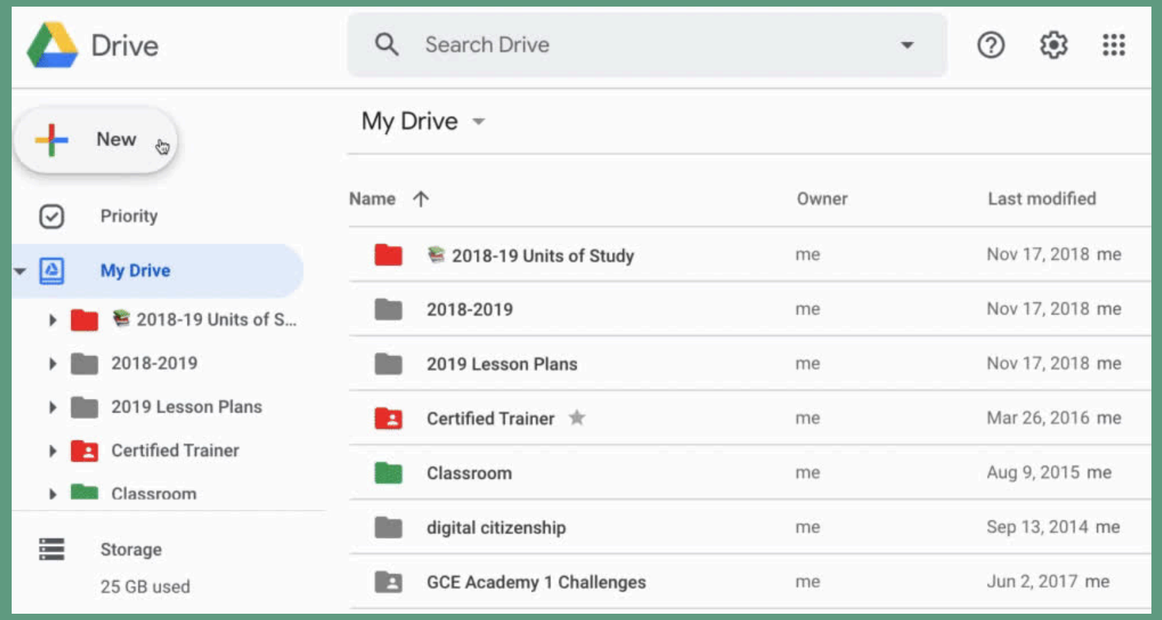
Google Drive

tips & tricks

Scan the QR Code! (Or click the link)

