# General Google Drive Tips

> Start here for the basics… general information about using Google Drive. If you want more information about OT Organizational Tips for managing OT data, click here.

1. Go to Google Drive. There are several options:
   a. Type drive.google.com in the address bar
   b. Create a bookmark for drive.google.com
      i. Click 3 vertical dots in the top right corner
      ii. Select Bookmarks
      iii. Select "Bookmark this tab"
      iv. To find your bookmark, select the 3 vertical dots, then find your bookmark
2. At any time when in Google Drive, you can go to your main "My Drive" page by clicking the Google Drive symbol in the top left corner
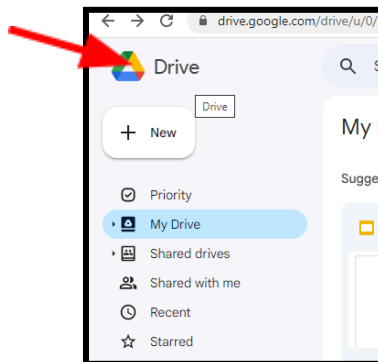

3. Using the "New" button
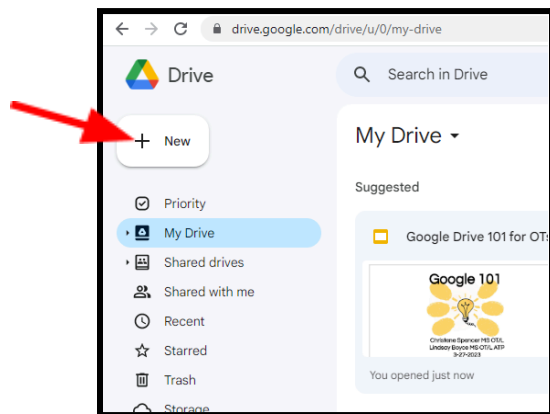
4. Make folders and folders within folders

- Go back to "My Drive"
- Click "New Folder" from the left side menu to organize items in your Drive. Name your folders using a consistent titling system.
- To create a sub-folder, open the folder you just created, then click "New Folder" again. This creates a sub-folder inside a folder. You can create multiple sub-folders inside any folder in Google Drive.
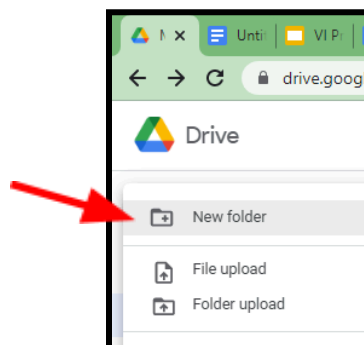
5. Use colors and stars

- Right click the desired folder, click "Organize" and choose a color
- For high use folders, right click "Organize" then "Add to Starred." It will now be available in the left Menu under "Starred"
- Find starred items quickly later by selecting "Starred" on the main "My Drive" menu

6. Use the search bar

This is a great tool to locate desired items. You can search by keyword of a file or file type (PDF, jpeg, etc.). Make sure to type the search criteria, and then press Enter. Use "Show Search Options" for more options such as owner, date modified, etc. if needed.

7. Change the view between list and grid to make it easier to select a group of files

Quickly switch views by pressing 'V' when in Google Drive.

Grid View   List View

8. Move files. 2 options:
   a. Select a file and drag it to a different location. You should be able to drag it to the left and hover over "My Drive." Then all your sub-folders under My Drive should show up and you can drop the file in the correct folder. Hover on a sub-folder to view the files saved under the sub folder.
   b. Right click on a file and choose "Organize," then "Move," then select the desired location. Use the "back" arrow within the "Move" box to navigate to the correct folder location.

9. Select multiple files. 2 options:

    a. "Ctrl" and click multiple files to select them all

    b. If selecting a row, click the first one and then click the last one while holding "Shift"

10. **Rename/Make a Copy**

Making a copy of a document is helpful if, for example, if you are using an evaluation template and changing the name and other info to be student specific. Make sure to make the copy BEFORE you begin editing the document, and rename the document with the correct student's name so you can find it.

    a. **Make a Copy - 2 options:**

        i. **Right click on file name before opening the file and select "Make a Copy"**

        ii. **Open file and click "File" then "Make a Copy"**

    b. **Renaming a document**

        i. **Click on the document's name at the top left, then delete the original and type in the new file name**

