# Google Drive For Beginners

**This packet will:** *click the links to go directly to the page if using digital version*


1. Explain what Google Drive is
2. The "anatomy" of the Drive (default and Lancy's settings)
3. The different ways to view your Drive
4. Different Google Drive Settings
5. Settings for Files & Folders in Drive
6. The "Details" button and the toolbar on the right
7. How to make folders and move files into them
8. How to upload files/folders into Drive
9. Add Shared Files & Folders to your Drive for easy access
10. Ideas on how to organize your Drive


## 1. WHAT THE HECK IS GOOGLE DRIVE AND WHY SHOULD I USE IT?

Google Drive is a service that stores your digital files in "the cloud." No, not ⛅ that type of cloud... When someone says, "The Cloud," they mean the internet! Remember that scene in Willy Wonka (the original movie) when Mike TV is transported in a million little pieces? THAT cloud!

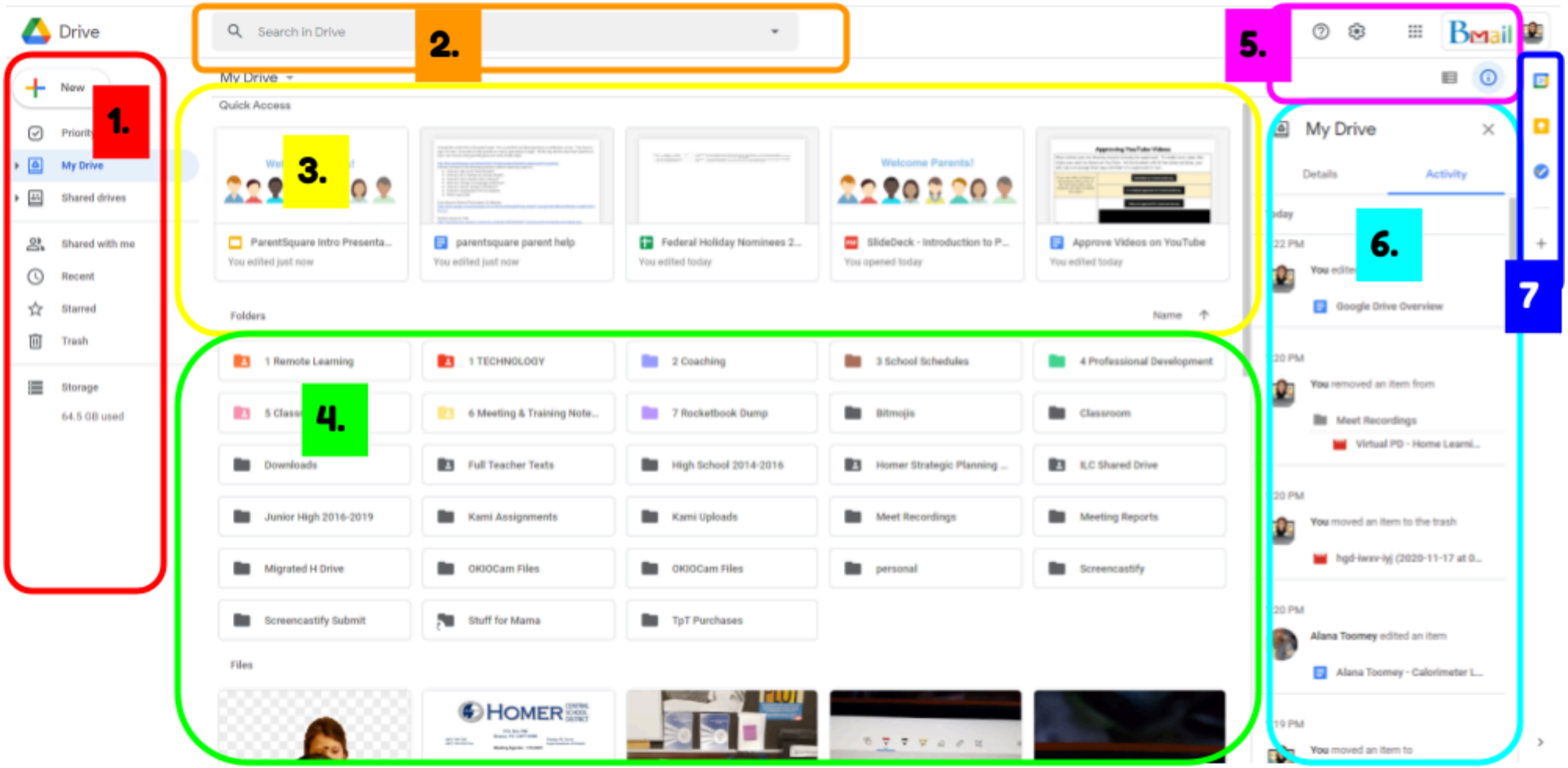
Google Drive takes your old "File Explorer" from the desktops and makes all of your stuff accessible anywhere!

So, think of Google Drive as a digital filing cabinet. You can make folders to store many types of files. You can store Google App files (Docs, Slides, Sheets, etc) but also Adobe (PDF), Microsoft Files (Word, Excel, etc), and even photos and music files! You can also access your files from multiple devices, such as your desktop computer, smartphone, tablet, and Chromebook!

