



Book Projects in Google Drive

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1. Introduction

1.1. What is a Google Shared Drive?

Shared Drives are shared “folders” in Google Drive where teams can store, share and access their files easily. For a full overview of Shared Drives and their features please see the following [link](#). Request a Shared Drive [here](#).

1.2. What is Drive for Desktop (DFD)?

Drive for Desktop (DFD) is an application that enables you to access your Drive files via Finder/File Browser on your PC/Mac as if it were a mounted server. With DFD, you stream your Drive files directly from the cloud to your Mac or PC and save them back to the cloud. You can also make Drive files available for offline access. These cached files sync back to the cloud when you're online, so the latest version is available on all your devices.

2. Getting started

2.1. Requesting and setting up a Shared Drive

Step 1: The creative manager should request a Shared Drive using the form [here](#).

Step 2: DK Technology approves the request and creates the Shared Drive

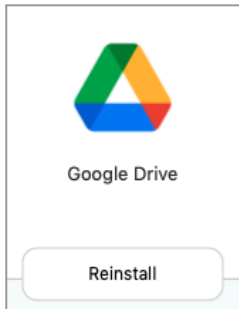
Step 3: Once the Shared Drive is set up, the “managers” listed on the form are responsible for setting and managing access and permissions. For a full overview of permissions and access please see the guide to Shared Drives [here](#).

2.2. Installing DFD on a company Mac:

- Open the Self Service app from your dock or Applications folder

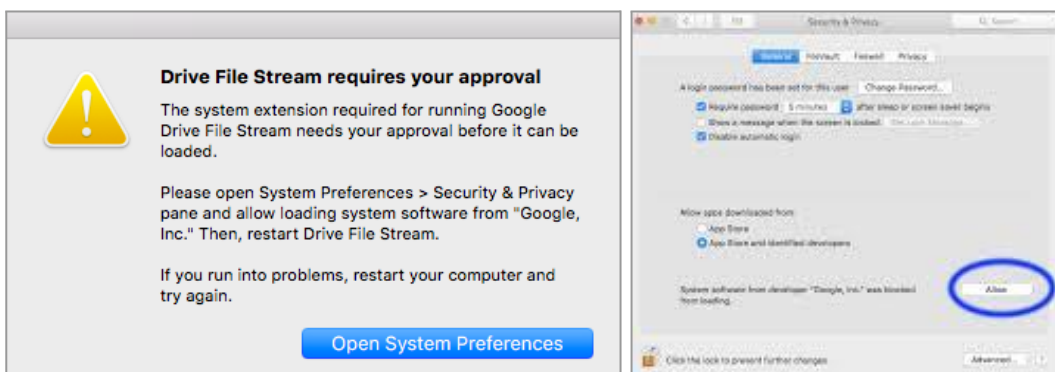


- Log into the app using your PRH network username and password (the one you use to log into your Mac, servers etc) and search for the Google Drive app, click the "Install" button.

