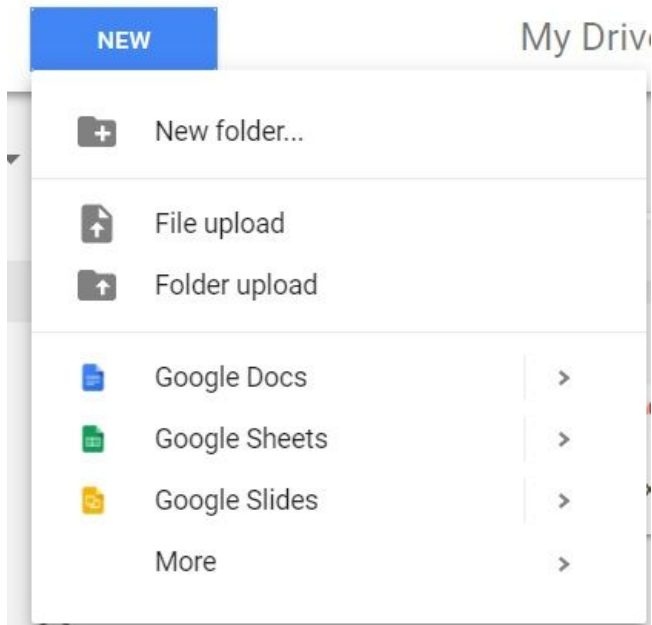


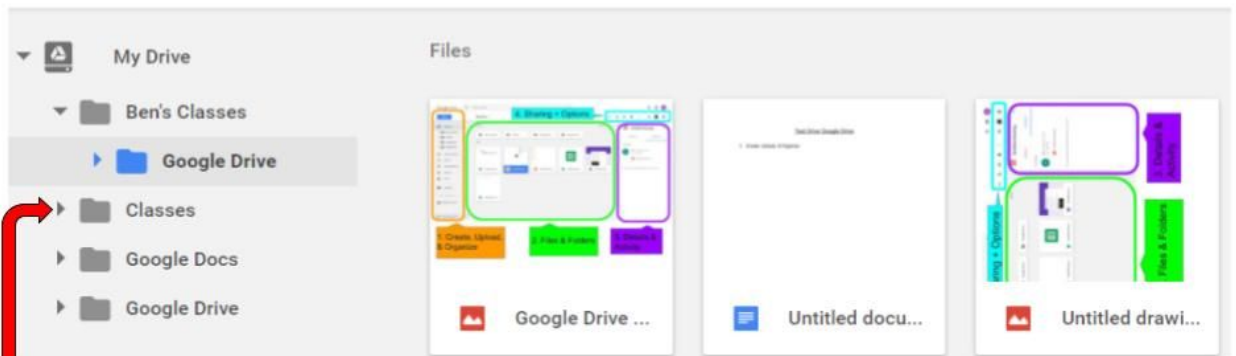
# Test Drive Google Drive - Handout

## 1. Create, Upload, & Organize

- a. On the left side of the Google Drive screen is a window pane that allows you to create, upload, and organize files that will be stored on Google Drive.
- b. Click on the blue “New” button to create or upload new files and folders.

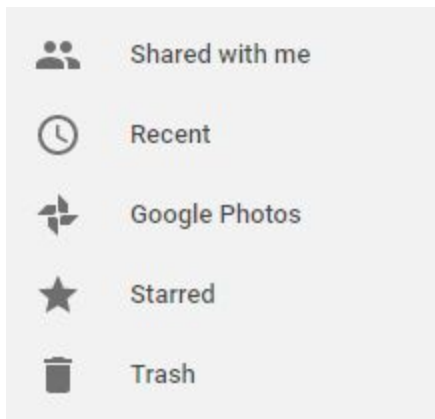


- c. By clicking the little arrow pointed toward “My Drive,” you can expand the menu to show folders stored within your drive. Clicking on the following arrows will display the folders within those folders and so on.
- d. **Click on a folder to view the files** stored inside of it.



