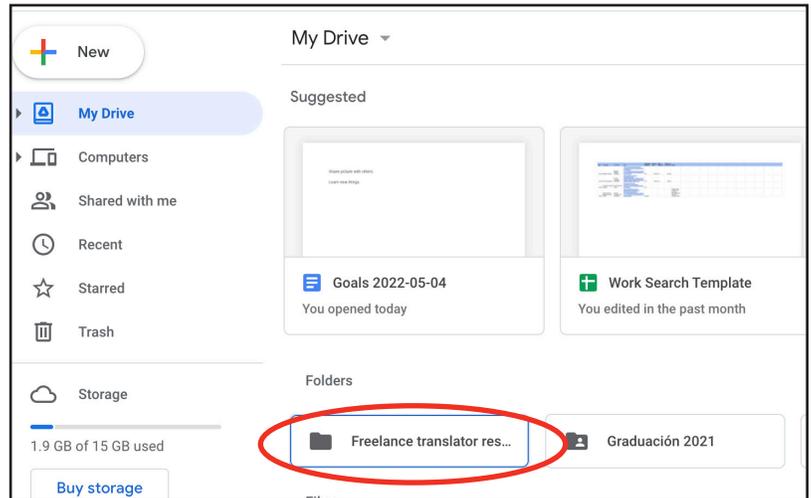
## Create a file within a folder:

**1** In Drive, click on the **folder** where you want to save new files.

**2** From that folder, click **New** in the top, left corner of the screen.



**3** Select the **type of file** you would like to create from the menu that opens. The new file will open and automatically save within the folder where it was created.



You can change how files appear in Drive at anytime!  
To switch from grid view (seen in the first image on this page) to list view, click the **list icon**  in the top, right corner of the screen.

To switch from list view to grid view, click the **grid icon**. 



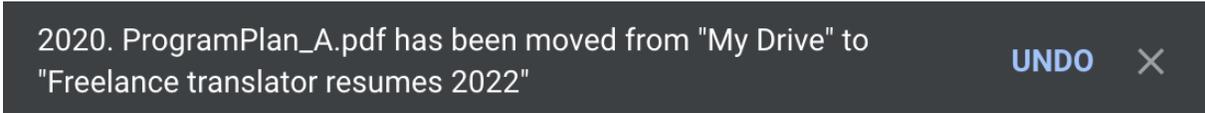
# Organizing Files in Folders, Cont'd

## Move a file in Drive:

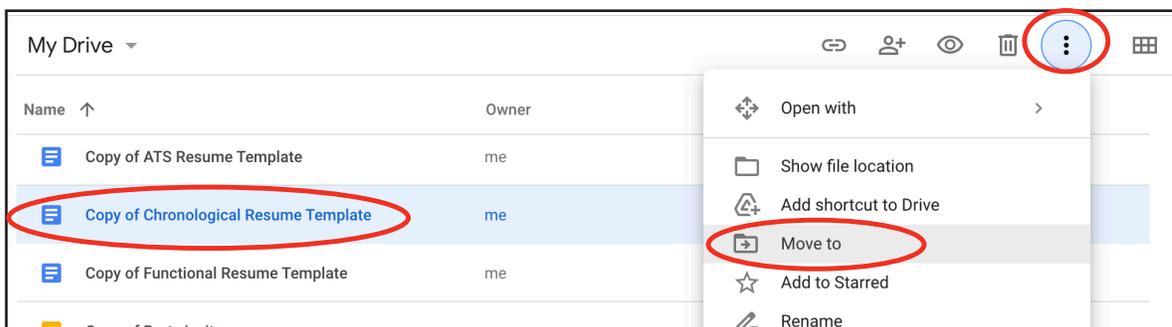
You also have options for moving files into folders.

- 1 Click on the file and hold down the mouse button or trackpad as you drag the file. You'll see a thumbnail of the file move with your cursor.

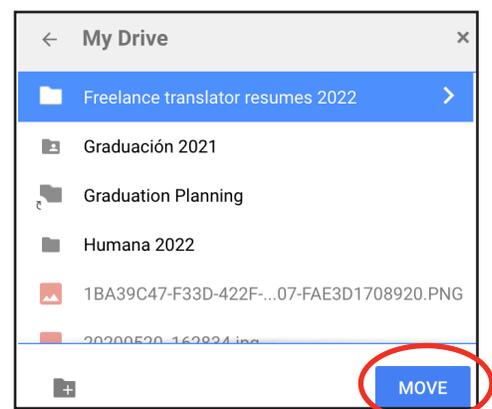
Drag the file over the folder where you want to move it, and then release your finger from the mouse or trackpad. You'll see a message that your file has been moved.



- 2 Or you can click once on a file to highlight it. Then, click the **three dots** in the top, right corner of the screen and select **Move to** in the menu that opens.



