



Google Drive is an online repository storage facility for you. Drive provides you with 30GB of storage for any file—pictures, documents, etc. Your files can be reached from any smartphone, tablet, or computer. So wherever you go, your file follows. You can share your files or folders with anyone, without having to email.

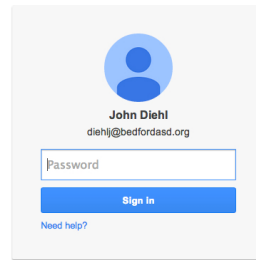


Sign into your account at:

One account. All of Google.

<http://drive.google.com>

Sign in to continue to Gmail



Sign in with a different account

One Google Account for everything Google



Getting to know the layout

The screenshot shows the Google Drive web interface with several blue arrows pointing to key features:

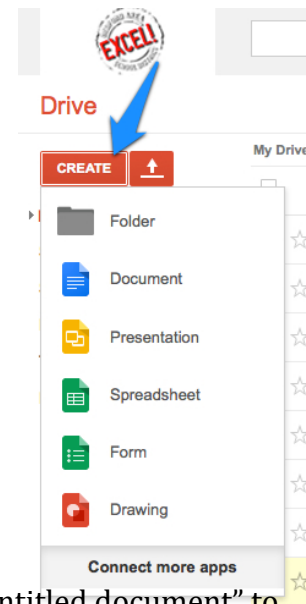
- Account:** Points to the user profile in the top right corner.
- More Apps:** Points to the application launcher icon.
- Drive:** Points to the top-left navigation area.
- New File:** Points to the 'CREATE' button.
- Upload a file or folder to "Drive":** Points to the upload icon.
- File Storage:** Points to the 'My Drive' section.
- Files shared with me:** Points to the 'Shared with Me' section.
- List of Files:** Points to the main file list table.
- Details:** Points to the view controls (list, grid, settings).
- List View:** Points to the list view icon.
- Grid View:** Points to the grid view icon.
- Setting:** Points to the gear icon for settings.

OWNER	LAST MODIFIED
me	Apr 28 me
me	Jul 31 Paul Ruhman
me	Jul 17 me
me	Apr 28 me
me	Jul 25 me
me	Mar 18 me
me	Apr 28 me
me	Mar 25 me
me	Mar 25 me
me	Mar 25 me
me	Jul 20 me
me	Aug 3 Unknown user
me	Mar 25 me
me	Mar 25 me
me	Mar 28 me
me	Mar 27 me

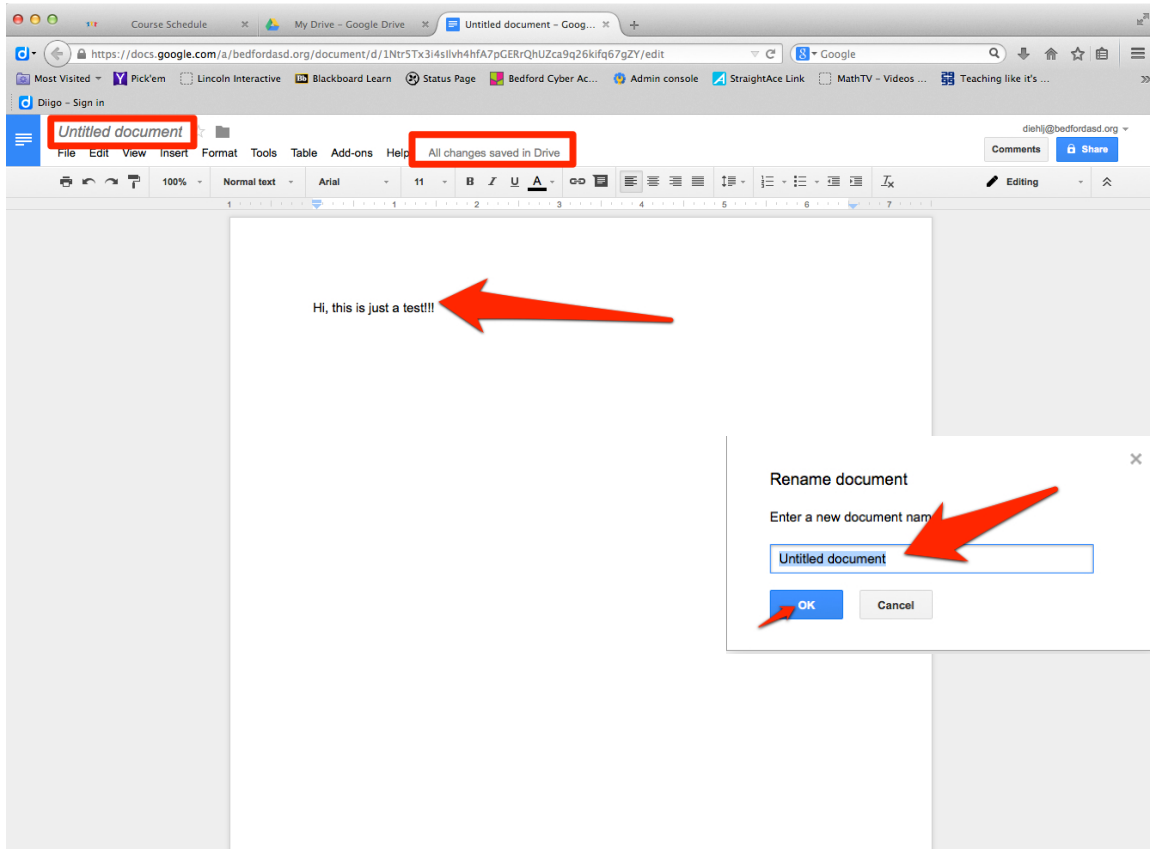
0.19 GB (0%) of 30 GB used
[Manage](#)

