

## **Introduction to Google Drive**

### **Objectives:**

- Learn how to access your Google Drive account
- Learn to create new documents using Google Drive
- Upload files to store on Google Drive
- Share files and folders with others using Google Drive

# Your Google Drive Homepage

The image shows the Google Drive homepage with several red callout boxes providing instructions:

- Click *New* to create new files**: Points to the 'NEW' button in the top left.
- Access your Drive from the *Apps Tray***: Points to the Apps Tray icon in the top right.
- Search your Drive**: Points to the search bar in the top center.
- Your Drive – Where all your files in your Google Drive are displayed**: Points to the 'My Drive' section.

The 'NEW' dropdown menu is open, showing options: Folder, File upload, Google Docs, Google Sheets, Google Slides, and More. A blue arrow points from the 'What are these icons?' box to the 'Google Sheets' option.

**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.

The Apps Tray is open, showing icons for: My Account, Search, Maps, YouTube, Play, News, Gmail, Drive, Calendar, Google+, Translate, and Photos. Below the icons are three notification cards: 'You moved an item to the trash', 'You edited an item', and 'You renamed an item'.

## Vocabulary

**Apps Tray**: Shows all of the features included with your Gmail account. The icon looks like this:

**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 Google Drive.

**Sync**: Short for “synchronization,” this is when Google Drive duplicates files on your device in “The Cloud.”

**The Cloud**: Many people get confused by this term, but it simply means *online storage*.

# Your Google Drive Menu



# Navigating a Document

The screenshot shows a Google Docs document titled "802FuruyamaSpecialTopics.docx" open in a web browser. The browser's address bar shows the document's URL. The document's menu bar includes File, Edit, View, Insert, Format, Tools, and Help. The toolbar shows various editing options like font size, bold, italic, underline, and text color. The document content includes a title "802FuruyamaSpecialTopics.docx", a subtitle "TOPICS IN REFERENCE", and a section "Internet resources. (300 words)".

Annotations with red callout boxes:

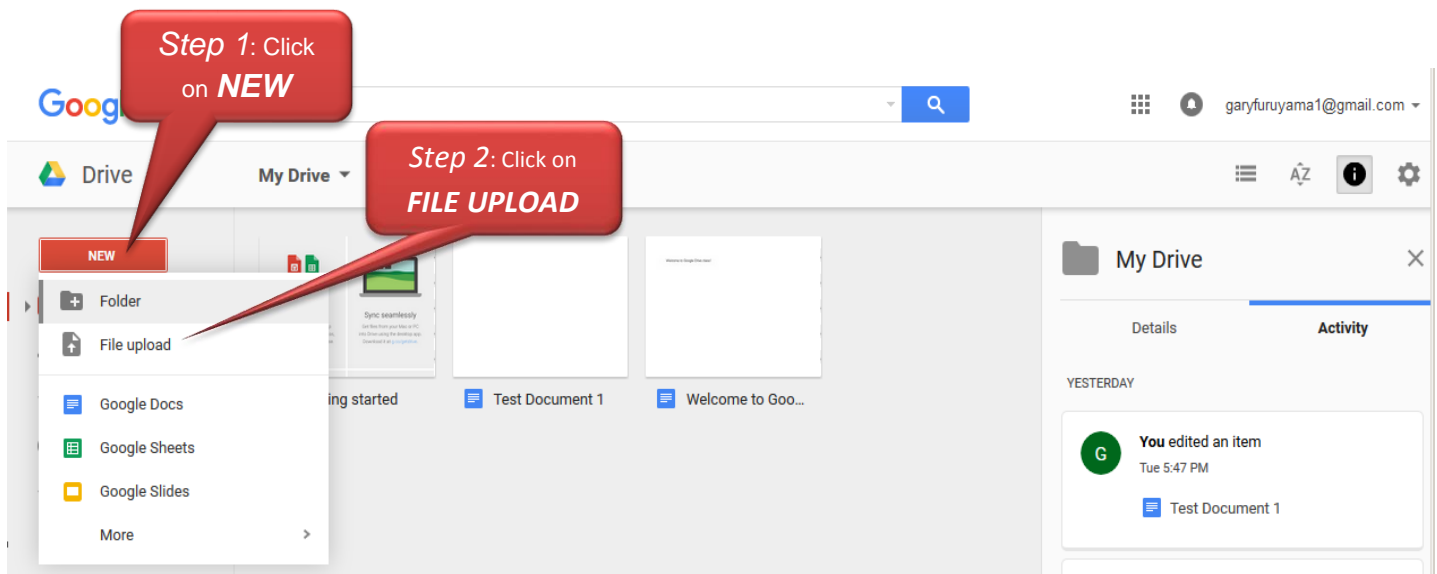
- Double-click the title to change the title of your document
- Use tabs at the top to get back to Google Drive
- Share Documents