Next, Drive will show you a list of your folders. Click the **folder** where you want to save the file. Then, click the blue **Move** button.



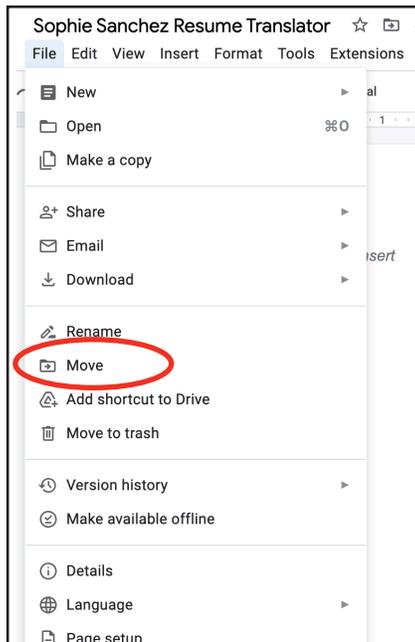


# Organizing Files in Folders, Cont'd

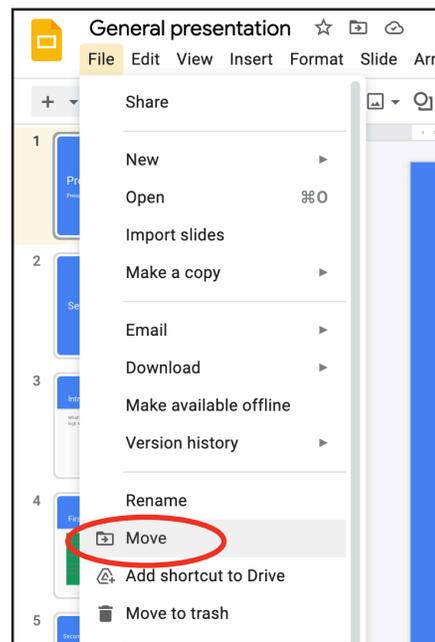
## Open a file and move it:

You can move Docs, Sheets, Slides, and more into specific folders as you work on them! Again, there are multiple ways to do this.

- 1 Open the **File** menu at the top of the screen and select **Move**.

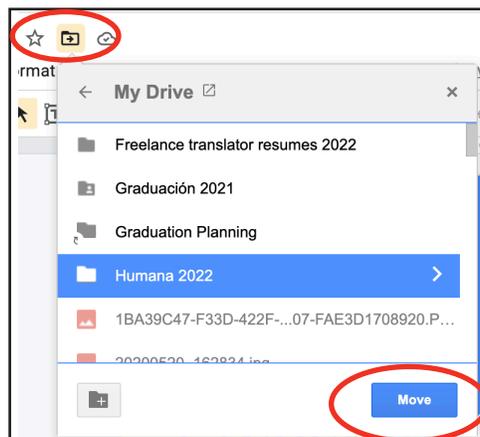


Docs



Slides

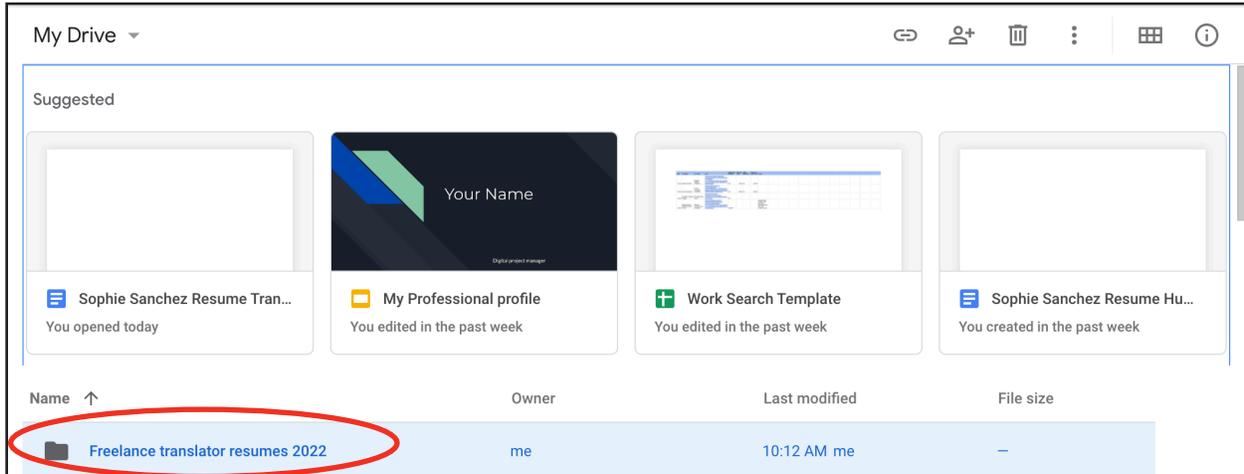
- 2 Or click on the Move icon  at the top, next to the file name. Select the folder where you want to save the file and then click Move.





