

Starring Files

Use starred feature to go back to the important files quickly! Star the items you use daily!



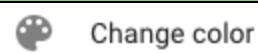
Share a File

Learn how to share files with other users and how to restrict sharing so that files stay private. Don't rely on your shared with me tab to find files!



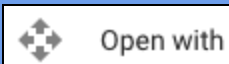
Different Views

Change how you view files in Google Drive. Do you like to see things visually? Or do you like to see things in a linear way?



Color Coding

You can change the color of a folder so that it is easy to locate and organize.



From Microsoft to Google

Add your Microsoft Files to Google Drive and convert them to Google Files so that you can access them anywhere and use all the built-in Google features.

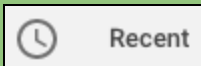


Using Google Drive

My Drive > Jeffco Educational Technology > Google

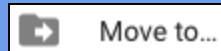
Navigating Folder Hierarchy

Place folders inside folders to organize all your specific information in a way that works for you. Navigate through folders with ease!



Find Recent Files

Did you accidentally close a tab or need to revisit a file you recently used? Quickly return to the files you recently used without digging through folders.



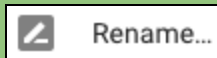
Relocate a File

Move a file you already created into the proper folder so that you can easily find it.

NEW

Docs, Drawings, Sheets & Slides...

Start a new Google file right within Google Drive! Keeping things organized is easy if you start the document in the right folder!



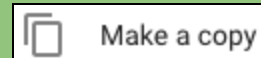
Change a Name

Rename a file and consider naming conventions to make things easier to find.



Who did What?

View the details and the activity of the file to see when edits were made and by whom. You can also see with whom the document has been shared.



Copy Files

Make a copy of a file you want to reuse and edit. This keeps you from having to start over when you need to remake something!