

Google Drive

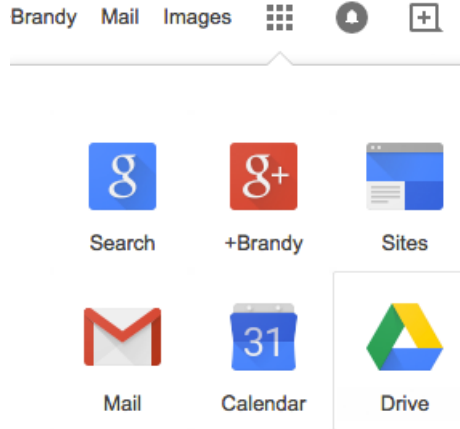
Quick Reference Card

Google Drive on the Web

Use Google Drive on the web to store and organize all your files. You get 15 GB of free storage across Google Drive, Gmail, and Google+ Photos. If you run out, you can buy more storage.

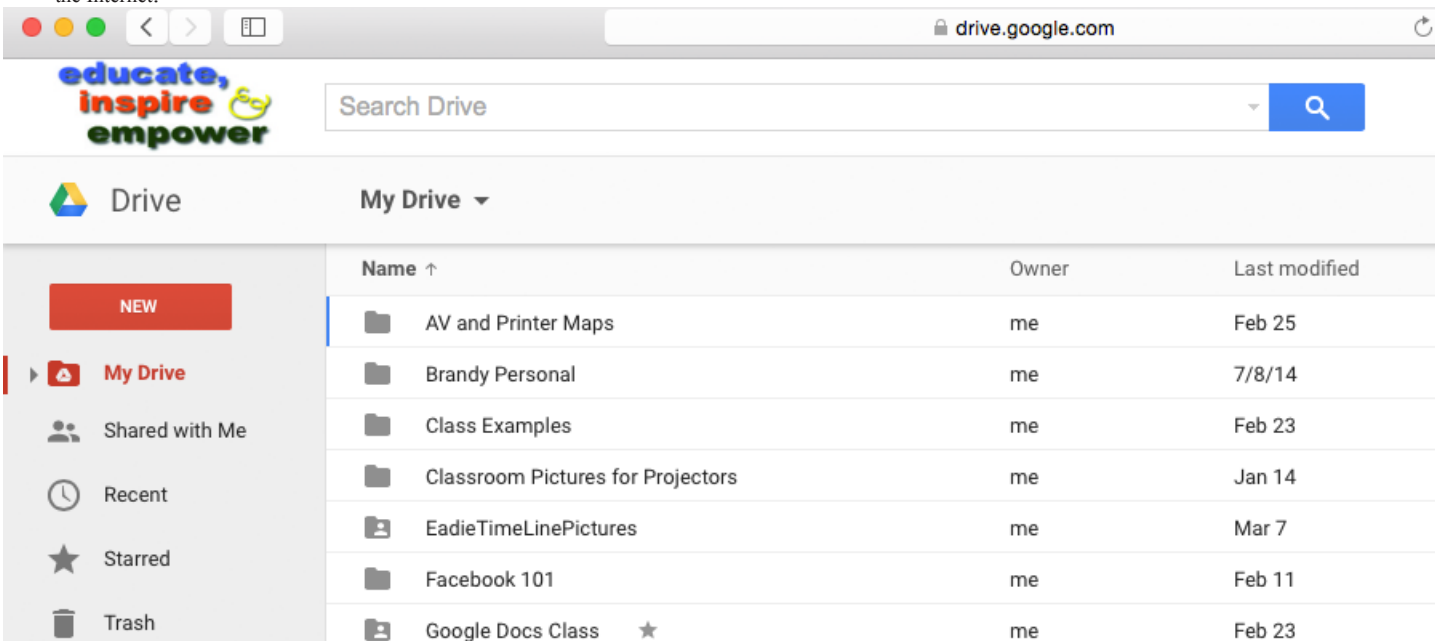
With Google Drive on the web, you can:

- Create, add, or upload a file with a single button.
- Easily find and add shared files.
- Single-click a file to select it and double-click to open it.
- Drag and drop files and folders, just like you do on your desktop.
- Share files with others and choose what they can do with them: view, comment, or edit.
- Access your files even when you're not connected to the Internet.



Google Drive on your Computer

Download Google Drive on your Mac/PC to keep files on your desktop synced with your files stored on the web. This means that anything you share, move, modify, or put in the trash will be reflected in Google Drive on the web the next time your computer syncs.



My Drive

Everything in your Google Drive that you've synced, uploaded, and created in the Google Docs editors. You can automatically sync "My Drive" to the Google Drive folder on your computer.

Shared with me

All of the files and folders that have been shared with you. To sync files in this view, move them to "My Drive". You won't see files shared to a mailing list or files set to "Anyone with the link" or "Public" unless the file has been shared directly to your email address.

Recent

All of your private and shared files that you've opened in reverse chronological order.

Starred

Items that you've marked with a star.

Trash

Everything that you've placed in the Trash. You can only trash items that you own.