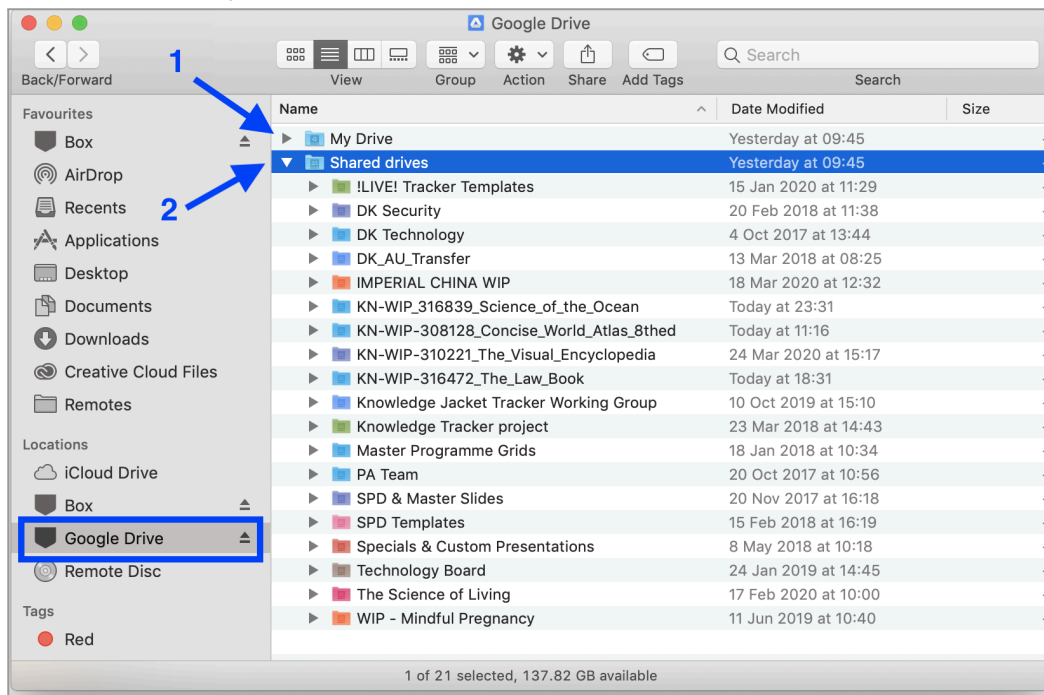


- Once the installation is complete open the Google DFD app from your Applications folder and sign in using your Google email and password.

Please note: If you see a pop-up saying that permissions are needed, click on "Open System Preferences" and in the Security preferences window, open the "General" tab and click the "Allow" button:



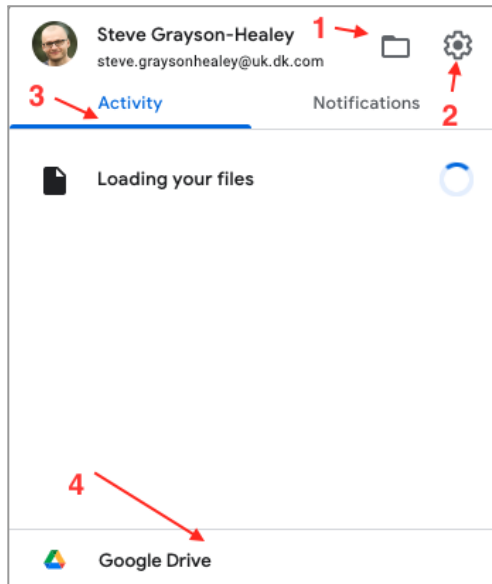
- Once installed on your Mac a link to a “Google Drive” volume will appear in the “Locations” section of the Finder sidebar, showing you the contents of your personal My Drive folder and any Shared Drives that you have access to.



- These files are not stored by default on your hard drive, instead they are downloaded as and when you access them.
- A Google Drive icon appears on the menu bar, this will display a spinning animation when the application is syncing files with the cloud.

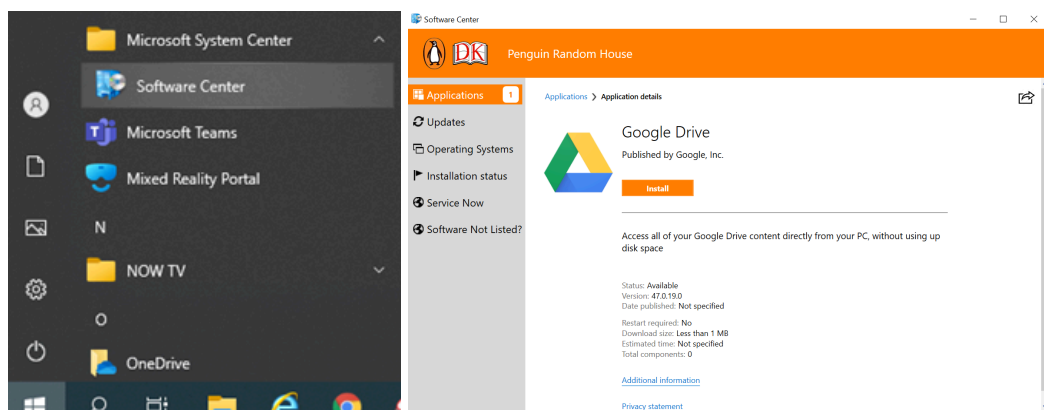


- Clicking on this icon will display the application menu, containing:
 1. A link to the Google Drive volume in Finder
 2. The settings tab, you can disconnect your google account from the DFD from here if needed
 3. The “Activity” tab lists any files syncing or queued to sync
 4. The “Status bar” that will display the syncing status of DFD.