11. **Use revision and edit histories.**

You can restore old versions, make copies, copy specific sections or identify who made certain changes with this feature. Select File, then Version History. This may be helpful if you forget to make a copy of a file (i.e. an evaluation), before you make changes to it.
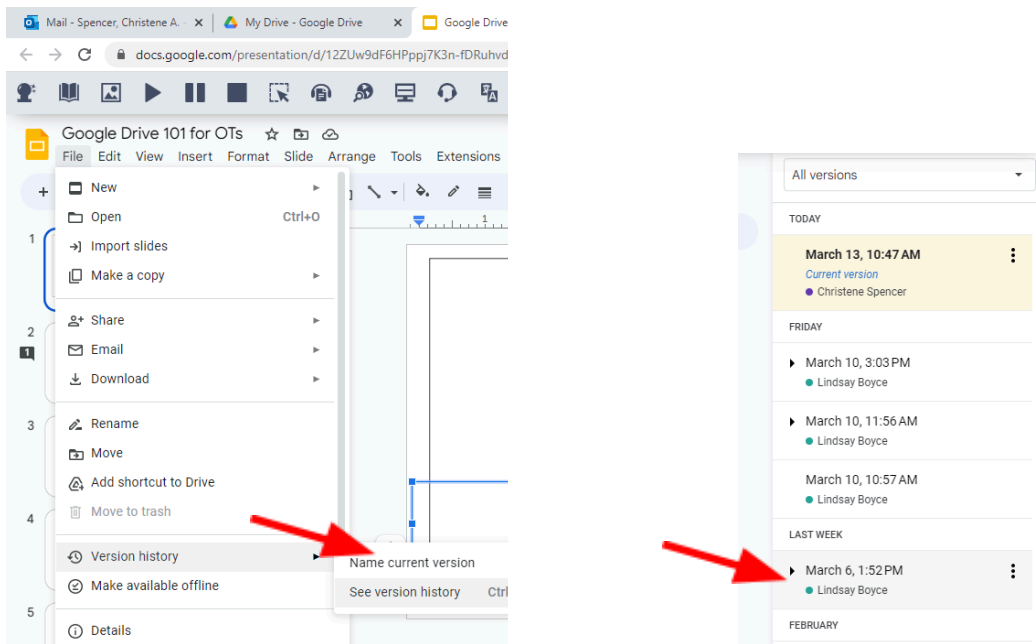
12. Sharing Files

a. Option 1: Right click on the file name that you wish to share, and choose "Share"

b. Option 2: Open the file you wish to share, and select "File" at the top, then "Share"
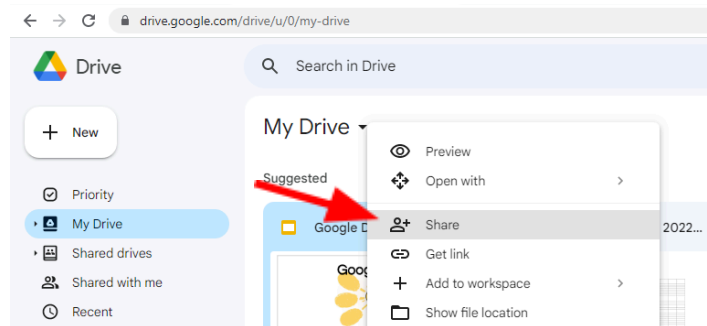
- Type in an email address, OR
- Select "Copy Link" at the bottom. Then share the link through email with those you want to share the document with.
- Adjust General Access settings at the bottom
 - Restricted = only those invited via email can view the document (this is the default setting)

- ○ Charlotte-Mecklenburg Schools = anyone with the link that's within the CMS network can view the document
- ○ Anyone with the link = anyone with the link can view the document
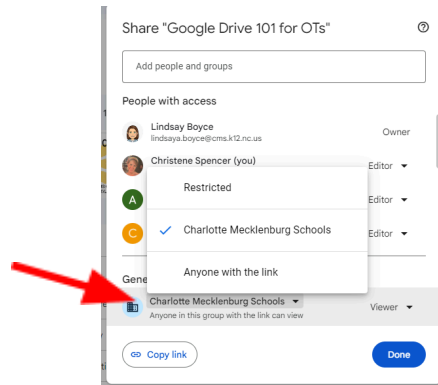
- Adjust edit/view settings - click on drop down and select if you want those with the link to be able to only view the document, or if you want to allow edit access (the default setting is "viewer")
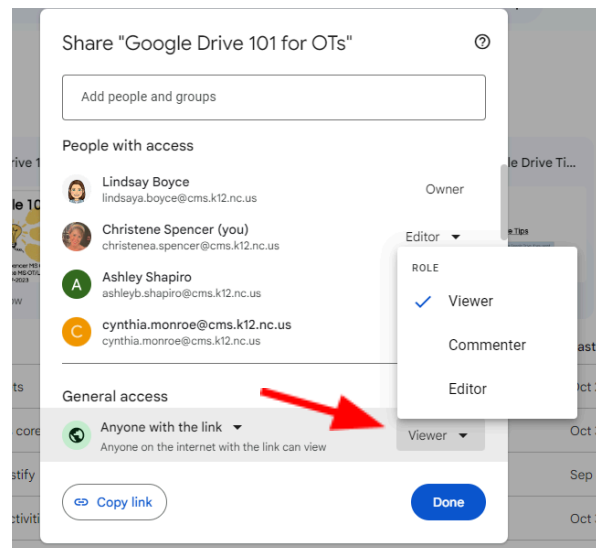