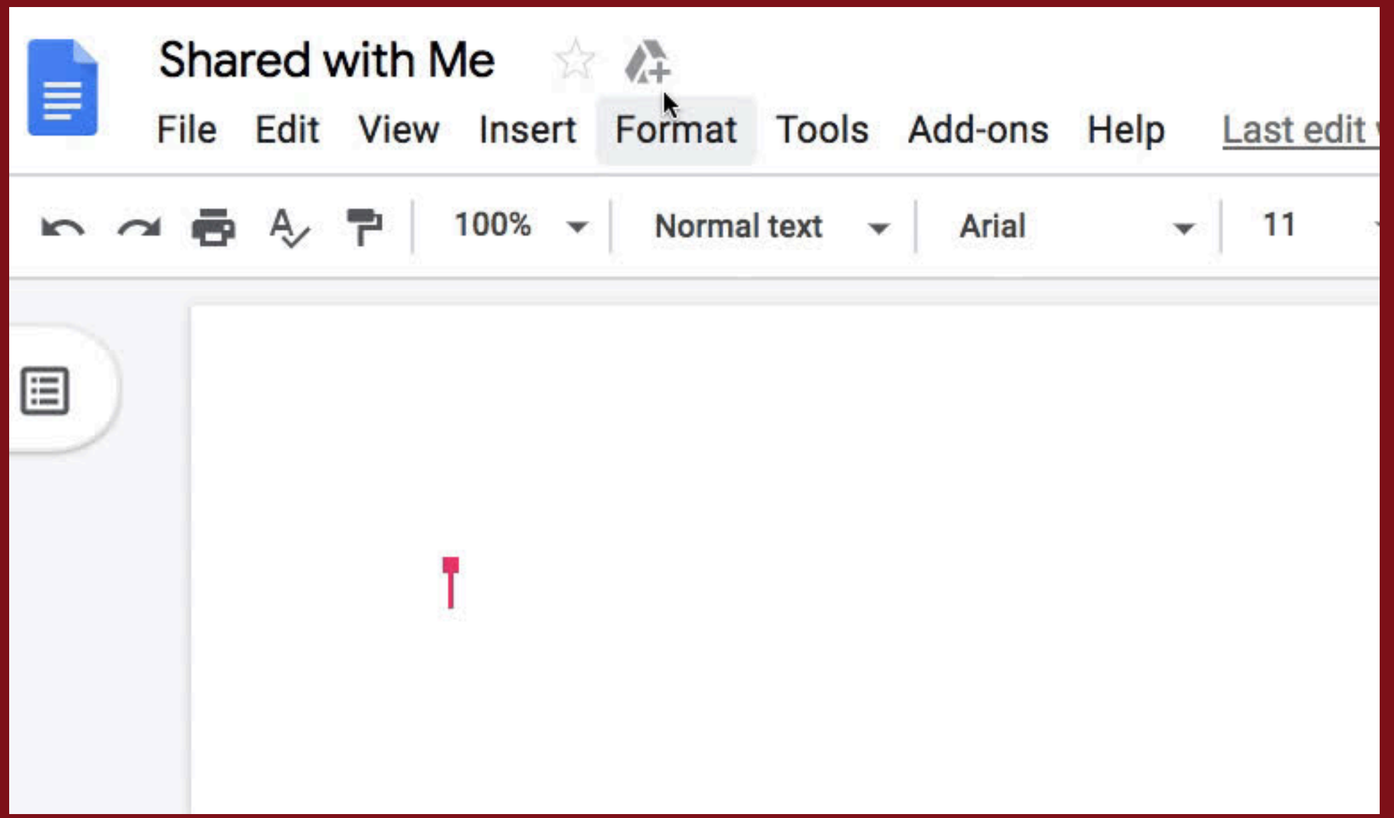
Choose a picture from your summer to share.



Add folders to your drive!

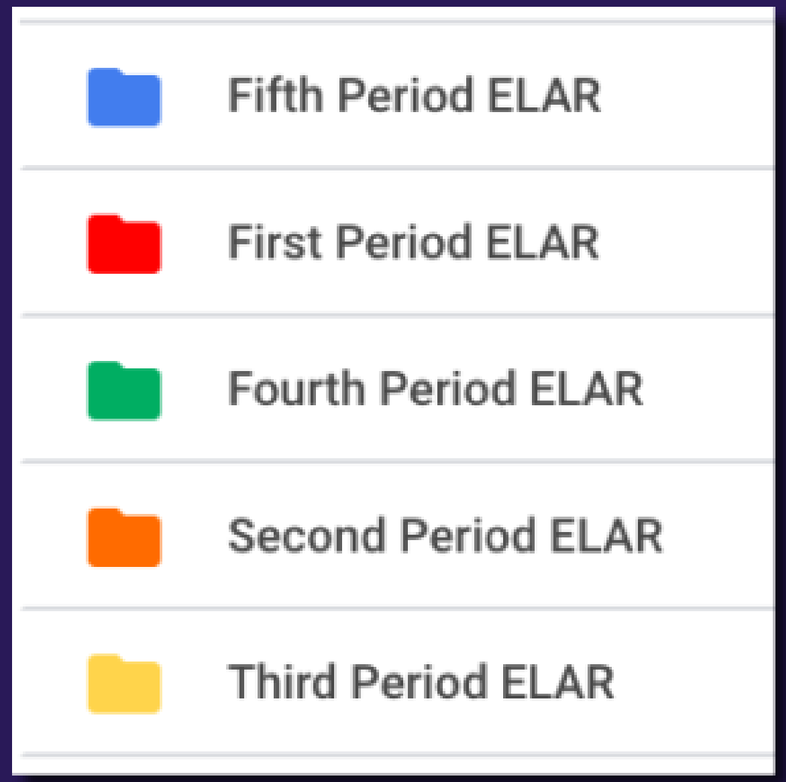
Add to Drive

When you have the shared file open, you will see a Drive icon near the top left.
Once you click that icon, the file will be added to your Google Drive, and you can organize it into a folder. (Note: This is not making a copy. It is just giving you access to the file in your Drive.)
You can also add the files from the "Shared with Me" section of Google Drive by right-clicking on the file and choosing "Add to Drive." Or select the file and click on the "Add to Drive" icon from the menu.