A blue box at the bottom contains the text: "A few ways to use Google Drive"

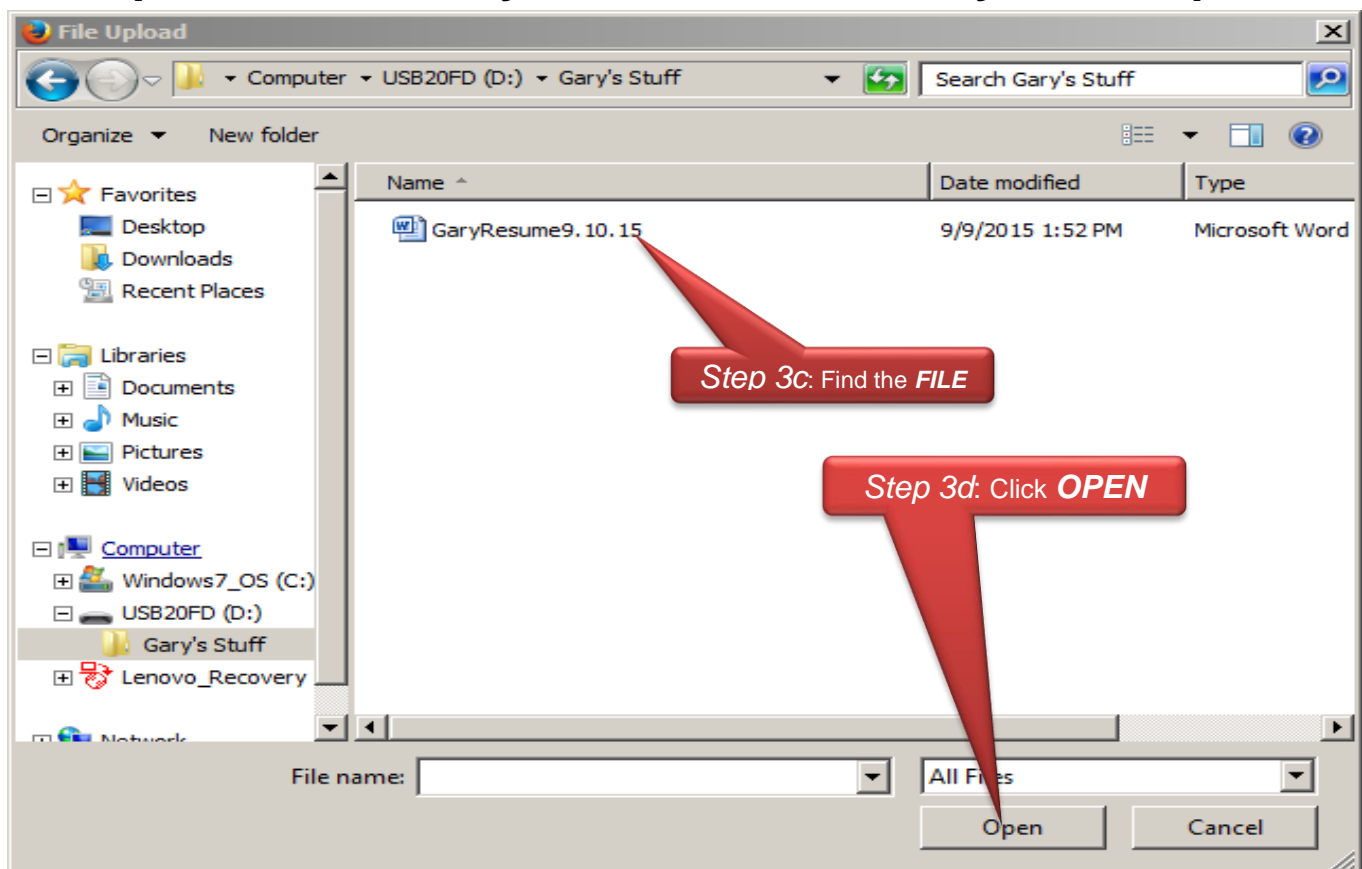
- Create and store your resume (Using *Google Docs*)
- Backup important documents & files
- Write a paper (Using *Google Docs*)
- Maintain a budget (Using *Google Sheets*)
- Create a presentation (Using *Google Slides*)
- Share documents with friends
- Have a group all work and contribute to the same document at once (All formats)