**Google Drive should be your starting block for all things Google.**

Anytime you need to find/create a new Google file (Docs, Slides, Sheets, Drawings, etc), you should be doing this from Google Drive, *not* the homepage of said Google File. If you use this workflow, your Drive will remain organized longer.

# 2. ANATOMY OF DRIVE (DEFAULT SETTINGS VIEW)

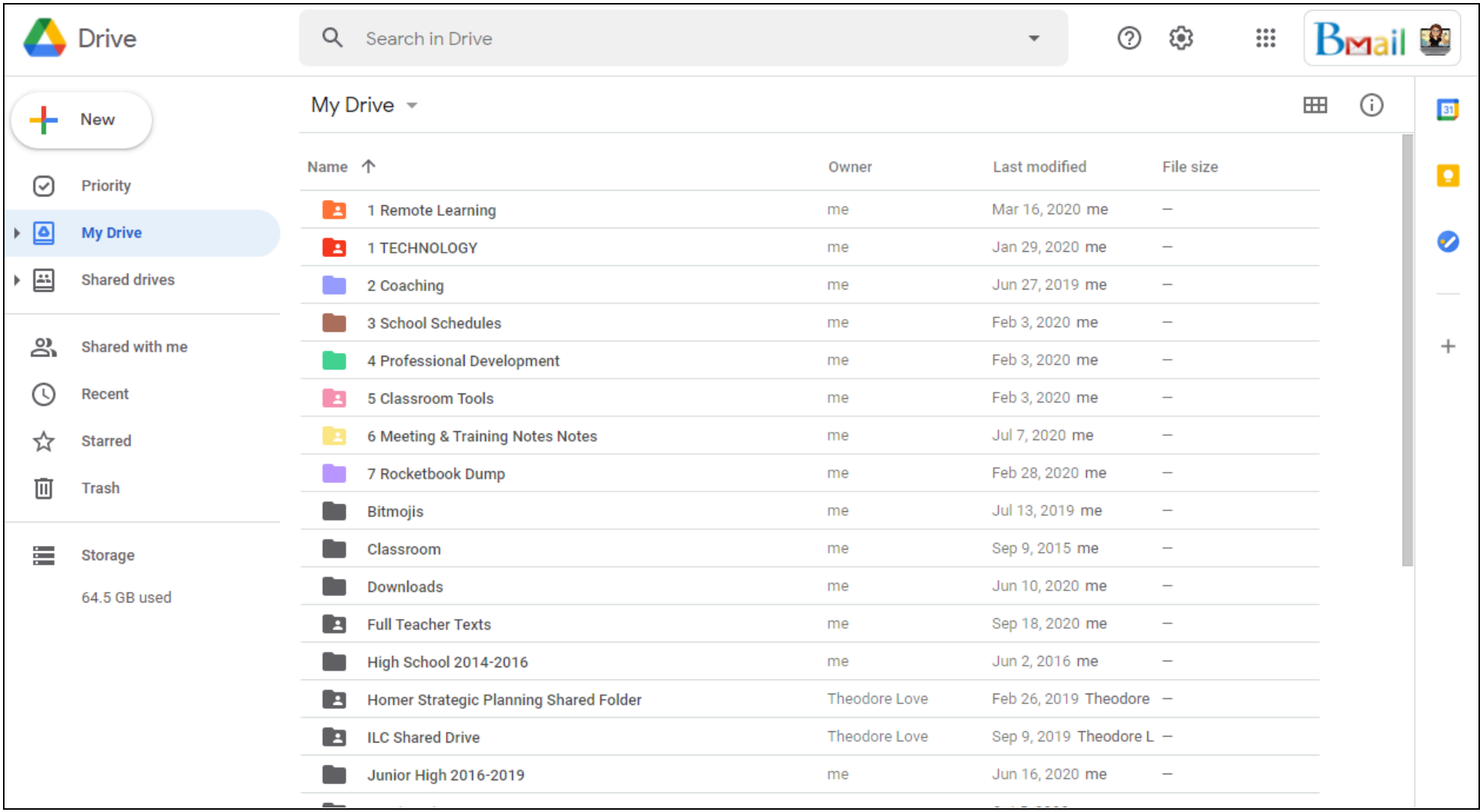



1. Create, Upload, Organize
2. Search (use pulldown for options)
3. Quick Access files
4. Folders and Files
5. Support, Settings, The Waffle, View Options, & Your Account
6. Activity field & Details of each file
7. Google Drive Add-Ons

