



Google Drive

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Install Google Drive

Google Drive for Mac or PC

The desktop app for Google Drive creates a folder on your computer that is synced with Google Drive in the cloud. It works with everything in My Drive. You can drag, drop, move, rename, or delete files and folders. Any change made is automatically synced across all devices as well as the web interface. You can only sync with one account on Mac and PC.

- **Download:** <https://www.google.com/drive/download/>

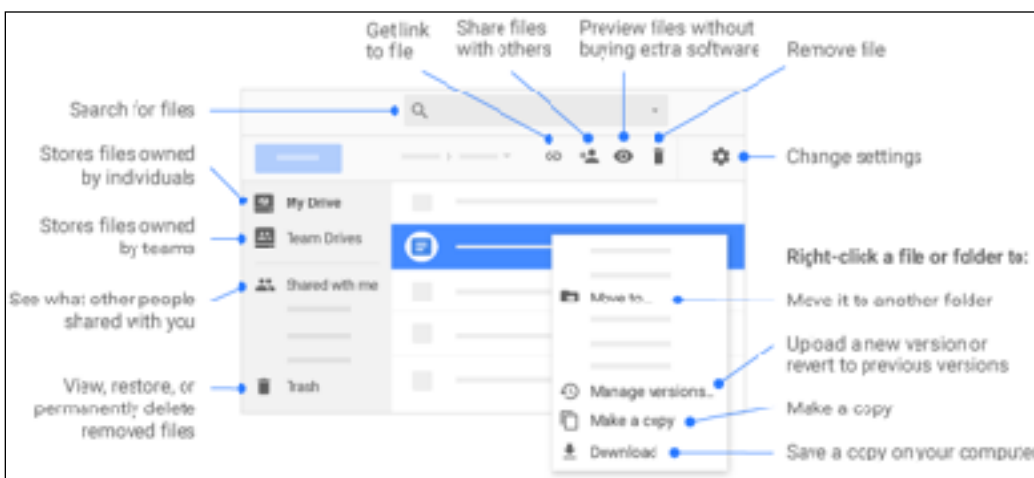
Google Drive Mobile

The Google Drive mobile app works similar to the desktop version. All changes are synced across the cloud. You can sync with multiple accounts on the mobile version.

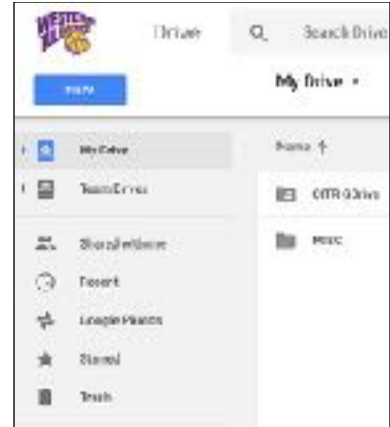
- **Google Drive for iOS** - <https://itunes.apple.com/us/app/google-drive-free-online-storage/id507874739?mt=8>
- **Google Drive for Android** - <https://play.google.com/store/apps/details?id=com.google.android.apps.docs&hl=en>

Google Drive (Web Interface)

To get to Drive from Gmail, click the app launcher at the top of the page and click the **Drive** icon.



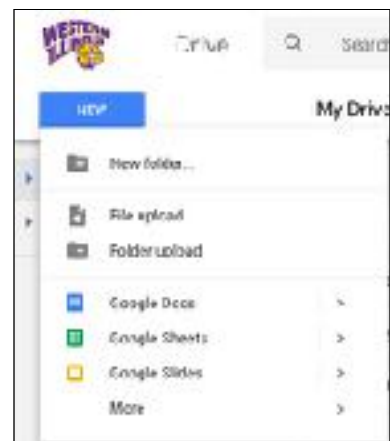
- **My Drive** - All your files and folders will appear here
- **Team Drives** - Create an area where everything in it is automatically shared with those who have permission
- **Shared with me** - Anything that has been shared with you by another user will appear here
- **Google Photos** - Your Google Photos will appear here
- **Recent** - The most recent files you have worked on will appear here
- **Starred** - Any files or folder you have starred will appear here



Creating New Files

Click the New button (or the My Drive drop down menu) to create or upload files or folders.

- **Folders** - Creates a new folder
- **File upload** - Upload a file from your computer
- **Folder upload** - Upload a folder from your computer (not supported by Safari)
- **Google Docs** - Create Google (Word) document
- **Google Sheets** - Create a Google (Excel) spreadsheet
- **Google Slides** - Create a Google (PPT) presentation

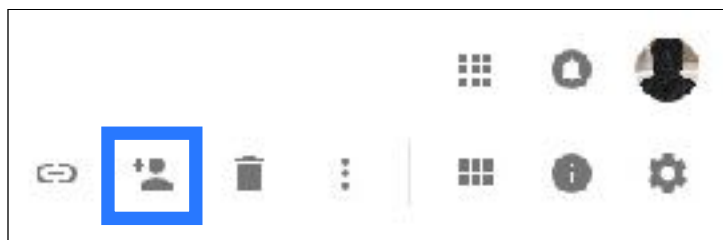


Sharing

When a file is shared, anyone who has full edit rights to the file can work on the file at the same time. All users will see any changes made by others in real time. Great for collaborating on lesson plans, meeting notes, etc.