# Uploading a File

Uploading files to the Internet simply means you are saving a copy of a file on the Internet. Uploading files to Google Drive allows you to access your files from any computer with an Internet connection!

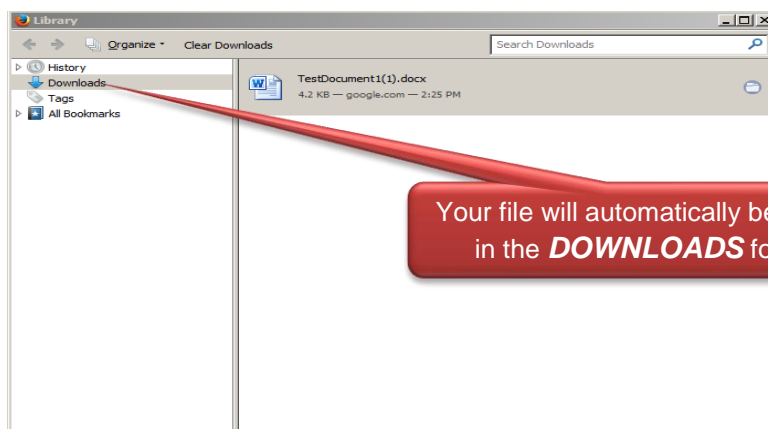
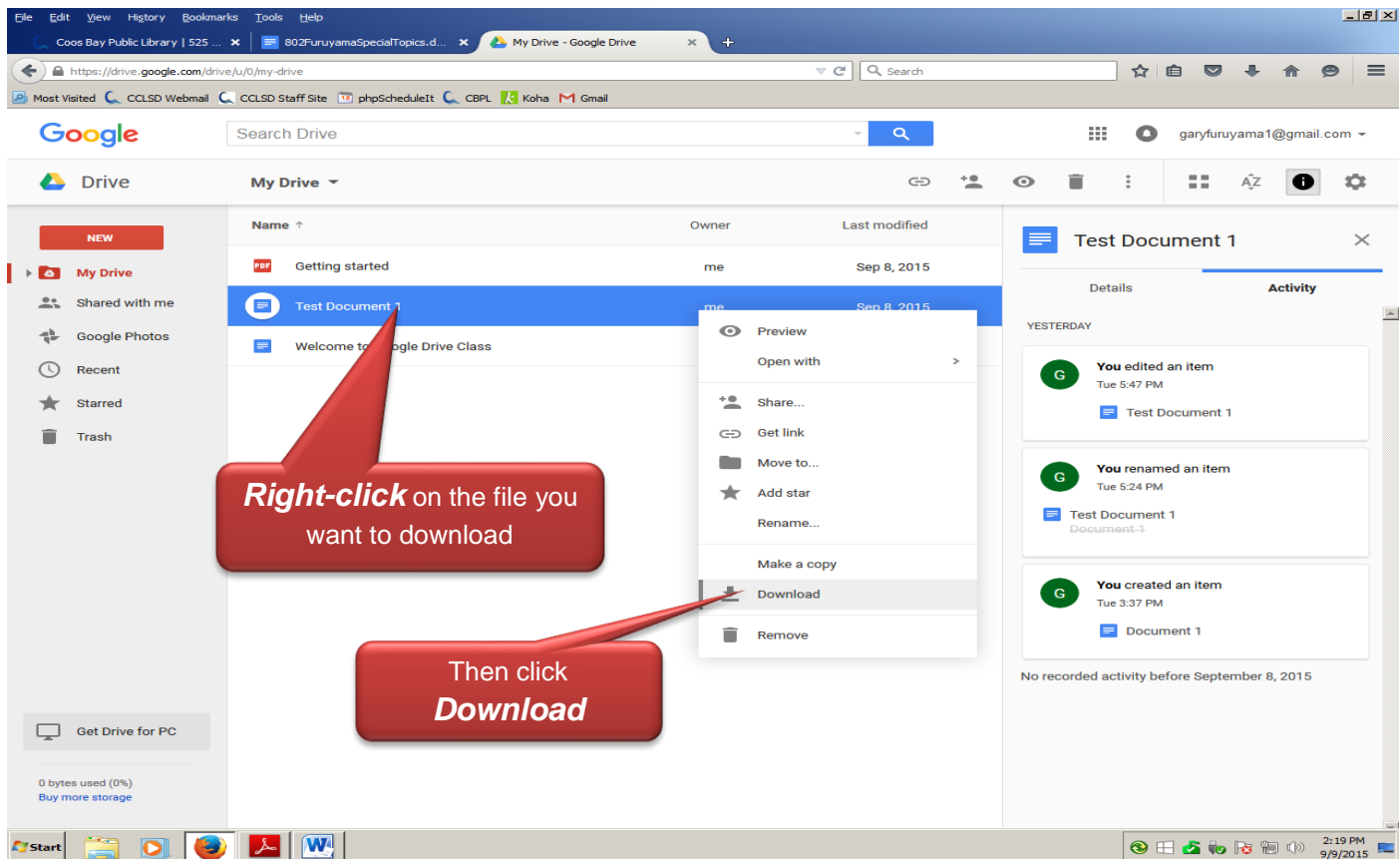


