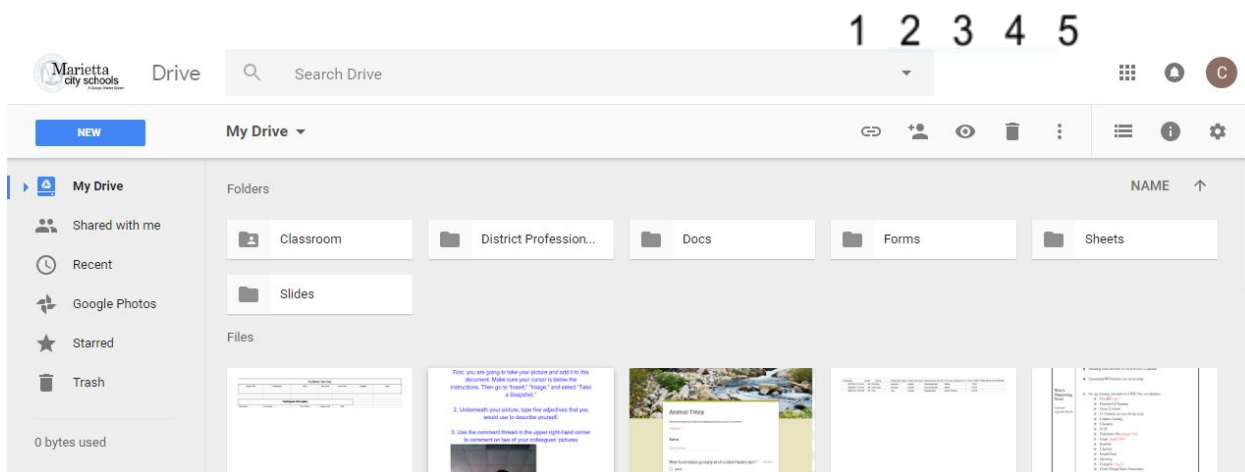


# Google - Working with Files and Folders in Google Drive

It is possible to perform actions on Files and Folders from within your Google Drive, without actually having to open the file or folder. To do so:

- Select the **file** you would like to work with.
- A new series of options becomes available in the toolbar.



1. Obtain a shareable link for the document and turn link sharing on and off.
2. Share: Opens up options for sharing the document, including link sharing, inviting people, and assigning permissions (can view, can comment, can edit).
3. Preview: Opens a lightbox preview of your document for viewing. You can zoom in and out, share, “move to,” “add star,” rename, view details, open in a new window, and choose to open the document. Note: The preview is not available when selecting a folder.
4. Remove: Remove this file to the trash.
5. More actions: Additional options to “open with,” “move to,” “add star,” rename, view details, and make a copy.

Right-clicking on a file also gives you the following options:

- Preview
- Open with
- Share
- Get shareable link
- Move to
- Add star
- Rename
- View details
- Make a copy
- Download
- Remove

Selecting a **folder** in Google Drive provides you with the same options listed on page 1, with a few exceptions.

- There is no lightbox preview available (3).
- The “More actions” option (5) includes “open with,” “move to,” “add star,” change color, rename, view details, and download.

Right-clicking on a folder gives you the following options:

- Open with
- Share
- Get shareable link
- Move to
- Add star
- Change color
- Rename
- View details
- Download
- Remove