# ANATOMY OF DRIVE (LANCY'S DRIVE WITH SETTINGS APPLIED)

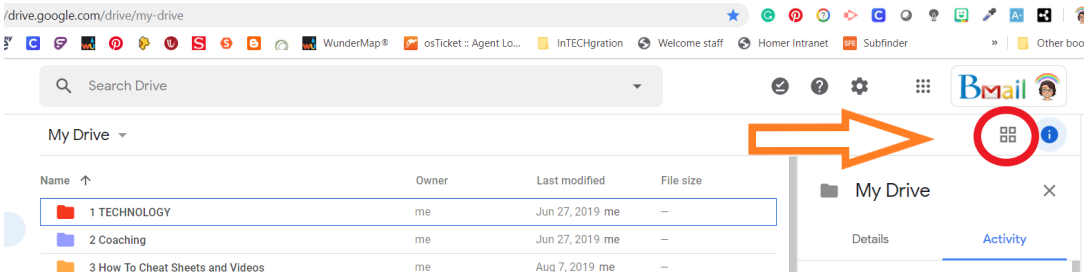
How my Drive looks after I changed my settings. I prefer a much simpler view. Here is what I did:

- I changed the view from "**Grid View**" to "**List View**."
- I removed "**Quick Access**."
- I hide my **Drive "details"** on the right.
- I changed the **density** from comfortable to compact.
- I created **folders** and **named them with numbers** so the most important folders appear first for easy access.
- I turned the most important folders to **different colors** to catch my attention.

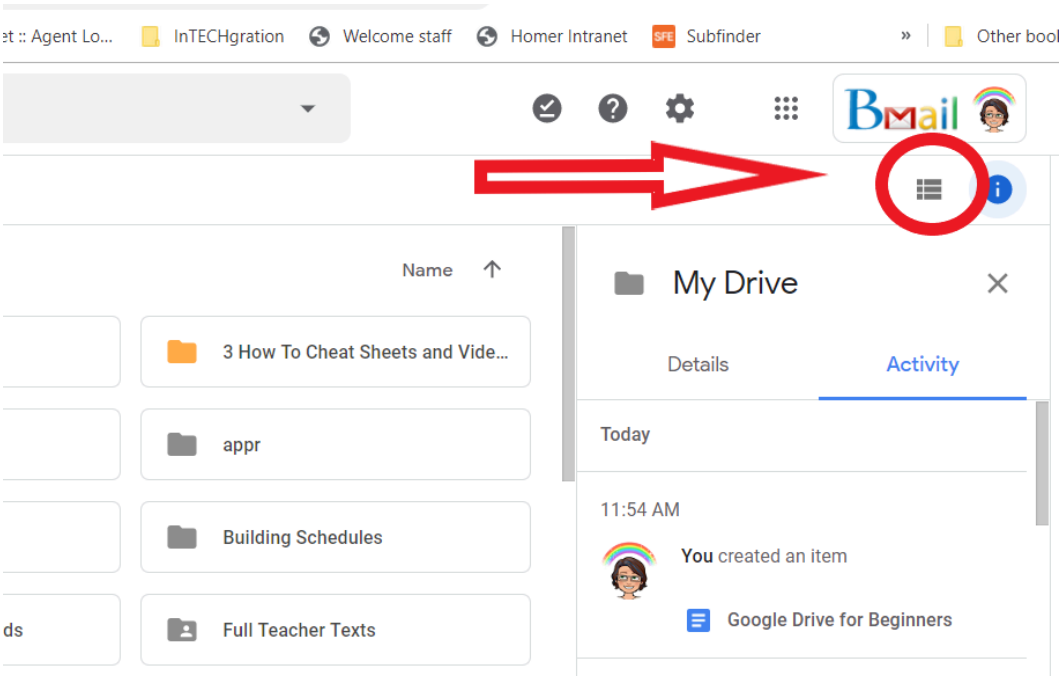


# 3. WHAT ARE THE DIFFERENT VIEWS OF DRIVE? WHICH SHOULD I USE?

On the main page, there are two ways to view your Drive files. One is the List View and the other is the Grid View. To change between the two, click the icon circled below.




**List View:** List view gives you a list of files, similar to lines of text. **I *personally* prefer this view because I can find things easier.** Plus, once your drive is organized in folders, it makes it easier to see more folders on your main page.