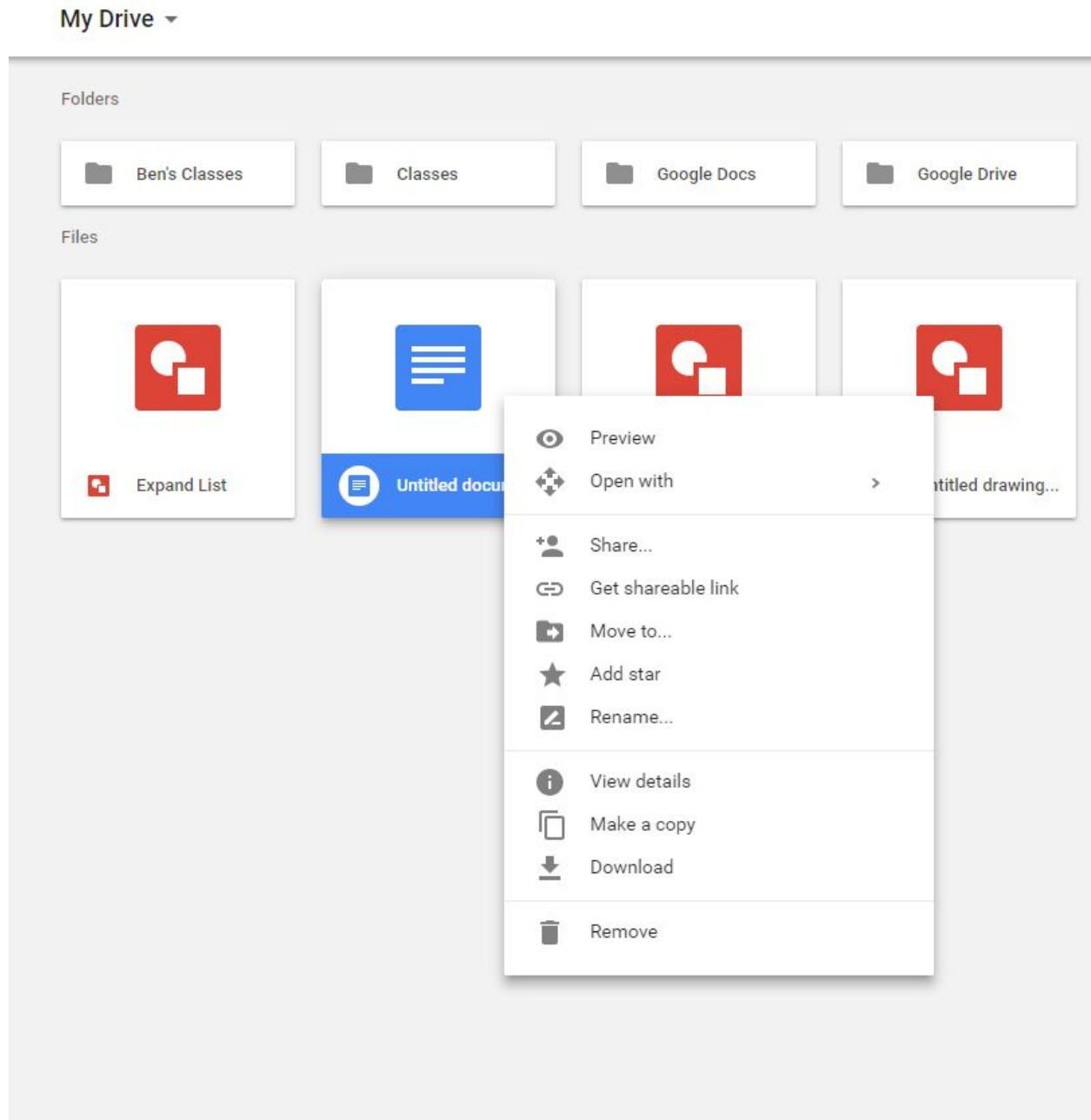
**Click these smaller arrows to expand the list.**

- e. More options on the left window pane:
- i. **Shared with me** - View files that another Google user is currently sharing with you.
  - ii. **Recent** - View your most recently opened files
  - iii. **Google Photos** - Access your photos that have been uploaded via the Google Photos app.
  - iv. **Starred** - It is possible to “star” individual files as a way of marking their importance. All “starred” files will appear on this page.
  - v. **Trash** - Deleted files will appear in the “trash” page as a form of temporary storage. Select files inside of the “trash” page and click the “delete forever” button to remove them permanently from your Google Drive.



## 2. Files & Folders

- a. Right click on a file or folder icon to quickly access different options that you can do with the selected file or folder.
  - i. This is an easy way to share, star, rename, or download your files.