Creating a Document

Click on the red “CREATE” button and choose “Document”



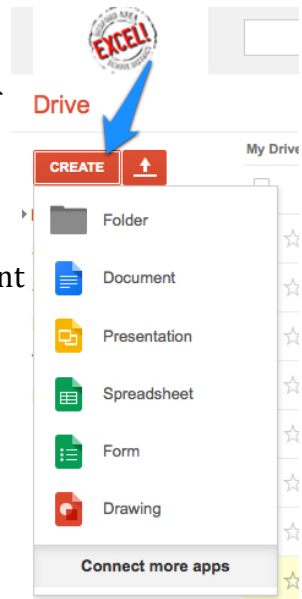
Now, you have an untitled document. You should first click “untitled document” to rename it and then you can click on the document to start typing. You are familiar with the formatting options because they are similar features offered in Microsoft Word.



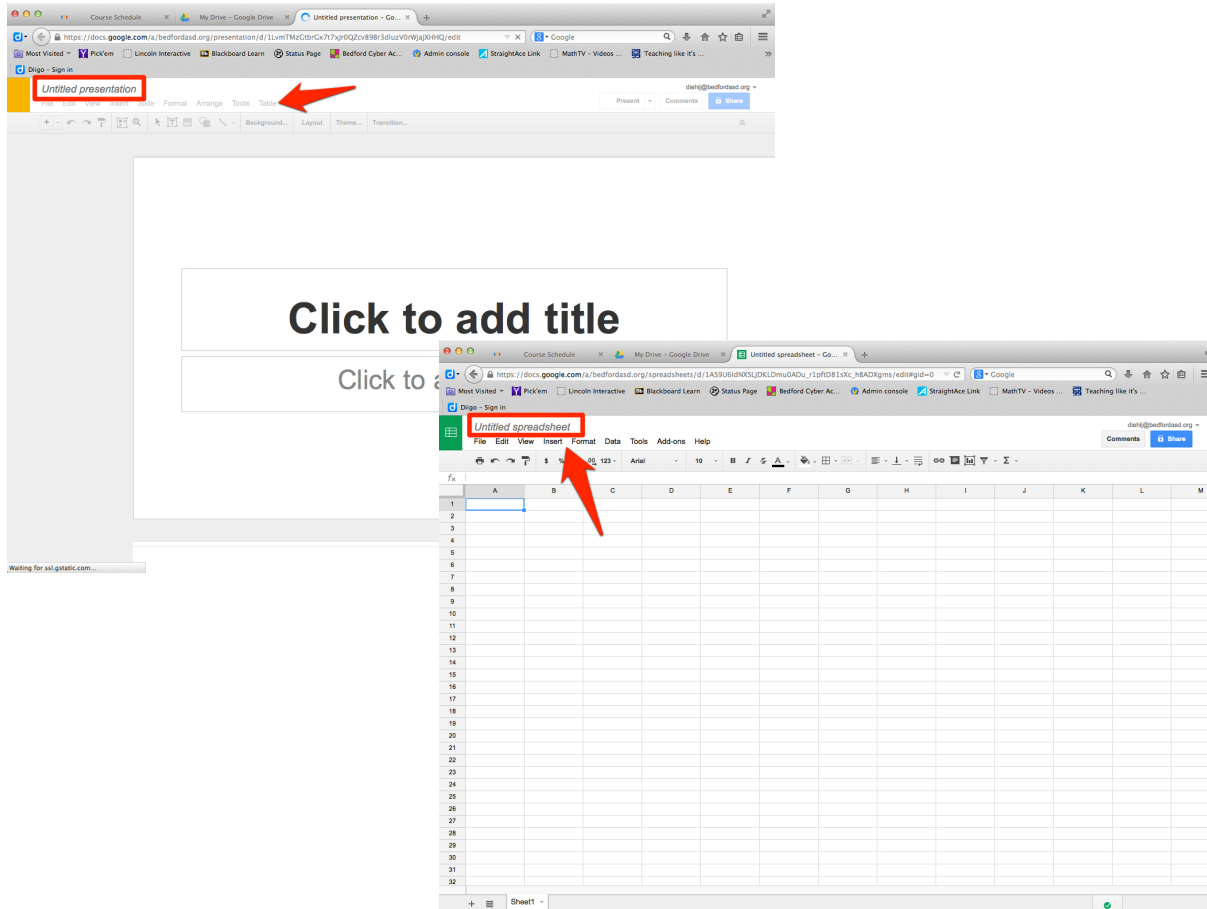
Creating Spreadsheet & Presentation

Click on the red “CREATE” button and choose “Presentation” or “Spreadsheet”