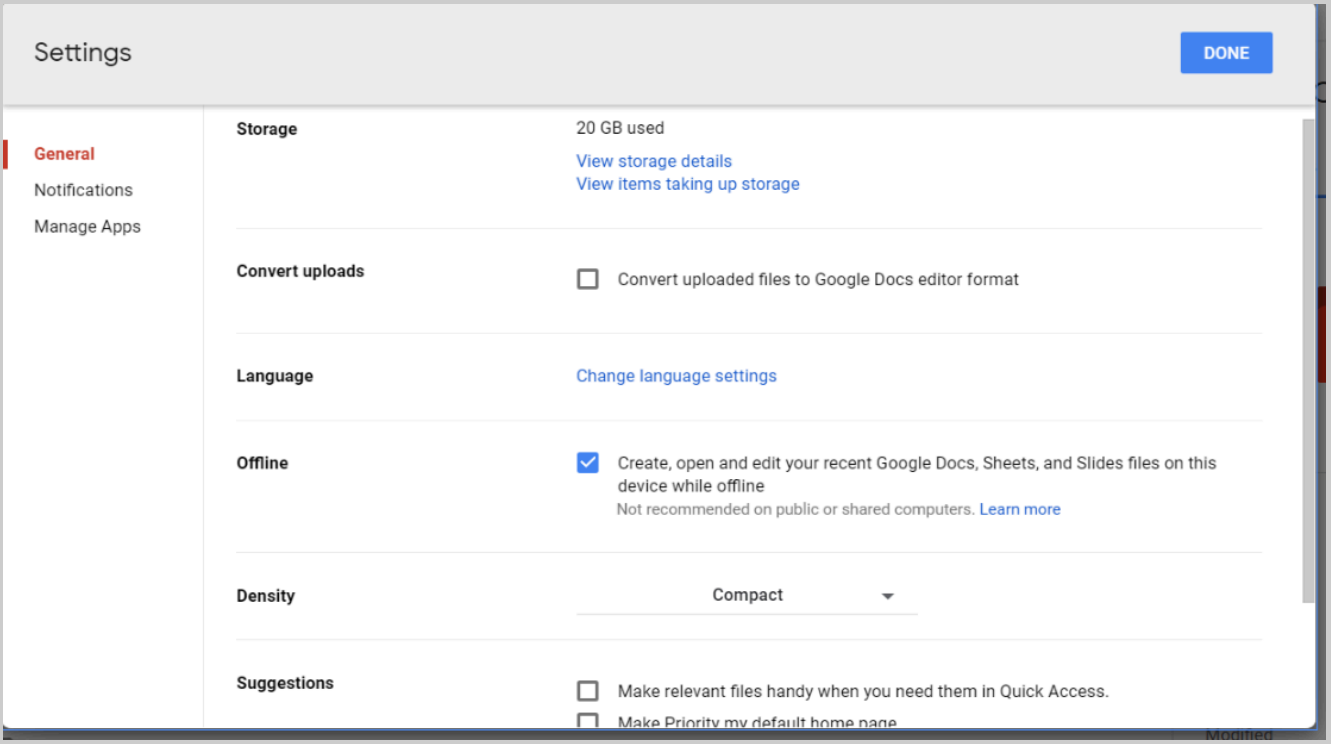

**Grid View:** Although I don't always use the Grid View (also known as Tiles), I do when I'm **searching** for something **visually**. What I mean by this is that when I am looking for images but they aren't named nicely, the Grid View gives me a preview of what the file looks like. If your Drive is not super organized, it might be easier for you to file and organize unnamed files with a preview!

*Really, **it's up to you which view you prefer**, but this packet will give previews in **list view** because that is what I prefer and use.*

# 4. WHAT ARE THE DIFFERENT SETTINGS FOR DRIVE?

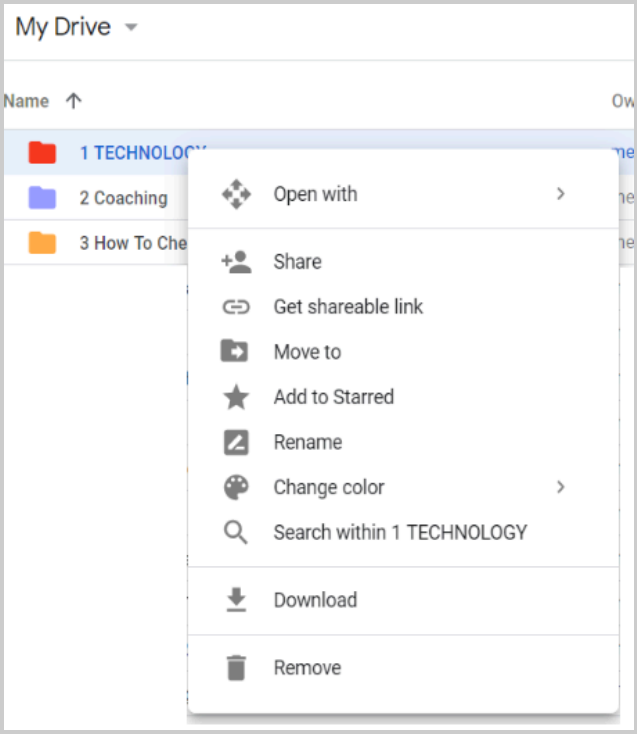
## Full Drive Settings:

To access the Drive settings, click the small gear at the top right from your Drive main page. The box below will pop up. You can check your storage, conversion options, change the language of Drive, and the view of the Drive. You can also manage apps and notifications by clicking on the tabs on the left side.




| | |
|---|---|
| **Storage** | Storage is managed by the school. We have unlimited storage through our education account. Click on the link to see where your storage is being used. |
| **Convert uploads** | If you click this box any upload will automatically convert to a Google Doc. |
| **Language** | Change your language settings here |
| **Offline** | Click this box to turn on offline access for the **current device.** When files are ready you will see this circle with an underlined checkmark. |
| **Density** | Use the pull-down to choose the density view of your Google Drive. I use the "Compact" density. The other two options are "Comfortable" and "Cozy." |
| **Suggestions** | Turn on/off the Quick Access bar at the top of Drive. I personally keep this off. |
| | Surface important people & files in Shared with Me: This keeps important shared files at the top of your Shared with Me. I keep this on. |
| | Make Priority my default home page: makes your initial login to Drive go straight to your Priority page and not your Google Drive main page. I keep this off. |

