

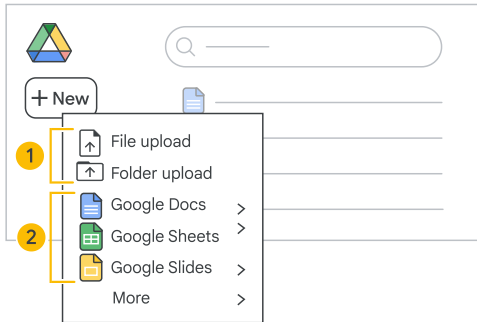
Google Drive cheat sheet

Store, share & access files in Drive on any device. Change or delete a file from one location & Drive makes the same change everywhere.

Get Drive: [Web \(drive.google.com\)](https://drive.google.com) , [Android](#) , or [iOS](#)

Add files & folders

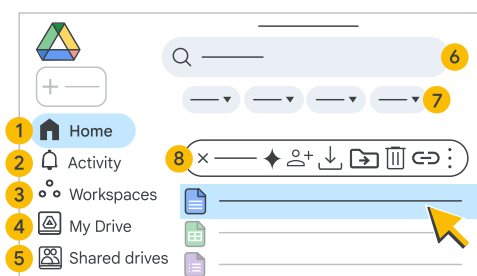
Click **New** to...



- 1 Upload any file (such as Microsoft Outlook files, Adobe PDF files, and videos) or folder from your computer.
- 2 Create new documents right in your browser.

Editor	Description	Example uses
Google Docs	Text documents	Proposals, reports, shared meeting notes
Google Sheets	Spreadsheets	Project plans, budget sheets
Google Slides	Presentations	Pitch decks, training modules, team presentations
Google Forms	Surveys	Customer satisfaction surveys, group polls
Google Drawings	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
Google Sites	Websites	Team sites, project sites, resume sites


Work with files & folders



- 1 Show suggested files & folders
- 2 View comments, access requests & approvals
- 3 Get quick access to files in workspaces
- 4 Go to files in My Drive
- 5 View files owned by teams
- 6 Search for files




- 7 Filter by file type, people, date, or location
- 8 Select a file & ask Duet AI about the file, share, download, move, delete, or copy the link to the file, or access more options

Share files & folders

To share a file or folder, click Share  and choose what collaborators can do. They'll get an email notification, too.

	Delete files & folders	Add & remove files and folders	Share or unshare files and folders	Edit files	Comment or suggest edits in files	View files & folders
Owner	✓	✓	✓	✓	✓	✓
Editor	✓	✓	✓	✓	✓	✓
Commenter					✓	✓
Viewer						✓

Access your files from any device

Browser or device	Requirements	How to access
<input type="checkbox"/> Web browser (any device)	Install any web browser.	Go to drive.google.com .
 Computer	Install Drive File Stream from the Drive Help Center . For details, see Install and set up Drive File Stream .	Click Drive File Stream  and then Open Google Drive  . For details, see Access your files .
<input type="checkbox"/> Mobile devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your device.

Free up storage space in Drive

Go to drive.google.com/drive/quota to see which of your files use the most space. You can delete files you no longer need. For details, go to [Free up storage space](#).

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