



THE LIBRARY

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Google Drive

Class agenda:

1. Introduction & agenda
2. Signing into Google Drive
3. Layout
4. Creating documents
5. Uploading files
6. Managing files
7. Sharing and collaborating
8. Practice and questions

In order to keep computer literacy programs running in the future, we must demonstrate its positive impact on our community. We would be extremely grateful if you would share with us the experiences you have had attending our training sessions and how our program has impacted your life. Please send your responses via e-mail or regular mail. Responses may be used to promote the Utica Public Library and Mid York Library System as part of grant reporting.

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Learning objectives

Attendees will be able to:

- Access their Google Drive account independently
- Understand the different types of documents that can be created
- Create new documents
- Upload files
- Share documents

What is Google Drive?

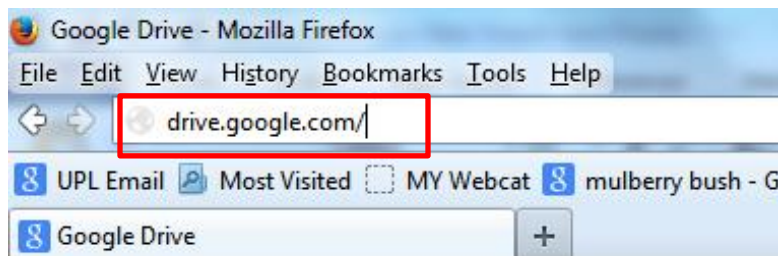
Google Drive is a cloud file storage service provided by Google that allows you to store files online and access them on any internet enabled device. It's one of the most popular cloud storage services available. You get 15GB of free memory to create and store documents. If you have a Gmail account then you already have Google Drive available!

If you do not have a Gmail account, go to gmail.com to create an google account then follow the steps below.

Signing into Google Drive

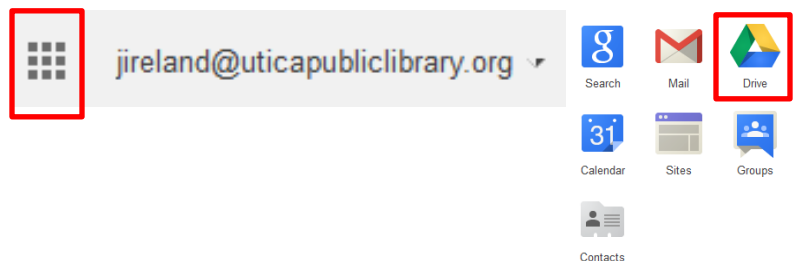
There are two primary ways to access Google Drive. The first step is to sign into your Google account.

- Enter **drive.google.com** into the address bar of your internet browser.



- If you are not already signed into your Google account, it will ask you to sign-in. You will need your gmail username and password.

Different way to access Google Drive: If you are on your gmail account and see the apps symbol, click on it to view Google apps – including Google Drive.



Layout

Callout boxes and their descriptions:

- NEW**: Create a new document or folder, or upload an existing file
- My Drive**: Display files that other users have shared with you
- Shared with me**: Click here to show your files chronologically starting with the most recent
- Recent**: Show only your starred files (right-click files to star)
- Starred**: Removed/deleted files will be stored in the trash. You can restore or delete forever by right clicking on a file that's in the trash.
- Trash**: (Same description as Starred)
- My Drive** (Main View): Folders and files saved to your Google Drive