SEARCH BAR

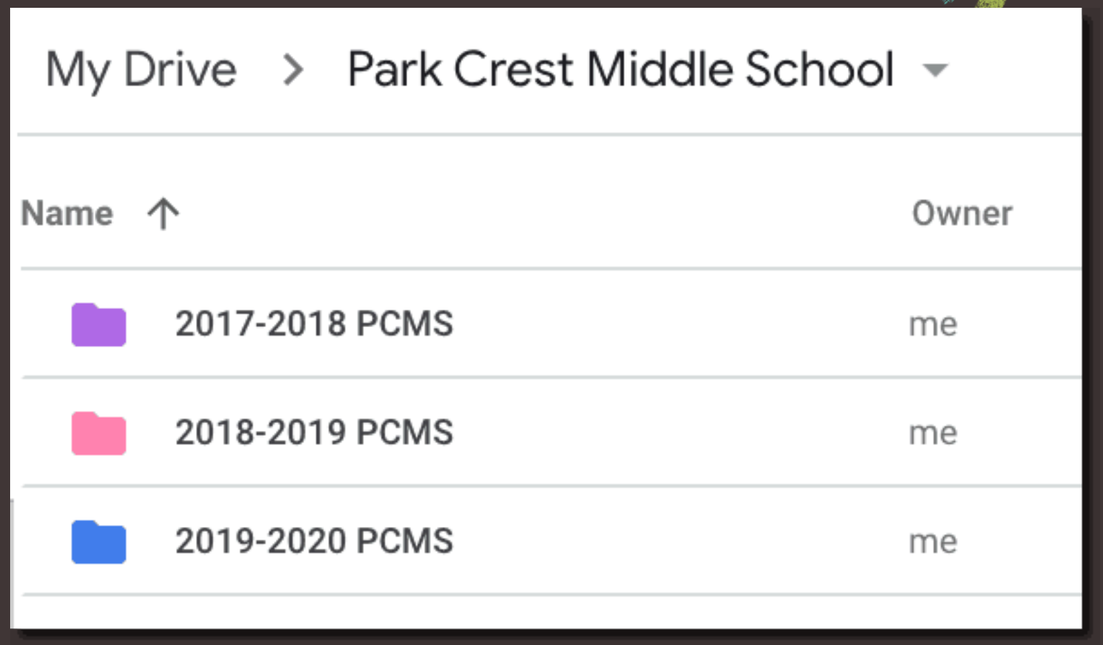
You can do a simple search, or click the drop-down arrow from the search box for more advanced search options. You can filter by file type, owner, keywords, dates, and more!