# Sharing Folders

- 1 From My Drive, click once on the folder you want to share so that it's highlighted in blue.

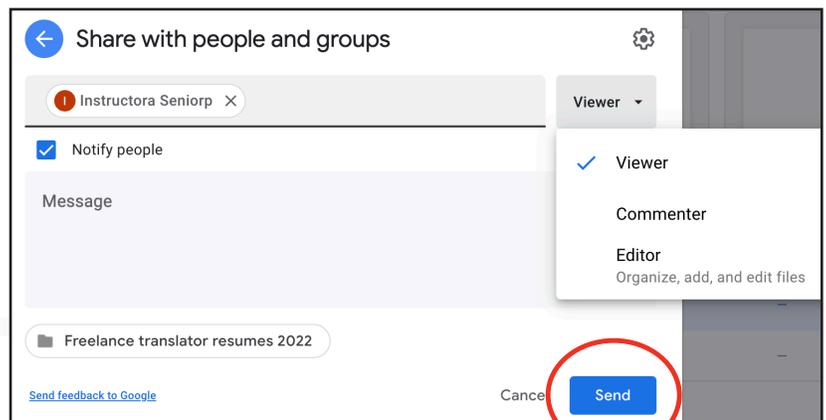


- 2 Click the **share icon** at the top of the screen.



- 3 Enter your recipient's email address and select the permissions that you want to give them.

- **Viewer:** Prevents recipients from editing, adding comments to, or deleting files in folder
- **Commenter:** Recipient can comment but cannot edit files
- **Editor:** Recipients have full access to all files in folder, including adding and deleting files

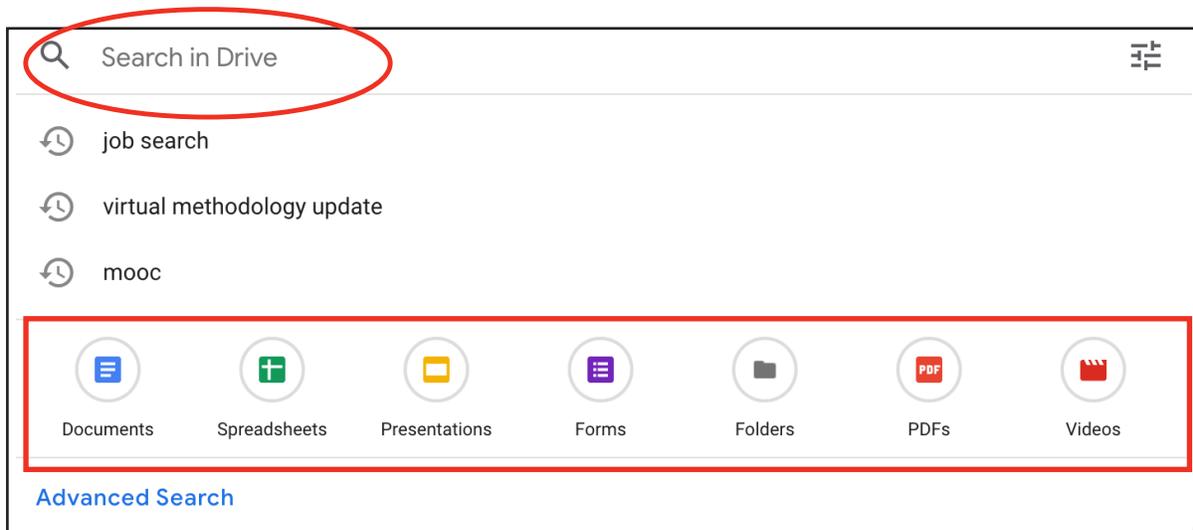


- 4 Then click **Send!**



# Searching Drive

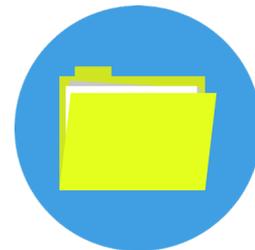
Like all Google Workspace tools, Drive has the power of Google search built-in! The **Search bar** is located at the top of Drive.



Type your search terms and press Enter on your keyboard to search. Before you start typing, you also can filter the search by file type.

## Activity

Read the following scenarios and think about what folders you'd create and how you'd organize your files. Then, discuss with the group.



1. You are applying for jobs and are creating a separate resume and cover letter for each application. You also plan on saving copies of the job posts.
2. You are organizing an event and need to keep track of the guest list, RSVPs, receipts, and event schedule.
3. You're a writer and have decided to start submitting work for publication. You want to keep track of the different draft versions of your pieces, as well as comments from friends and editors.