Types of documents to create

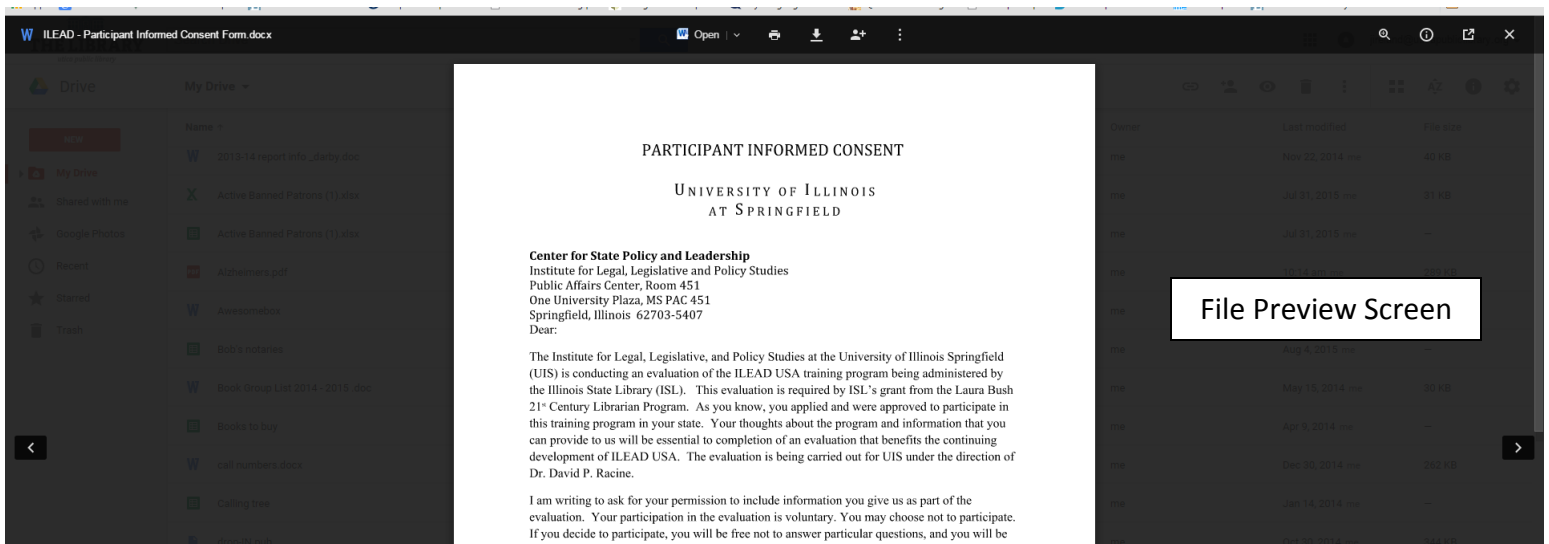
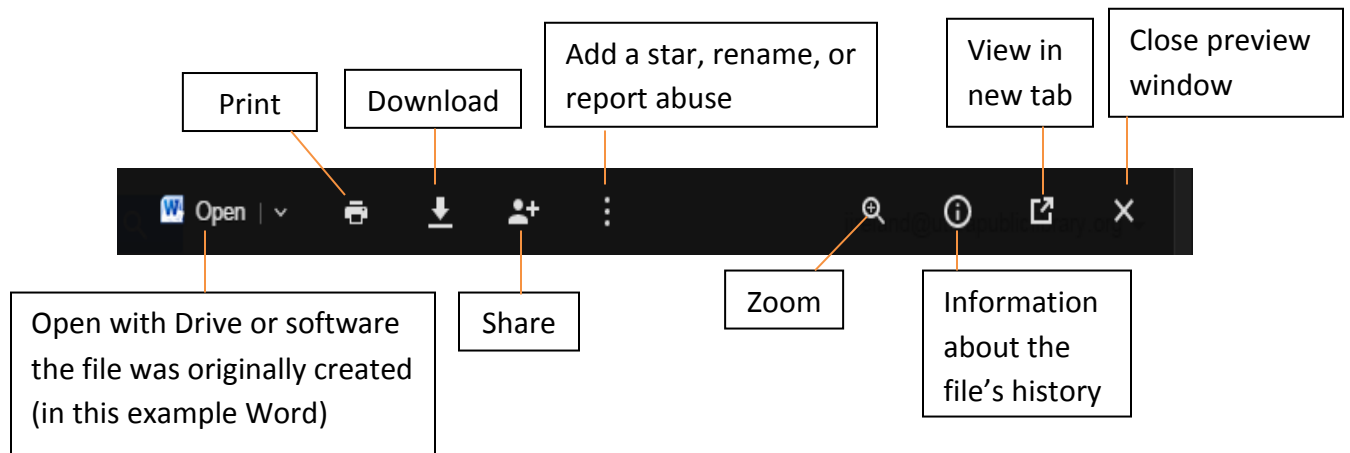
Clicking the blue **NEW** button will show you different types of documents that can be created right on Google Drive or give you the option to upload an existing file or folder.