# 5. WHAT ARE THE DIFFERENT SETTINGS FOR FILES & FOLDERS?

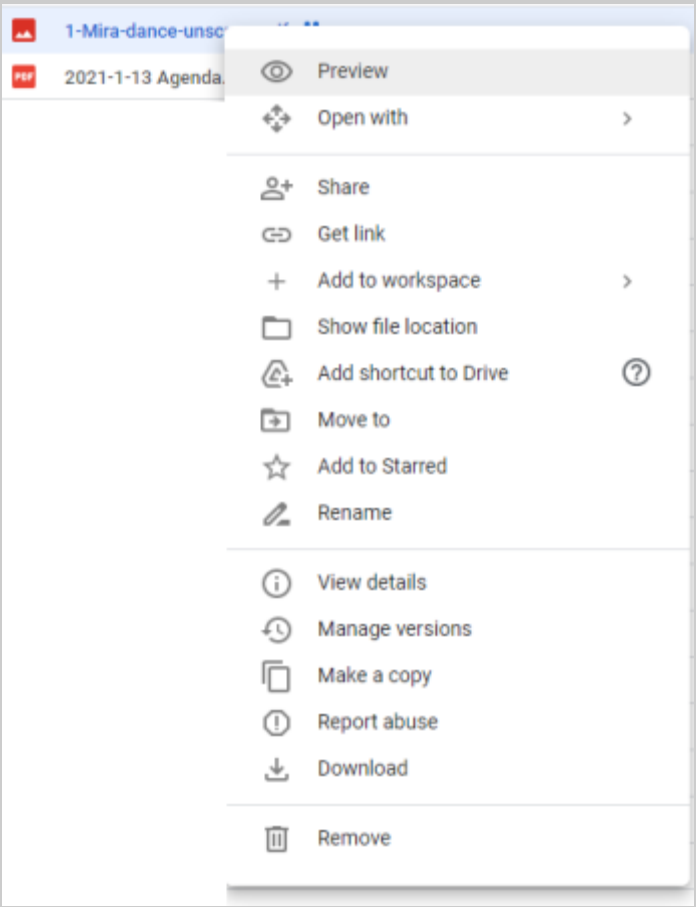



## Folder Settings:

To access the settings for a particular **folder** within Drive, **right-click** (or **two-finger tap**) on the folder you want, and the menu to the left pop up.

You can:

- Change the color of the folder (for you only- it won't stay that color if you share it)
- Share
- Move
- Star
- Rename
- Download
- Search within the folder
- Remove/Delete




## File Settings:

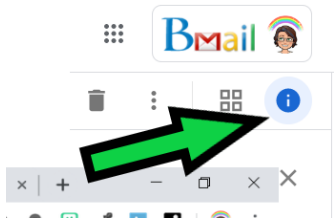
Just like folders, you can access quick settings to single files. To access the settings for a particular **file** within Drive, **right-click** (or **two-finger tap**) on the file you want, and the menu to the left pop up.

You can:

- Preview without opening
- Choose what to open the file with
- Share
- Show its location within Drive
- Move
- Star
- Rename
- View Details
- Make a copy
- Download
- Remove/Delete

This is one of my favorite menus to play around with!

# 6. THE DETAILS BUTTON AND THE TOOLBAR ON THE RIGHT SIDE



The Details button (the lowercase **i** in the circle in the top right corner) turns on and off your details column/toolbar on the right side. This toolbar shows you live "newsfeed-esque" information about folders and files within your Drive. You can see if and when you, or others, have edited or shared any files. It's a quick and easy way to see information about files within a folder or about a file itself.