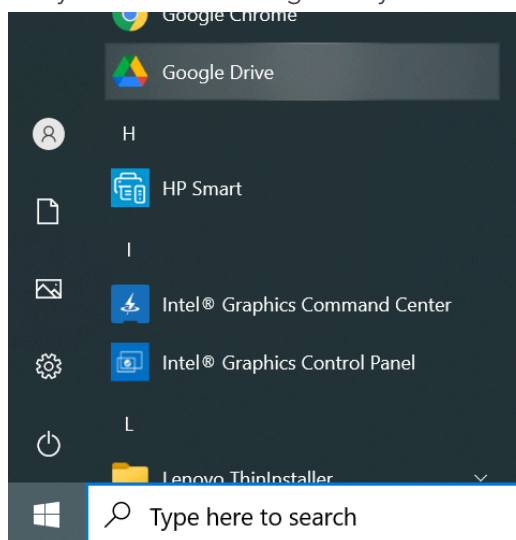


2.3. Installing DFD on a company PC (UK only)

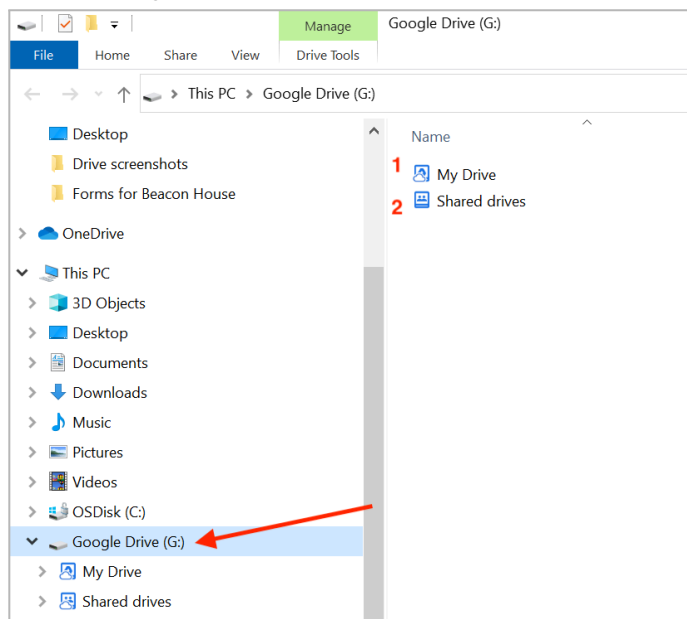
- Open the Software Centre app from your Windows Menu. Search for the Google Drive app, then click the "Install" button.



- Once the installation is complete open the Google DFD app from your Windows Menu. The Google sign in page will pop-up. Sign in using your Google email and password (the one you would use to sign into your work email)



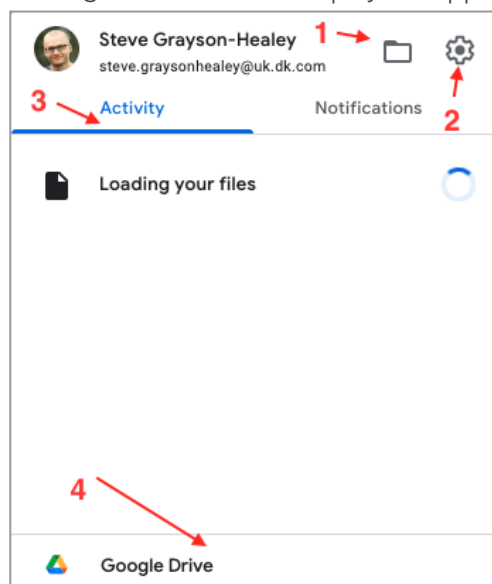
- Once installed on your PC, open File Explorer and a "Google Drive" volume will appear in the sidebar, showing you the contents of your personal "My Drive" folder and any "Shared Drives" that you have access to.