These documents are equivalent to creating a Microsoft PowerPoint and a Microsoft Excel document.



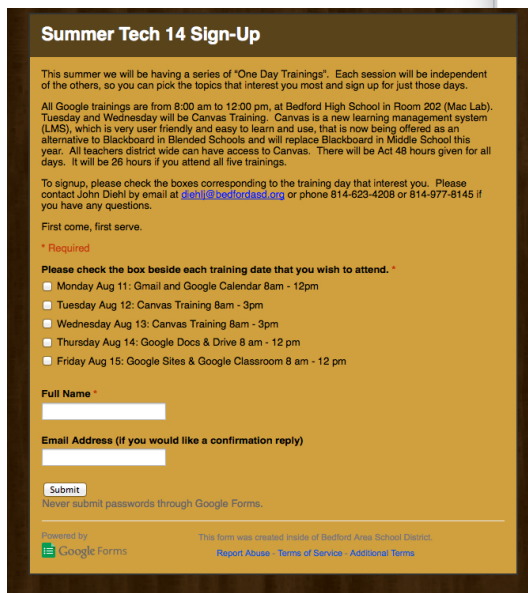
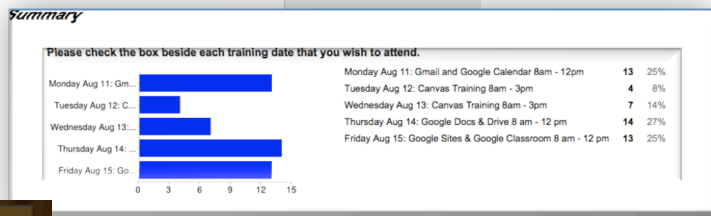
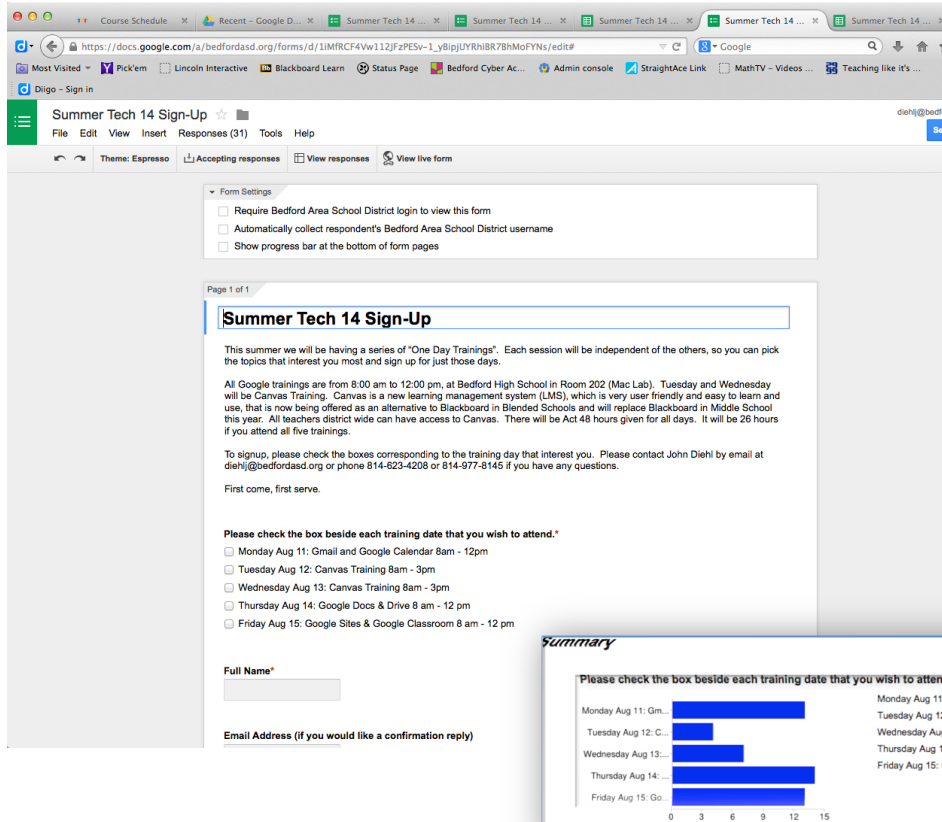
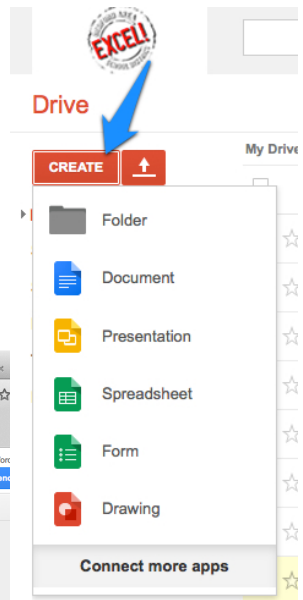
Rename each of your documents first so it can be easily located in drive and then you will notice a familiar menu bar and tool bar, similar to Excel and PowerPoint. Just click into the document area to begin typing and working.