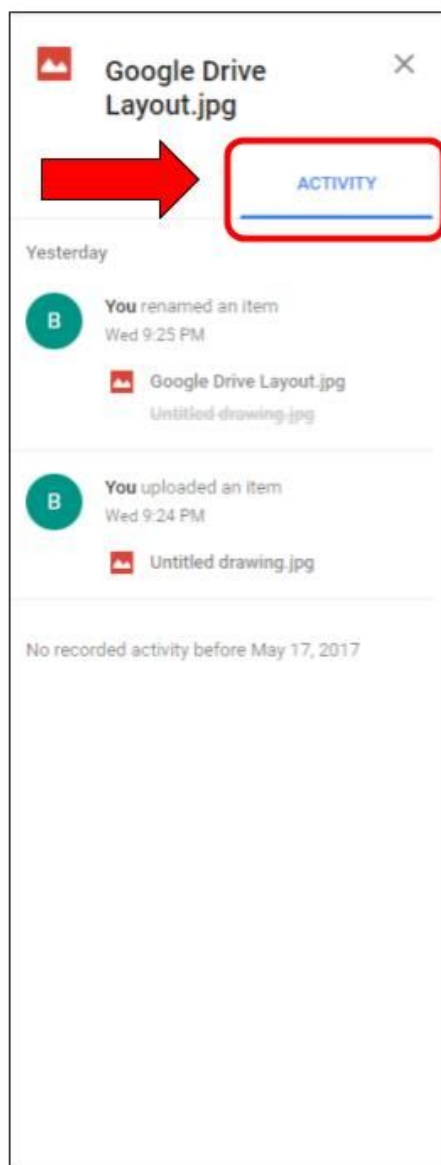


### 3. Details & Activity

- The “details” tab allows you to view information about the file such as its size, when it was created, and who created it.
- The “activity” tab allows you to see all of the recent changes that have been made to the file.
- If you do not see this window on the right side of your screen, click on the



icon on the top right of your page to open it.

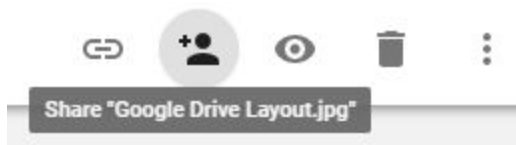


## 4. Sharing + Options

- a. This section of the Google Drive page offers you a number of different options, primarily about sharing your files as well as accessing extra options for them.
- b. “Get shareable link” allows you to generate a link that you can copy and paste. Anyone that you sent this web link to will be able to view your document online via Google Drive.



- c. “Share ‘File Name’” allows you to send an e-mail invitation to share your file with the people of your choice. Sending an invitation allows you to choose whether a person may “view,” “comment,” or “edit” your file.
  - i. “View” allows a person the sole option of looking at your file without being able to edit it.
  - ii. “Comment” allows a person to leave comments or suggestions on your file, but these may be ignored and deleted at your discretion.
  - iii. “Edit” allows the person you share this file with the ability to make changes to your file.



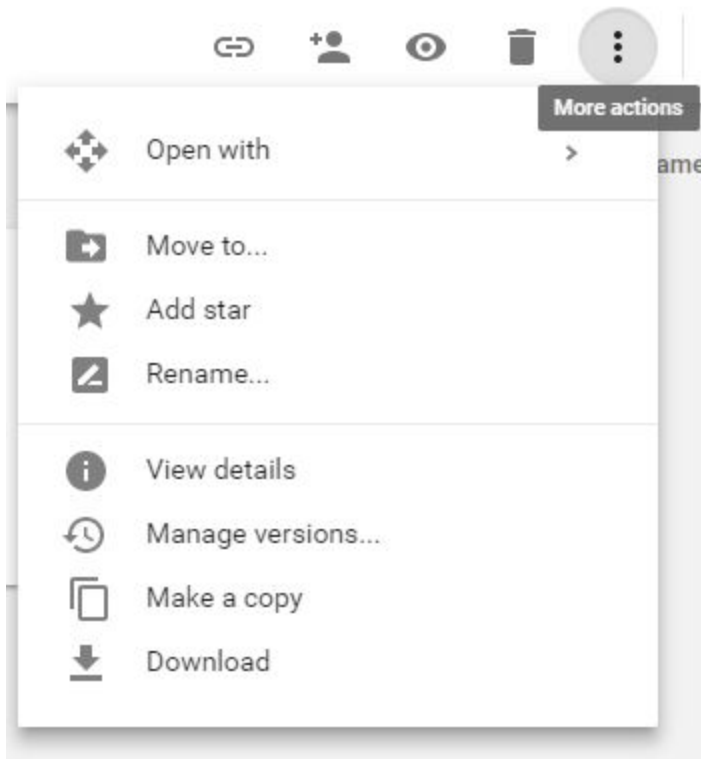
- d. “Preview” allows you to preview your file without actually opening it as a way to quickly look at it.



- e. “Remove” will add your file to the “trash” page.



- f. “More options” will bring up another menu of additional options that you may do with your file. These options are also accessible by right-clicking on the file icon itself.





4. Sharing + Options

1. Create, Upload, & Organize

2. Files & Folders

3. Details & Activity