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- Clicking on this icon will display the application menu, containing:



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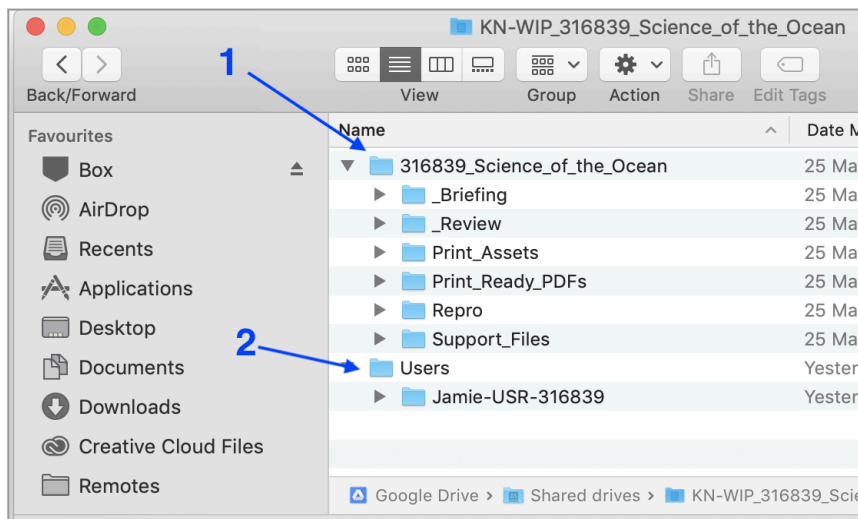
3. Creative workflow in Google Drive

Shared Drives and DFD give us the ability to interact with Google Drive files in a similar way to those stored in a mounted server, so much of the standard DK workflow can be replicated. Many of the concepts below will be familiar, however, there are some adaptations to the workflow when working with DFD.

3.1. Shared Drive Structure

- A separate Shared Drive per book project
It is recommended that a separate shared drive is created for each project. Shared Drives have a limitation of 400,000 files per drive and it is not recommended to go over 20 folders deep. A drive per project also makes managing sharing and permissions structures easier.
- Shared Drive naming convention
Shared drives follow the naming convention below:
{division code}-{shared drive type}-{lead workref}_{Title}
eg: KN-WIP-316472_The_Law_Book
- Book folder and user folders
WIP Shared Drives are made up of two parts:
1 - Book folder, following standard DK book folder structures.
2 - Users folder. Each member of a drive will have a folder set up in the User folder when the drive is created. Additional user folders can then be added manually. User folders follow the naming convention {username}-USR-{lead workref}, eg: Jamie-USR-316839.

Google Drive does not “lock” files for editing when a user has a file open, so this is needed to avoid version control issues.

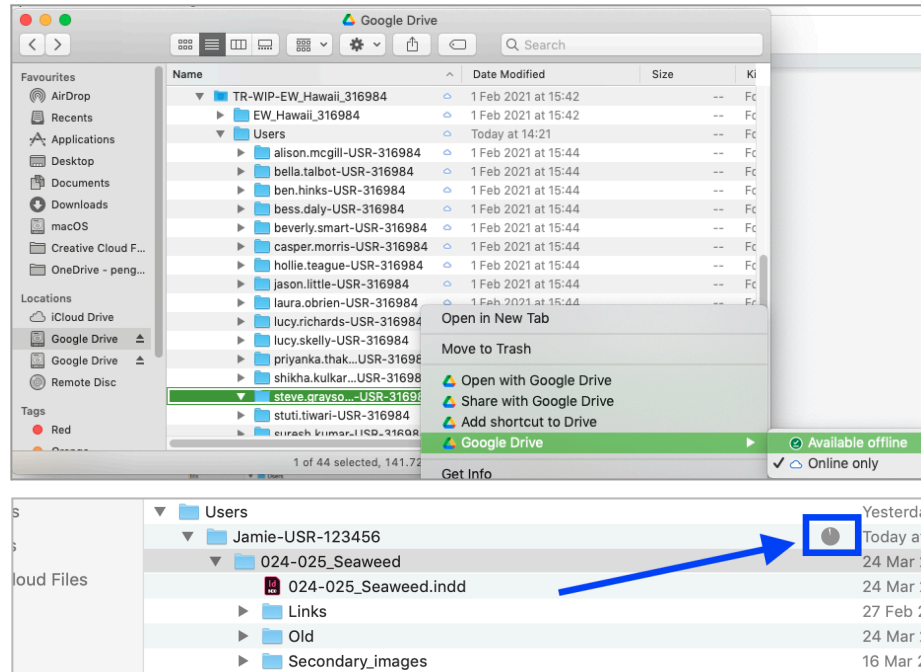


3.2. Recommended Workflow

- Access book files via DFD, then drag and drop the spread folder you want to work on into your User folder on the Shared Drive
- There are two ways to work with files:

3.2.1. Make files/folders available offline: This approach is particularly recommended when working with multiple linked files, if you are running Fuse scripts (e.g. Source Report, Exporter), if you have a slow connection or need to work offline without an internet connection at times.