Creating a Form

Click on the red "CREATE" button and choose "Form"

This is used to create questionnaires or surveys.



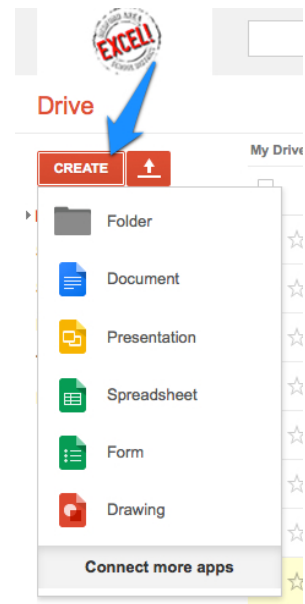
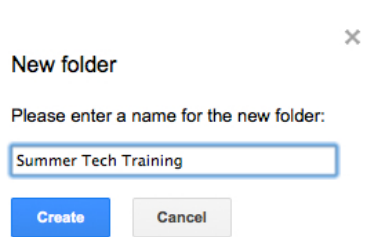
Once you create your questionnaire, you can have it published for completion and then you response can be analyzed by checking out the summary.

Creating Folders

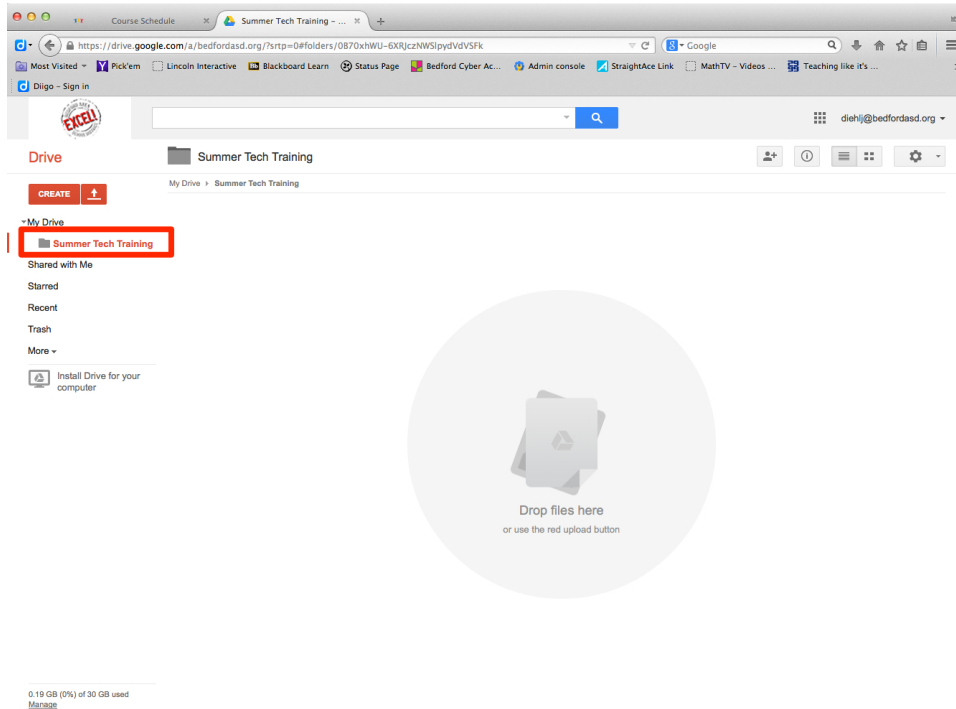
Organizing Documents

Click on the red “CREATE” button and choose “Folder”.