Callout boxes and their descriptions:

- Folder**: Create a folder to organize Google Drive files
- File upload** and **Folder upload**: Save an existing file or folder to Drive
- Google Docs**: Create a word processing document
- Google Sheets**: Create a spreadsheet like Excel
- More**:
 - Google Forms**: Create a questionnaire – perhaps for a survey or application
 - Google Drawings**: Create a diagram or chart
 - Google My Maps**: Save a map with driving instructions
 - Google Slides**: Create a slideshow presentation like PowerPoint

Opening saved documents

1. Double-click the document's title to preview.
2. A preview screen will appear. To open the file and continue editing, click on the blue **Open** button.




Viewing problems

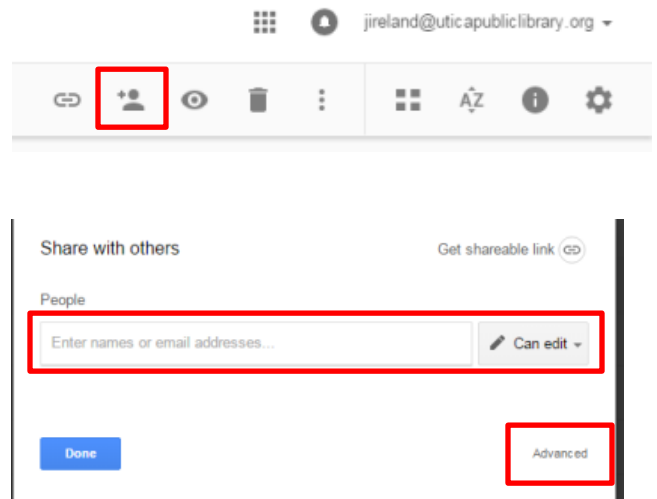
Not all documents that are uploaded to Drive can be previewed and edited online. For example, files created in Microsoft Publisher with the extension ".pub" cannot be previewed or edited through Google Drive. These documents must be downloaded and opened with MS Publisher then resaved/uploaded to Drive. If a document is created originally on Drive, then previewing and opening it is never a problem.

You may also notice formatting differences between Google Drive and other applications like Word or Excel. What was a one page document in Word may be a two page document in Drive. Don't worry if you upload a document to Drive and it appears differently. It can always be downloaded and opened with the program it was originally created and look exactly the same as when it was last saved.

Sharing documents

Google Drive is great to share and collaborate on projects with others. The people you share with do not need to have a gmail account to access the document.

1. Click a document on Google Drive.
2. Once a document is selected, a share button will appear above.
3. Click on . A new dialog box will appear asking details of how you would like to share the document.
4. How public or private you want the document is up to you. If you want the more public settings, click on "Advanced." If you only want to invite a few people to view or edit the document (you have control whether or not they can edit), then simply add their email addresses where it says "Enter names or email addresses."
5. When you are done changing the privacy settings and who has access to edit/view the document, click on **Done**.



Another way to Share

You can also share your document WHILE you are editing it. If you have a document open in Google Drive, there is a blue Share button with a padlock. Click on this button and the same dialog box described above will appear.



Collaborating

- When someone else is editing or viewing a shared document, you can check in the upper-right hand corner to see who they are and how many people are viewing or editing the same document.
- Each user is color coded.
- You can chat or add comments for collaborators to avoid confusion.

Tutorials on Google Drive

GCFLearnFree's tutorial: <http://www.gcflearnfree.org/googledriveanddocs>

Google Drive's Help Center: <https://support.google.com/drive/?hl=en#topic=14940>