**Step 3: Find where your file is saved on your computer**



# Downloading Files

Downloading saves a copy of a file from your Google Drive to your computer. Once it is saved to your computer, you can upload or change a file as needed.



## Google Drive for PC/Mac Computers:

Download this program to your computer for easy syncing. With this program, when you save files to a Google Drive folder on your computer, it synchronizes your files to Google Drive on the web, making them available anywhere, at any time, on any device. Get it here:

<https://www.google.com/drive/download/>

## Google Drive for Mobile Devices:

**Android:** Since both Android & Google Drive are Google products, Google Drive comes pre-installed on your device!

**iOS (iPhone & iPad):** Download the Google Drive App for FREE in the App Store.

## For More Assistance Using Google Drive:

**At the Library:** Visit the reference desk for help, or schedule a 1-on-1 tutoring session.

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

# Google Drive Word Search

W O Q T L R I Z U V L D Z A X D H H  
R M R F T T V O E N R O Y I E A O B  
F A I Z E O I I O P Y W L N D O L Z  
Y C T P U A H J L N T N C K F L V F  
C E U A W Q A O M J T L U L N P K J  
W S W G O N P V M W W O B Z O U A X  
U M V Z N R P G X J O A I E M U L F  
D H O K D S S F A V D D V S J M D N  
U R G E C F O T H G P I K H O D O N  
S C O D Z U L W H A R F K O B D T E  
L H L V J C S G S D M J G H Y B Z K  
R T S H A R E M I W M O R X D E I D  
J C G E T L F Y T M O E B I Z F P Z  
N K X W D P D G P G O Z L X E S W A  
Y L R V E I H E L R U Z O C G Y A Y  
S T E E H S L E Q L Y L T N N R R A  
A L H N E T V S Z N Z U K F F Y O B  
X L T Z P U I Y H O V G A V C L S T

APPS  
DOCS  
DRIVE  
SHARE  
SLIDES  
THE  
UPLOAD

CLOUD  
DOWNLOAD  
GOOGLE  
SHEETS  
SYNC  
TRAY