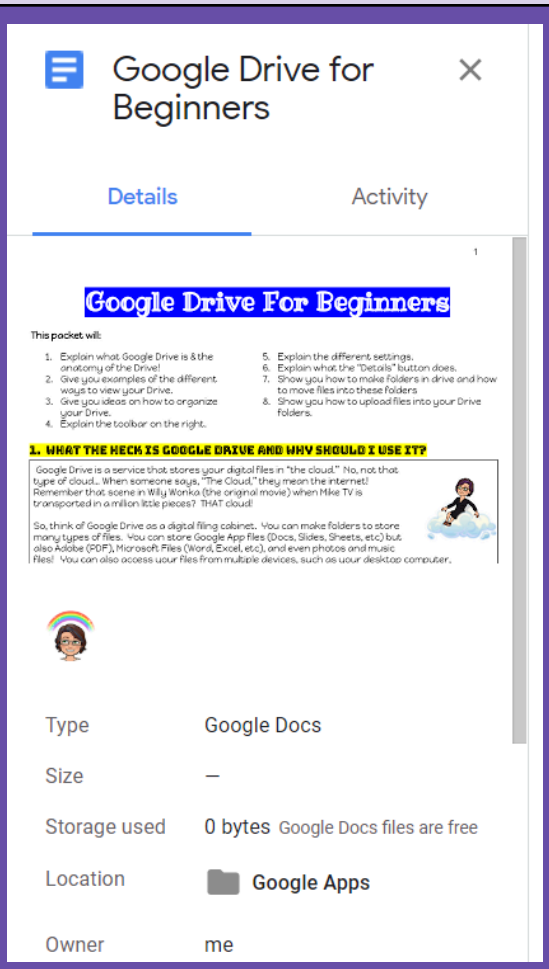
## The Details and Activity Toolbar

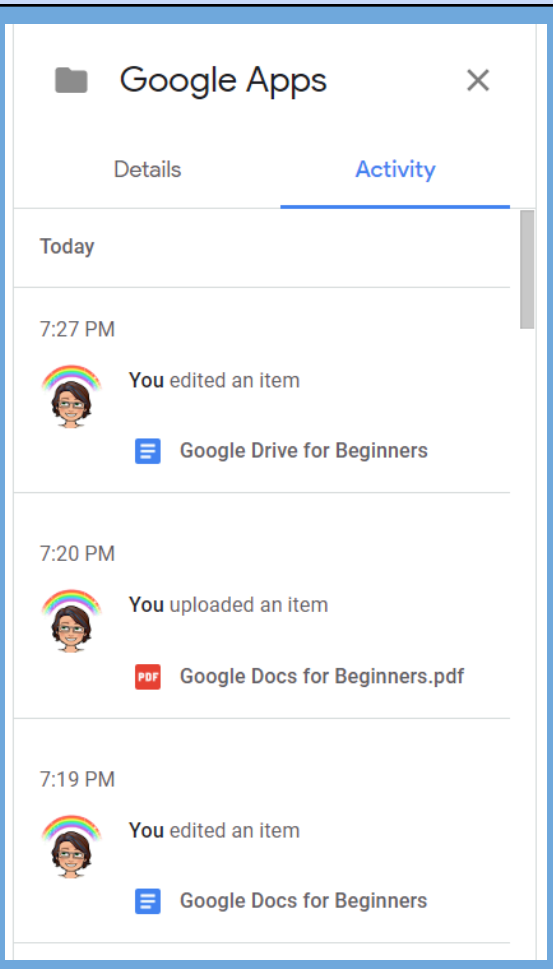
### Details:

When you are just chillin' in your drive, the Details tab will most likely be blank. You need to click (only once!) on a file or a folder to see the details about it. Details include a preview, size, owner of the file, last time it was modified, etc.

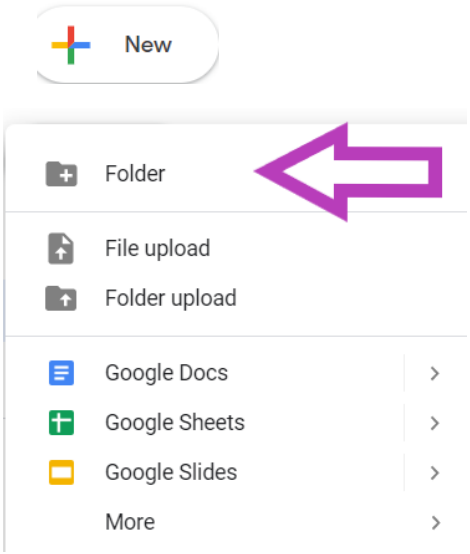
### Activity:

The activity tab is like your "news feed" for Google Drive! You don't have to necessarily be clicked on a specific file for it to show information. This shows you up-to-date information on what and when files are edited and who edited them. I like using this when giving Google Classroom assignments to students because I can see the exact time students edited their work. Yup, I spy on them and I'm okay with it.



## 7. HOW DO I MAKE FOLDERS IN DRIVE? HOW DO I PUT THE FILES IN MY FOLDERS?




To create a folder, click on the **+New** button (top left).

You will see a drop-down menu. Click on the "**Folder**."

You will then be asked to name the folder.

Tech Tip: If you want the folders to show up in a particular order (other than alphabetical), name them with sequential numbers. For example, I want my Technology folder and my Coaching folders to show up at the top of my Drive, but they wouldn't be in ABC order. SO, I named them "1 Technology," "2 Coaching," etc. That way I can control what stays at the top!

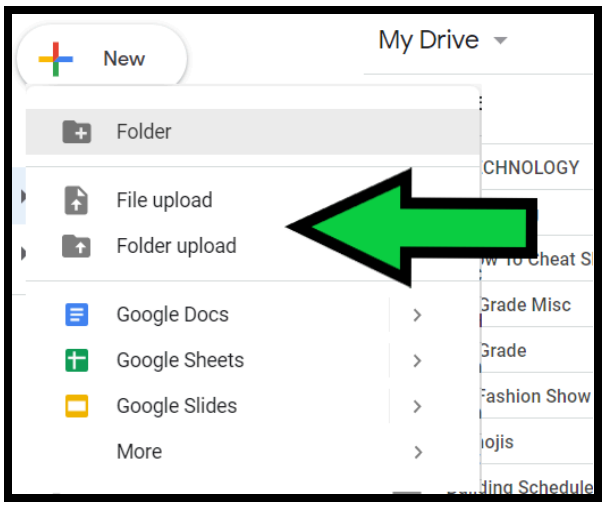
Once you have your folders, you have a few options to get your files into them. You can:

1. **Drag the files** into the folders. Click on them, hold the mouse down, and slide them to the folder until it highlights the folder name.
2. Open the file. When you have an open file, you will see a small file folder next to the name. Click on that folder to move the file where you want it.