- You can also make someone an editor or a viewer that you have shared the file directly with
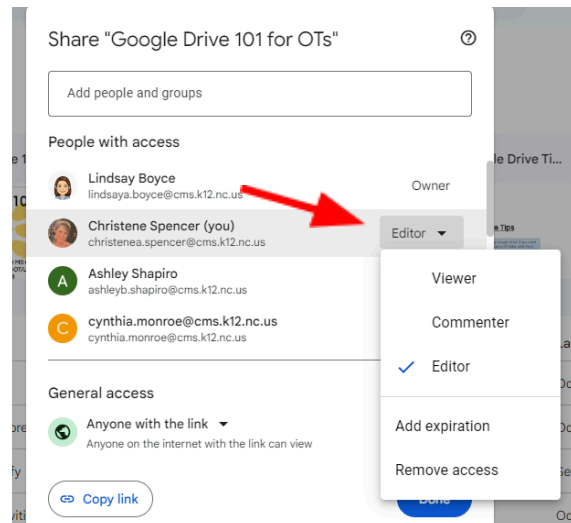
13. Force a copy of your material

A [force copy](#) link makes a copy of a file when a user clicks on the link. It'll add it to their Google Drive so they can edit it – without messing up your original!

- Open desired Google Doc.
  1. Click "Share"
  2. Change the link settings to "Anyone with the link."
  3. Copy the link and paste it wherever you are sharing it.
  4. Edit the end of the link by replacing the word "edit" and everything after it with "copy" (don't use the quotation marks).
  5. Share that link via email. Now, when someone opens that link, they will be prompted to make a copy of the document before they can edit it.
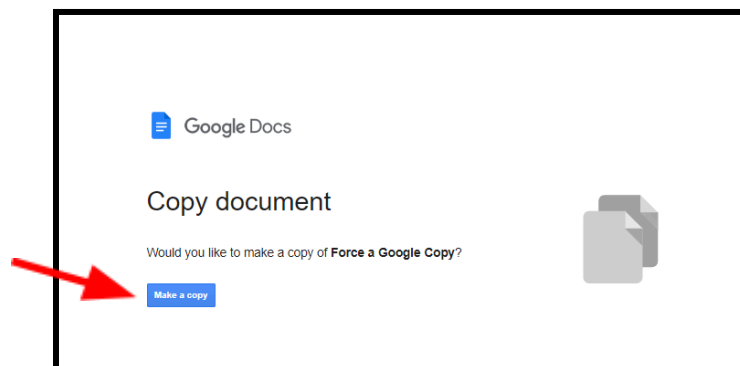
14. **Utilize Find and Replace feature**

Press "Control" and "F," or go to Edit at the top, and select Find & Replace. A window will open to allow searching for specific words. This can be used for most any document (PDF, sheet, doc) and is particularly helpful when looking for a specific word or desiring to replace a name or pronouns in a document.
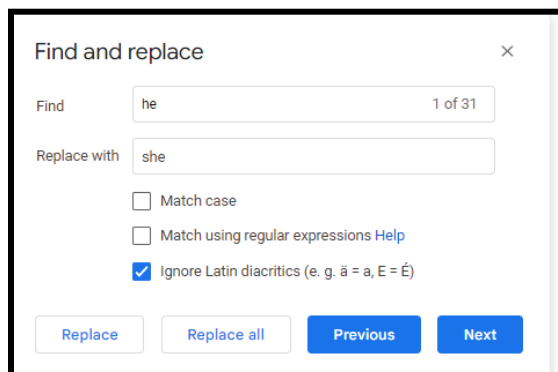
15. **Using Undo Feature**

You can undo your last action by pressing Control-Z simultaneously, or select File, then Undo

16. **Linking a web page, video, or document** You can link a word in a Google Doc, Google Form, Google Sheet, or Google Slides presentation to another Google doc, form, sheet, or slide presentation OR to a webpage, You Tube video, or by selecting the word you want to link, then selecting the chain symbol in the toolbar. Then paste in the URL to the item you want to link the word to.
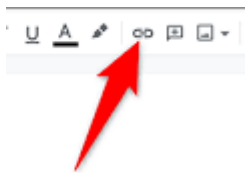
(this feature is also available in your CMS email if you highlight a word in your message window and click the "link" icon at the top of your email window)

17. **Changing default fonts and spacing for Google Docs (may be helpful for student)**

- Open a new Google Doc and adjust the font, spacing, color, size of the text.

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- Type at least 2 lines of text. Select the text you just wrote, then go to Format, then Paragraph Styles, then Normal Text, then Update normal text to match.
- With text still selected, go to Format, then Paragraph Styles, then Options, then Save as my Default Styles

Check out these [shortcuts](#) that can be used in Google Drive