Name your Folder and then you will see it beneath “My Drive”



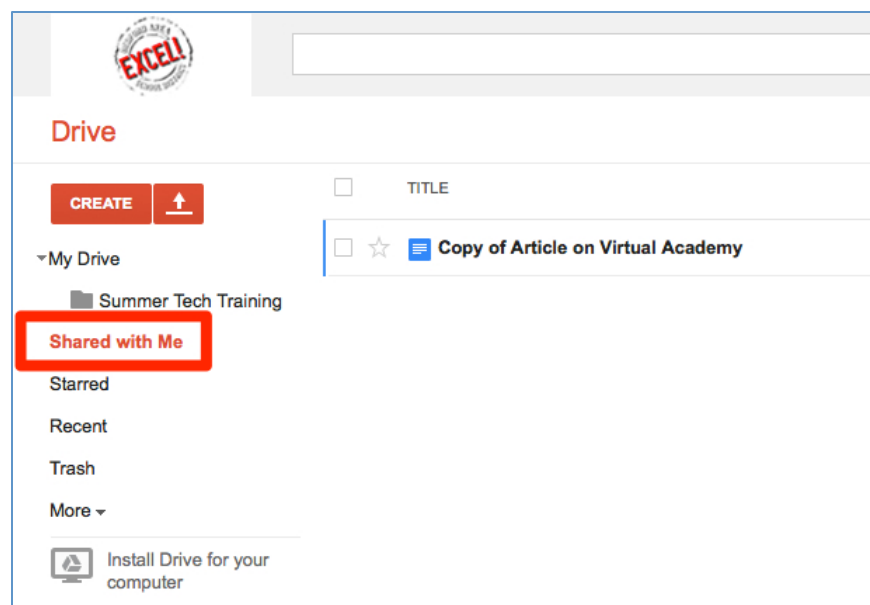
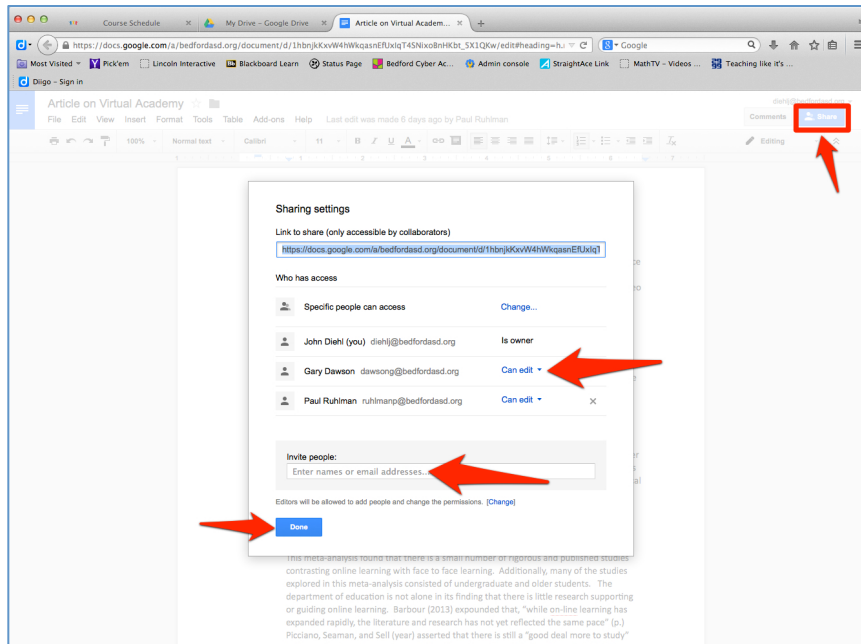
You may drag and drop files into your folder or you can use the Red upload arrow to upload files into drive. Then you can organize them into folders.



Sharing Files or Folders

With people who have a Google account.