Tech Tip: When **creating or uploading new files**, open the folder you want that file to live in. THEN hit the "**+New**" button to create or upload from the folder you want the file to live in! You can also create folders within folders this way!

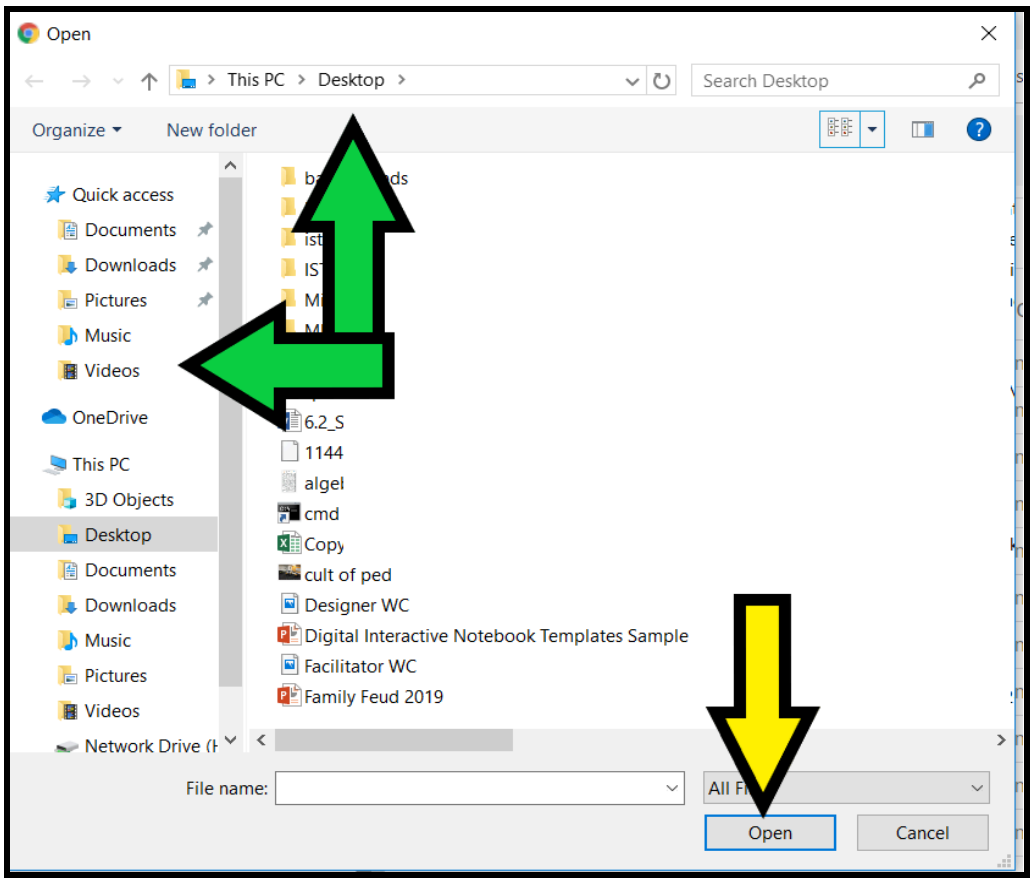
## 8. How do I upload files into my folders?

You can easily upload files (any file you have on your computer!) or entire folders that you have. To upload, click on the +New button and choose either the File upload or Folder upload button to find what you want to upload. This will bring up the option to find the file you'd like to upload. Make sure you know where your file is located before you try to upload it. It will save you a headache searching!




Tech Tip: When you want to select a bunch of files, hold down the ctrl button to select more than one.

Now, don't be afraid when that little box pops up! You can use the places I've pointed to with GREEN ARROWS *(below)* to find your files/folders. Once you've found your file, click on it and choose the **Open** button (pointed to with the YELLOW ARROW *below*). Or, you should be able to just double click on the file you want to upload.

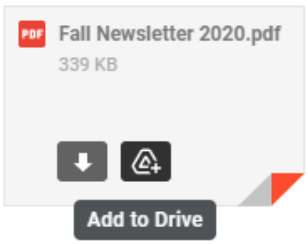



*IF you're uploading a **FOLDER** though, ***DO NOT double click the folder***. This will open the folder. Just **click once on the folder** and then click the **Open** button. Then the folder (and its contents) will be added to your Drive!

# 9. HOW DO I ADD SHARED FILES/FOLDERS TO MY DRIVE SO I DON'T SEARCH IN "SHARED WITH ME"

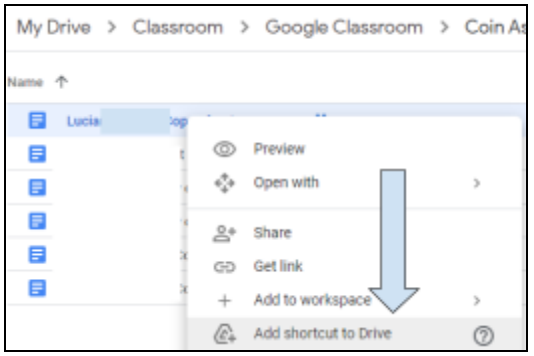
**You can put any file/folder directly in your Google Drive by using shortcuts.**

**Shared with you from email:** Find the email that notes someone shared a file or files with you.
Hover over the file from your email. You'll see the "Add to Drive" icon. Click on it and follow the steps outlined above to organize. You can do this with any type of file!