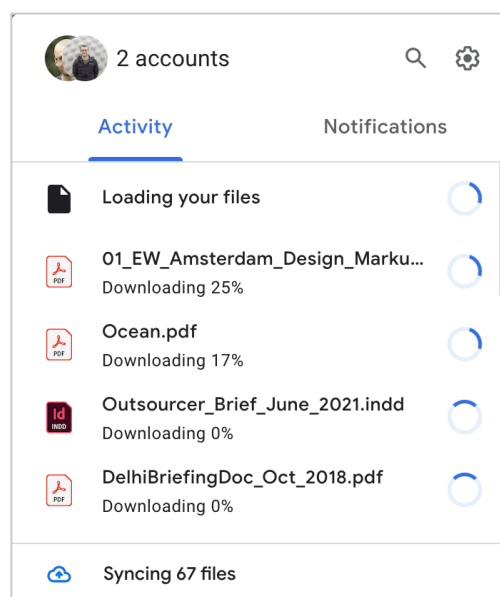
- Right click on the folder in DFD and select Google Drive > Available offline. A progress indicator will appear beside files and folders being downloaded.



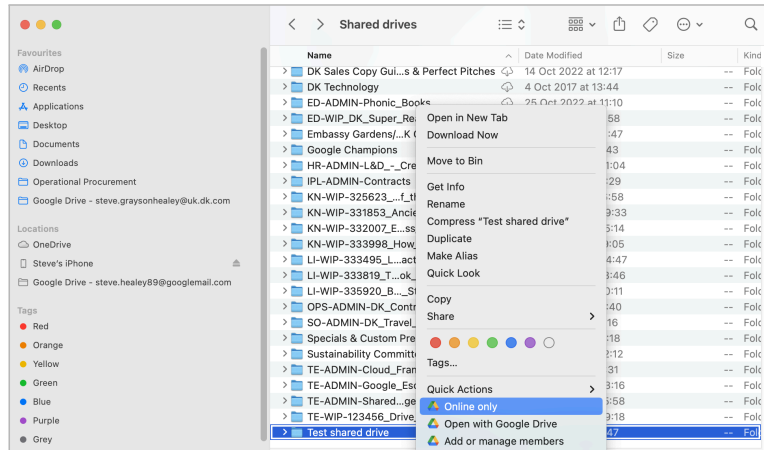
- When the progress indicator disappears and is replaced by a green tick icon, all files have been downloaded.



- Check the Google DFD icon in the menu bar to make sure syncing has completed.



- When you have finished working on the files, make them “online only” again before returning them to the book folder.
- Right click the folder and select Google Drive > Online Only.

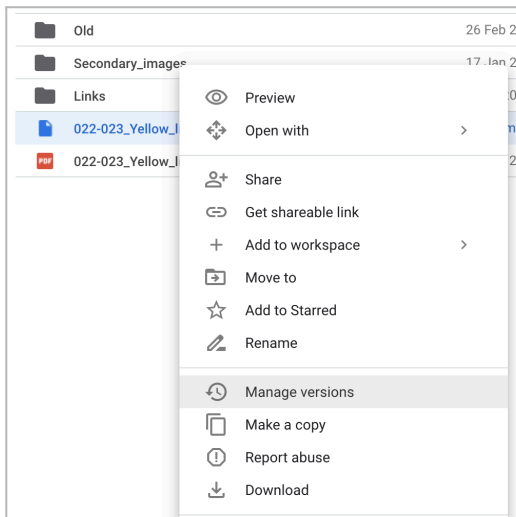


- ! **Important:** It is important to make files “Online only” again so that you are not continually syncing the files and that they no longer take up space on your local drive.
- ! **Top tip:** If you make a folder available offline in DFD, anything you move into that folder will automatically be made available offline. Consider having an “Available offline” folder in your user folder or even making your entire user folder offline. You will need to remember to make files “Online only” again before moving them out of the folder.

- 3.2.2. Working with files online only: This approach is only recommended if only working on one file, e.g, editor working in InDesign, designer working on an image. DFD will only download the file data when you open the file, opening and saving the file will take longer on slow connections. For the best experience, make files available offline as per 3.2.1.
- 3.2.3. Running Fuse scripts and batch processes: scripts should be run on spread folders, not batches, and they should be made “Available Offline” first. Otherwise, DFD will download files from Google Drive to your hard drive as the script is running, and working on large batches of files will take significantly longer. Scripts will run much faster when files are downloaded in advance.