If you have important files that you want to be able to access anywhere and anytime you sign in (including images and videos), you can upload them to Google Drive. To save time, upload a folder which will keep the original folder structure and upload all of the individual files within it.

Upload files

There are two ways to upload files to Google Drive:

- Drag-and-drop files. If you're using the latest versions of Chrome or Firefox, you can simply drag-and-drop files directly from your computer into Google Drive. You can even drag-and-drop files directly into folders or sub-folders.
- Open drive.google.com. On the left, click New and select Upload Files... from the drop-down menu.

Upload folders

There are three ways to upload folders to Google Drive:

- Drag-and-drop folders. If you're using the latest version of Chrome, you can drag a folder from your desktop into Google Drive. The folder, all sub-folders, and files will begin uploading immediately.
- Open drive.google.com. Click New and select Upload folder

You'll see a box that shows the progress of your folder upload. Click on the file name to open the file or close the box by clicking the X in the upper right corner.

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Search in Google Drive

Narrow your search results in Drive by following the steps below:

- Open Google Drive at drive.google.com.
- Go to the search box at the top and click the drop-down menu arrow.
- Choose how you want to narrow your search:
- File type: Documents, images, PDFs, for example
- Opens With (in the new Drive. The red button at the top left says “New”): Drawings, Google Docs, for example
- Ownership: Whether the file belongs to you or someone else
- Visibility (in classic Drive. The red button at the top left says “Create”): Whether the file is public or private
- Type a word or phrase and either press Enter on your keyboard or click the Search button .

Share a file or folder

If you want to send a file or folder to someone so that they can view, edit, or comment on it, you can share it with them directly in Google Drive, Docs, Sheets, or Slides, or through a link or email attachment.

Anyone you share the file or folder with will see changes made as they happen so that everyone can be on the same page and you can get feedback quickly

You can share a file or folder in Google Drive or in the Docs, Sheets, and Slides home screens.

- Open Drive, or a file or folder you want to share.
- Open the sharing box:
- While you have a file open: Click Share in the top-right corner.
- While you have a folder open: Click the share icon in the top-right Share.
- From your file list in Drive: Select the name of a file or folder and click the share icon at the top Share.
- Under “People” in the sharing box, type the email addresses of the people or Google Groups you want to share with. You can also search for contacts by typing them into the box.
- Choose the type of access you want to give these users by clicking the dropdown arrow to the right of the text box:
- Can edit: Users can edit the file or folder and share it with others
- Can comment: Users can view and add comments to the file, but can’t edit it. Folders can’t be given comment access.
- Can view: Users can see the file or folder but can’t edit or comment on it
- Click Done. The users will receive an email letting them know you’ve shared the file or folder with them.

Google Docs

Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Here’s what you can do with Google Docs:

- Upload a Word document and convert it to a Google document
- Add flair and formatting to your documents by adjusting margins, spacing, fonts, and colors — all that fun stuff
- Invite other people to collaborate on a document with you, giving them edit, comment or view access
- Collaborate online in real time and chat with other collaborators — right from inside the document
- View your document’s revision history and roll back to any previous version
- Download a Google document to your desktop as a Word, OpenOffice, RTF, PDF, HTML or zip file



Google Sheets

Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and simultaneously work with other people. Here’s what you can do with Google Sheets:

- Import and convert Excel, .csv, .txt and .ods formatted data to a Google spreadsheet
- Export Excel, .csv, .txt and .ods formatted data, as well as PDF and HTML files
- Use formula editing to perform calculations on your data, and use formatting make it look the way you’d like
- Chat in real time with others who are editing your spreadsheet
- Create charts with your data
- Embed a spreadsheet — or individual sheets of your spreadsheet — on your blog or website
- For more information about Google spreadsheets, check out the Google Sheets getting started guide.



Sort your files

To easily find and keep track of your files, you can sort your files in a number of different ways.

- Open Drive at drive.google.com.
- In the top-right corner, click the sort icon .
- Don’t see the sort icon? Try clicking the drop-down arrow next to either “Owner” or “Last modified” at the top of your file list.
- Choose one of the options for sorting your files.

Here’s what people can do in a file or folder as a viewer, commenter, editor, or owner:

	Can View	Can Comment	Can Edit	Is Owner
View files and folders	x	x	x	x
Download or sync files to another device	x	x	x	x
Make a copy of files to save in Google Drive	x	x	x	x
Comment and suggest edits in files		x	x	x
Edit documents, spreadsheets, presentations, and drawings			x	x
Share or unshare files with others			x	x
Add or remove files from a folder			x	x
Delete files and folders			x	x
Transfer ownership of files and folders to others				x

Google Slides

Google Slides is an online presentations app that allows you to show off your work in a visual way. Here’s what you can do with Google Slides:

- Create and edit presentations
- Edit a presentation with friends or coworkers, and share it with others effortlessly
- Import .pptx and .pps files and convert them to Google presentations
- Download your presentations as a .pdf, .ppt, .svg, .jpg, or .txt file
- Insert images and videos into your presentation
- Publish and embed your presentations in a website