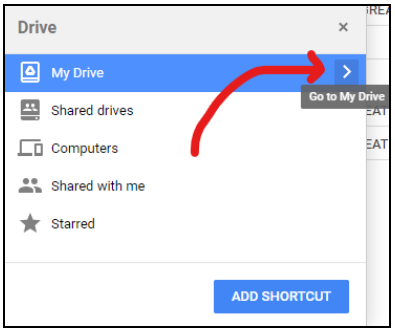



**From Google Drive:**

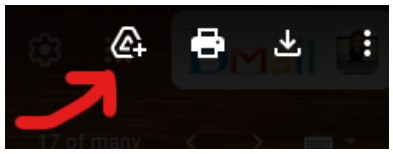
Go into the Shared with me section on Google Drive. Find the file(s) you're looking for and **right-click** on them. From there, choose the "**Add shortcut to Drive**" and organize it where you want.

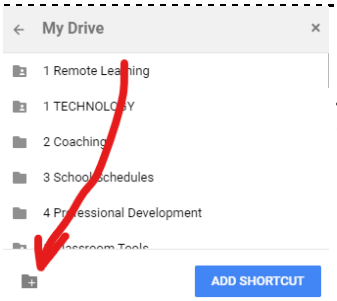



The box below will pop up. Make sure to choose the arrow pointing right to **find the folder within your drive you want to keep the shortcut in. Click "Add Shortcut."**




**From an Open File:** If you open a preview of the file. In the top right corner, you'll see the icon to add to your drive. Click it and follow the steps to organize. If you have the file open, you will see the "Add Shortcut to Drive" icon near the title of the file.

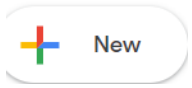





Tech Tip! You can always **add folders** when you're organizing by clicking the folder with the plus sign!

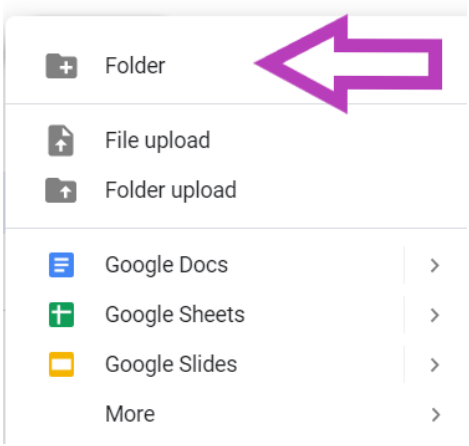
# 10. HOW DO I ORGANIZE MY DRIVE?

**Well, that is up to you!** I can give you some ideas, though. Basically, how would you organize your filing cabinet? **Google Drive will alphabetize, date, and help you find your files, but you need to create and name them yourself.** So, again, this is just advice on how to begin organizing yourself!




## To start, start small and make 4 folders.

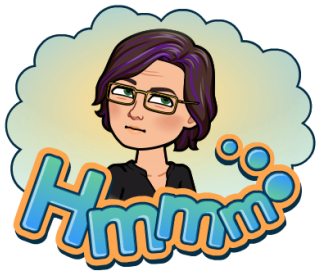
What do you name them? *That's up to you*!



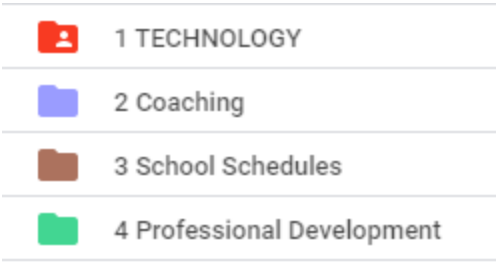

- Pick 4 **topics** you teach.
- Pick 4 units of study for your course.
- Pick 4 general topics that most of your files can file in.

**Remember:** To create a folder, click on the **+New** button. You will see a drop down menu. Click on the "**Folder**."

You will then be asked to name the folder.




Tech Tip: If you want the folders to show up in a particular order, name them with sequential numbers. For example, I want my Technology folder and my Coaching folders to show up at the top of my Drive, but they wouldn't be in ABC order. SO, I named them "1 Technology," "2 Coaching," etc. That way I can control what stays at the top!




Once you have your folders, you have a few options to get your files into them.
**You can:**

1. Drag and drop the files into the folders. Click on the file you want to move, hold the mouse down, and slide them to the folder until it highlights the folder name. Then release the mouse click. *****You cannot drag and drop from the "Quick Access Menu!"***
2. Open the file. When you have an open file, you will see a small file folder next to the name. Click on that grey folder to move the file where you want it.

Tech Tip: When **creating or uploading new files**, open the folder you want that file to live in. THEN hit the "**+New**" button to create or upload! You can also create folders within folders this way!