3.3. Data retention

Each time a file is saved when accessed via DFD, the changes are synced back to Drive and the previous version of the file is backed up to Google Drive for 30 days. Previous versions of a file can be accessed by right clicking the file in the Drive Web app (drive.google.com) and selecting “Manage Versions”





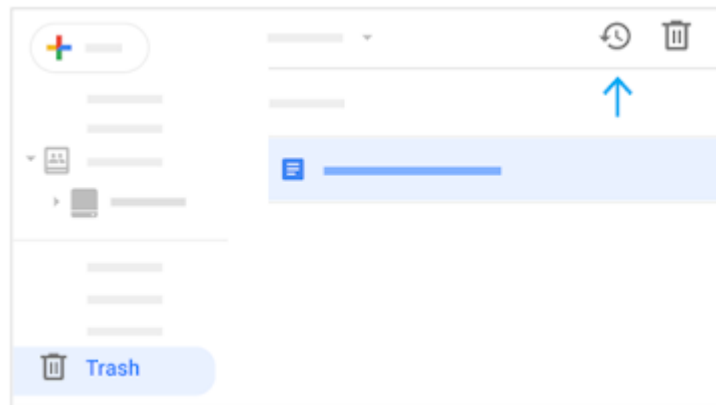
Manage versions

Older versions of '022-023_Yellow_lichen.indd' may be deleted after 30 days or after 100 versions are stored. To prevent deletion, select **Keep forever** in the file's context menu. [Learn more](#)

UPLOAD NEW VERSION

	Current version 022-023_Yellow_lichen.indd 02:09 Jamie McNeill	
	Version 1 022-023_Yellow_lichen.indd 10 Mar, 17:20 Jamie McNeill	

- 3.3.1. Restoring deleted files: deleted files are retained in the Shared Drive's "bin" for 30 days and can be restored by any user with contributor access or above.
- Open Drive in your browser (drive.google.com), then select a shared drive from the list on the left.
 - At top, next to the shared drive name, click the Down arrow  then View Bin/Trash.
 - Select a file or folder to restore and click Restore  at the top (or right click the file and Restore from there).



4. Things you need to know

Shared Drive limitations

There are limitations on the maximum number of files within a Shared Drive and the amount of data that can be uploaded daily. Find out more [here](#).

You can share subfolders instead of the whole Shared Drive

It's safer to give access to subfolders or individual files rather than access to the whole Shared Drive if working with external collaborators. For more information, see the guidance on sharing Shared Drives [here](#).

Hide Shared Drives you are not working on to prevent excessive syncing in DFD

It's good to get into the habit of "hiding" unneeded Shared Drives and only "unhide" when you need to access them (see the instructions below). Hidden Shared Drives will not be displayed or sync in DFD which helps to prevent excessive syncing.

- To hide a Shared Drive, open [Drive](#) in your browser, select a Shared drive from the list on the left and select "Hide shared drive".
- To unhide a Shared Drive, open [Drive](#) in your browser and select "Shared drives" from the list on the left. Click "Hidden shared drives" in the top right corner. Right-click the shared drive that you want to show again, and select "Unhide shared drive".

Optimising layers in Photoshop will help reduce file sizes and syncing

Following best practice and working with efficiently set-up Photoshop files is more important than ever now we are working in the cloud. Follow the guidelines for optimising your Photoshop files [here](#).

Occasionally you may see a mismatch between what you see in Drive on the Web

On rare occasions where the files and folders you see in DFD do not match up with what you can see in Google Drive on the web, you can force DFD to refresh and resync a folder. Simply hold Ctrl and right click the folder, then select "Refresh folder".

Make sure DFD sync completes before deleting local copies

When uploading files using Google DFD, make sure you wait for the sync to complete before deleting or moving your local copy. Keep an eye on the syncing activity in the DFD icon in the Menu bar to ensure the syncs have completed.

.DS_Store files show up in Drive

.DS_Store files are "hidden files" that macOS creates to hold metadata on files in Finder. When you

upload a folder to Drive these may copy across and be downloaded by other users. If you notice a .DS_Store file you can delete it, this will not cause any issues.