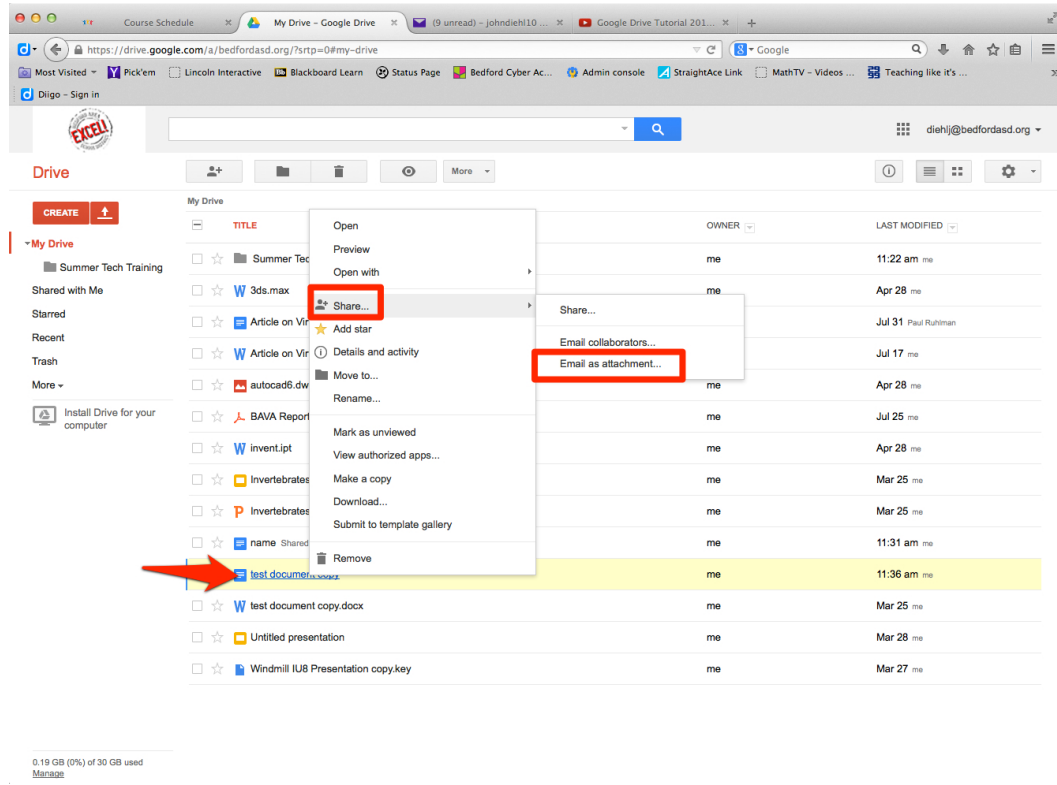
Open or create a new document. Then click on the “share” button on the top right of the screen. A new dialogue box will appear and you will want to input the accounts (email) of those you wish to share this document with. Provide them with either Edit, Comment, or View rights and they can now access this file from their account under “Shared with me”.



Sharing Files or Folders

With people who DO NOT have a Google account.

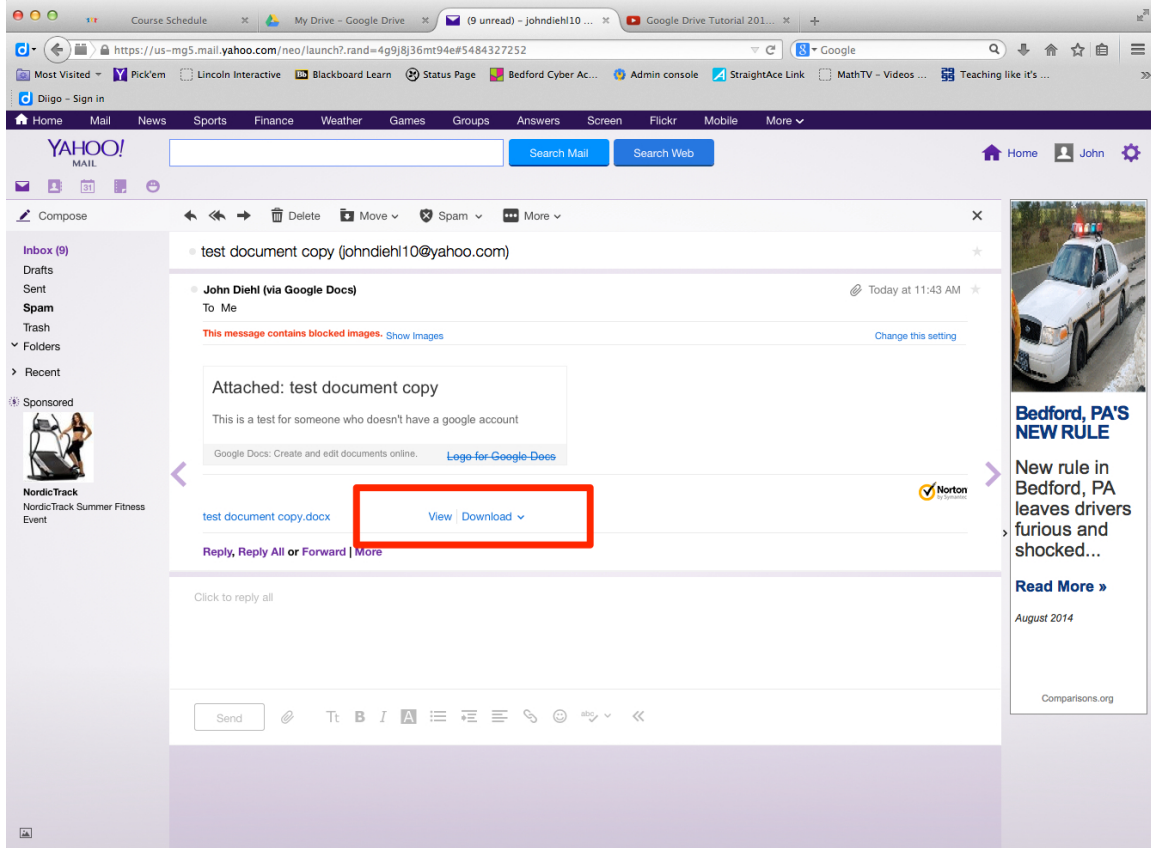
If are trying to share a Google Doc with someone who doesn't have an account, you right click on the document, select share, and then select email as attachment.