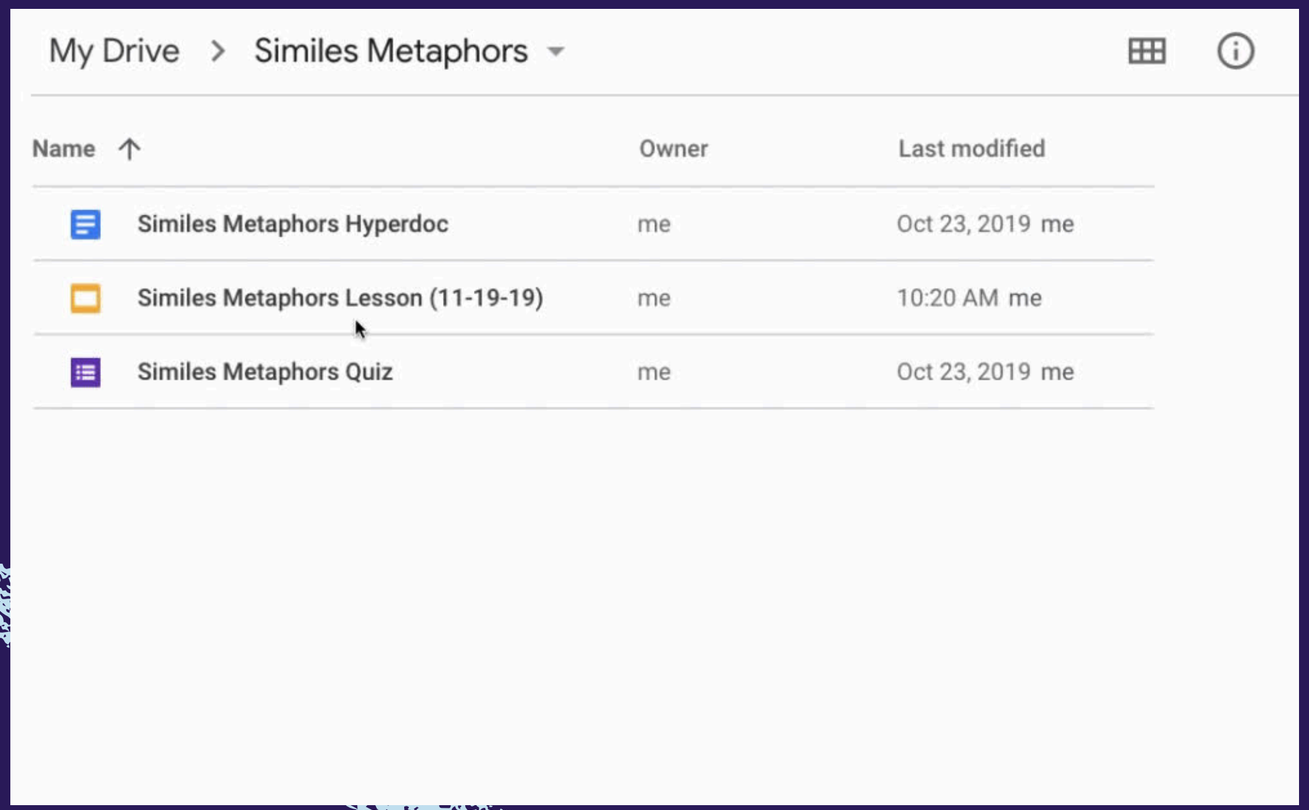
Color-code your folders!

Right-click (or control-click) on the folder
Go to "Organize"
Select the color from the palette

Tip: Create a Master Folder for each school year

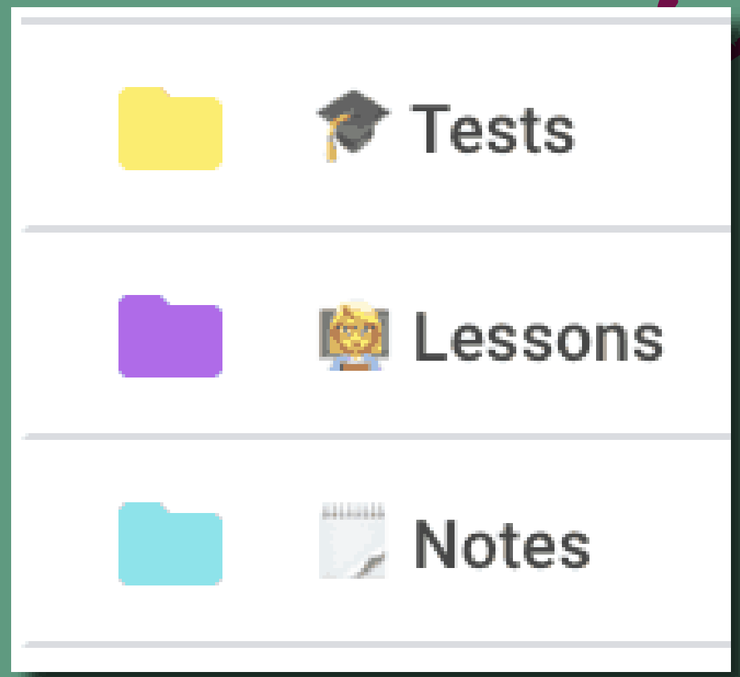


Use file and folder descriptors



You can view the details and activity related to a file or folder by first selecting the file/folder, then click on the "View Details" icon near the top-right. Here you add additional information, a more detailed description, a note to yourself, or whatever you need. This also makes your file more searchable.

Add Emojis!



Emojipedia

Rename your files and add an emoji or other special characters by simply copying and pasting into Google Drive when renaming a folder.

YOUR TURN!

Get into your Google Drive and apply what you learned!

Thank you for Listening!