Sharing Files (web interface)

- Select the file or folder you want to share and click the **Share** icon on the top right, or right click item and choose **Share**.



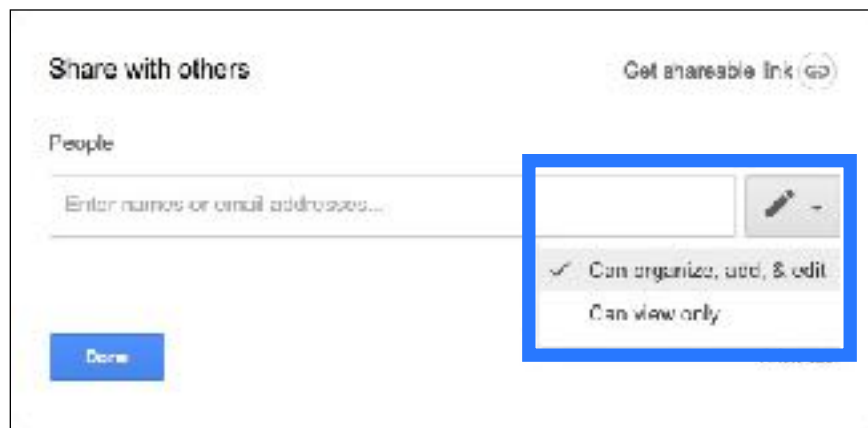
- Enter the email address of those you want to share with.
- Choose one of the following options from the dropdown menu
 - **Can edit** - Allows them full editing rights
 - **Can comment** - Only allows them to post comments to the item
 - **Can view** - Allows them to only view the item



Sharing Folders

The process for sharing folders is the same, except the options are:

- **Can organize, add, & edit** - Allows them to organize, add, and edit any items within the folder
- **Can view only** - Only allows them to view the folder and its contents



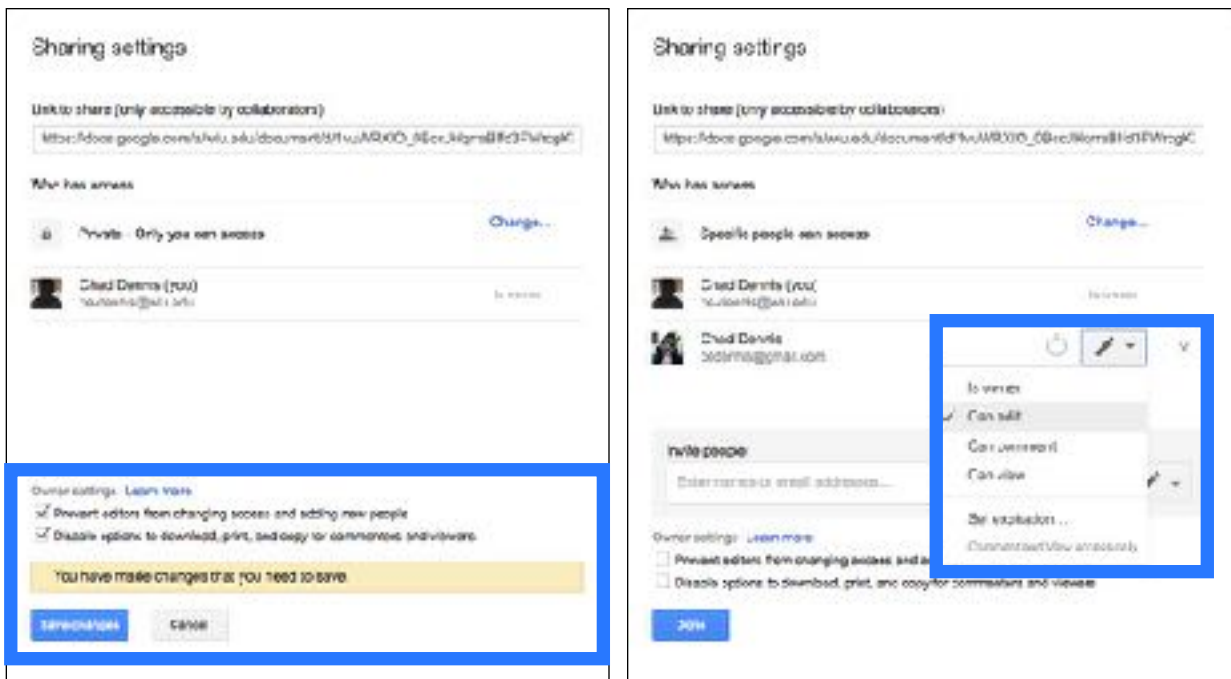
By default, people who can edit your shared files and folders can also:

- Change sharing settings
- Share the file and folder with other people
- Copy, print, or download the file

Advanced Share Settings

If you don't want people to change sharing settings, copy, print, or download a file:

- Select a file
- Click the **Share** icon at the top
- In Google Docs, Sheets, or Slides, in the top right, click **Share**
- At the bottom right of the **Share with others** window, click **Advanced**
- Change one or both of these settings:
 - Prevent editors from changing access and adding new people
 - Disable options to download, print, and copy for commenters and viewersNote: This setting does not apply to folders or people with edit access
- Click **Save Changes**
- Use the dropdown to change permissions or click the X icons to unshare the document

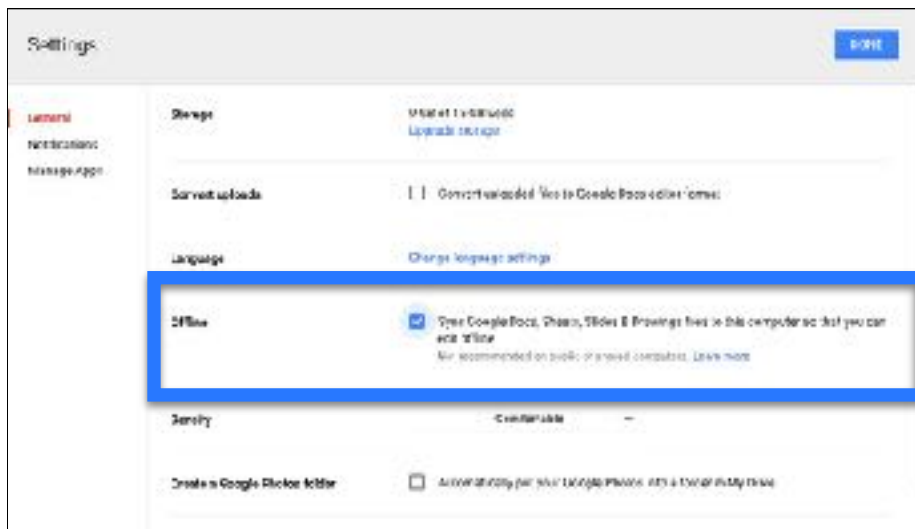


Tips

Work Offline

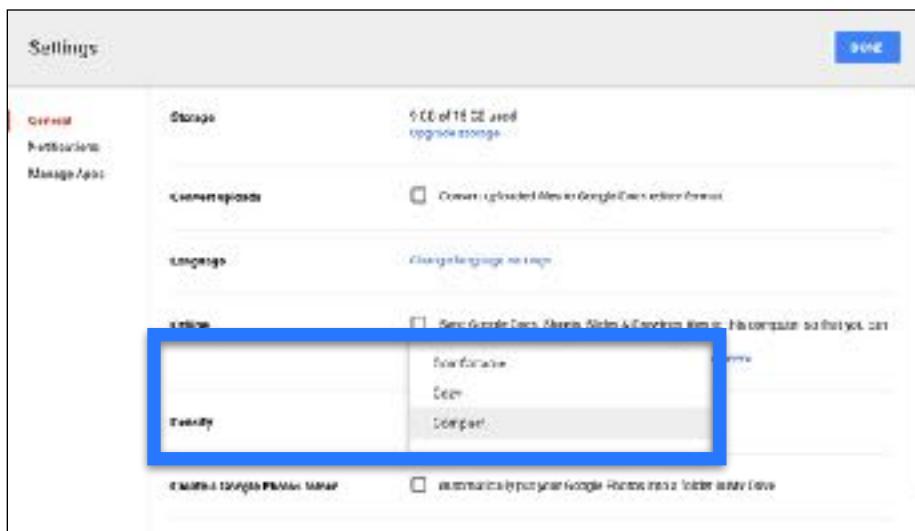
Google Drive's offline mode lets you create and edit files in your browser even without an internet connection. As soon as you connect to the web again, it will sync your changes. Do the following:

- Click the cog icon on the upper right and choose **Settings**
- Click the **Offline** checkbox



Density

Use the Density option in the Settings to change how your list of files/folders are viewed. For example, Compact will leave less space between files/folder to fit more on the screen. Choose from Comfortable, Cozy, or Compact.



Search within Images and PDF's

Google Drive has the ability to scan through all the images and PDFs you upload. This makes the text within them searchable. Try searching for a phrase that you know is inside a picture or PDF. The feature isn't perfect yet—don't try searching for a handwritten phrase, for example—but it's still helpful.

Stream Video

If you upload video clips to Google Drive in a popular format (such as MP4), then you can stream them straight from the cloud, YouTube-style, without any special settings or edits.