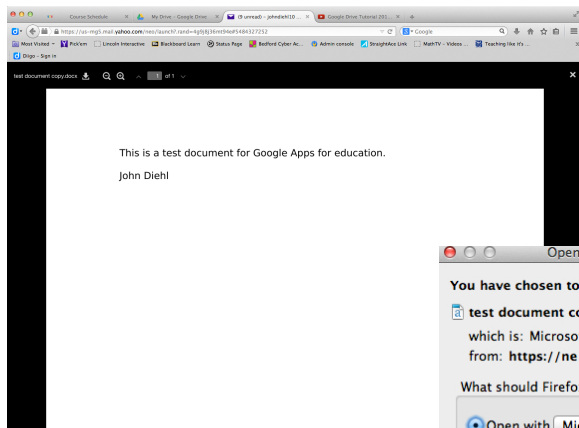
Fill in the "Attach as" and the email address you are sending it to as well as the message and then click send.

The screenshot shows the 'Email as attachment' dialog box. The 'Attach as' field is set to 'Microsoft Word (.docx)'. The 'To' field contains the email address 'johndieh10@yahoo.com'. The 'Subject' field contains 'test document copy'. The 'Message' field contains the text 'This is a test for someone who doesn't have a google account'. A red arrow points to the 'Send' button at the bottom.

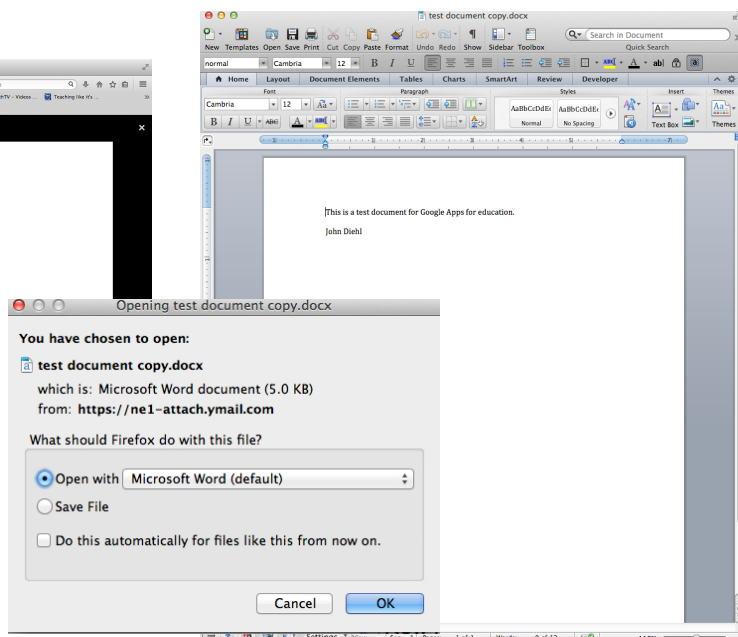
This is how it looks in the recipient's mailbox. They have the option to either view or download the file.



Viewing the Document

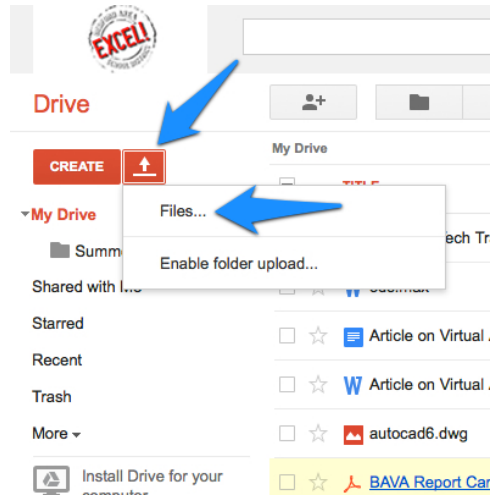


Downloaded and opened in MS Word

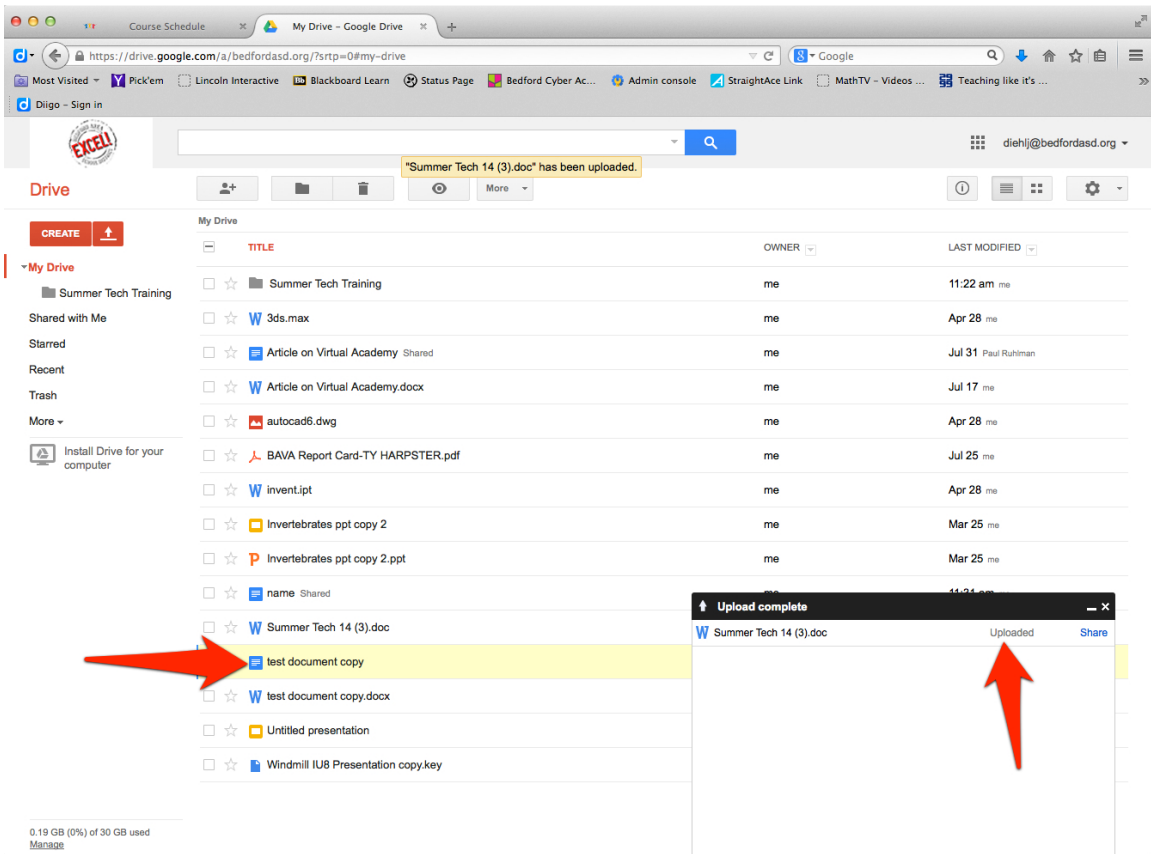


Uploading Files

Click on the red upload arrow.
Then click on the "Files..." label.

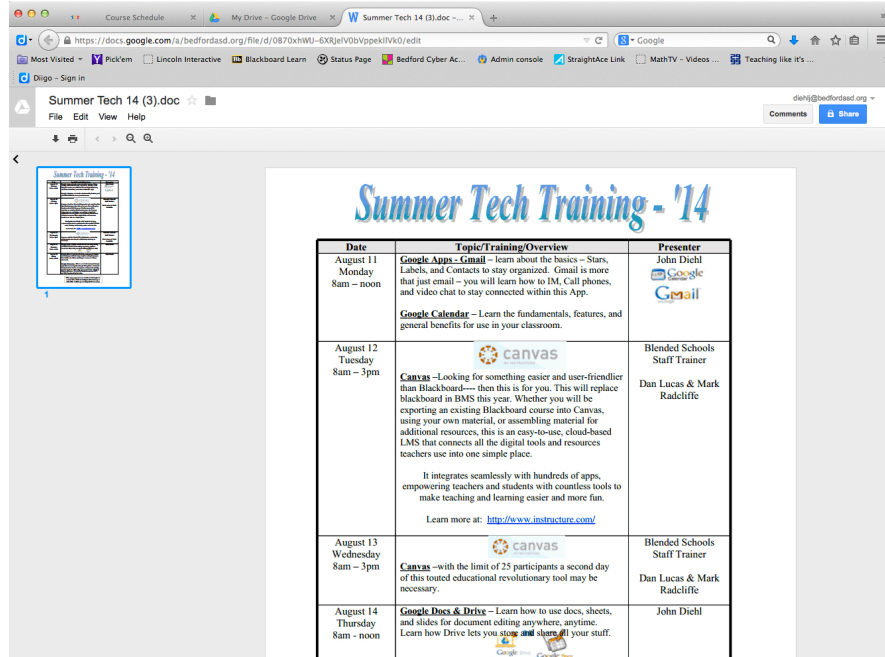


Select your file that you wish uploaded. It will upload and appear in your Drive.



You can see that it is uploaded as a word document. You can view it by clicking on it or if you want to edit it, you will need to open (and convert) to a Google document.

Being Viewed in Google Docs.



Right Click and select "Open With" to edit with Google Docs.

