# How to Upload Files into Google Drive

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** Google Drive automatically converts upload files to Google Docs, Slides, or Sheets. If you would like this turned off, do the following:
1. Go to your Google Drive.
2. Click on the gear in the upper right corner.
3. Click on "Settings."
4. Uncheck "Convert uploaded files to Google Docs editor format."
5. Click "Done"

You will still be able to view, print, and download files that have not been converted to Google Docs format. You will not be able to edit them without converting them. You can convert a file at any time by right-clicking on it and choosing "Open With" and then picking Google Docs.

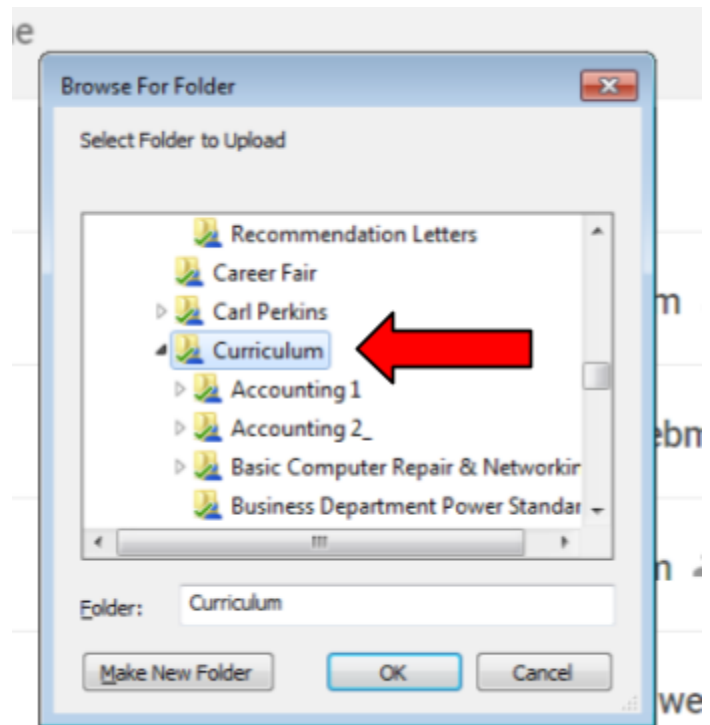## Option 1: Upload Single Files & Folders

1. Go to your Google Drive.
2. Go to the folder you wish to upload your documents into.

3. Click on the the "New" button.
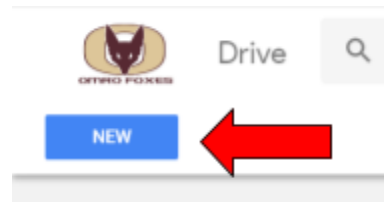
4. Choose "File Upload" if you want to upload a single file or "Folder Upload" if you want to upload an entire folder.
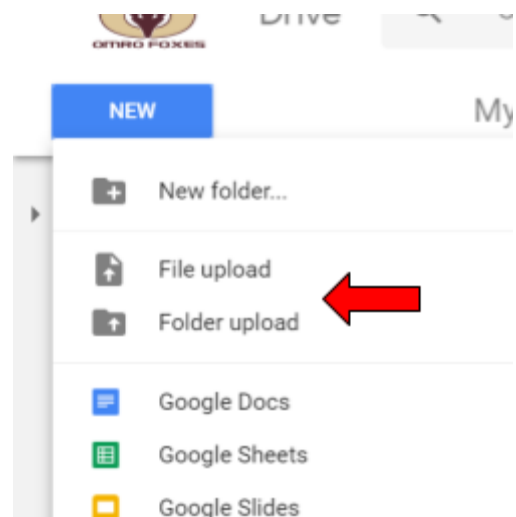
5. Find your the file or folder you wish to upload and click once on it.

6. Click on "Ok" and "Open".
7. A box will appear in the lower right corner letting you know the process of the upload. Once it is finished, you can now see the file/folder in your Google Drive.

Option 2: Upload Multiple Folders At Once

1. Open up your U Drive.
2. In a new window, go to your Google Drive.
3. In your Google Drive, Go to the folder you wish to upload the folders from your U drive into.
4. Have the windows appear side by side.
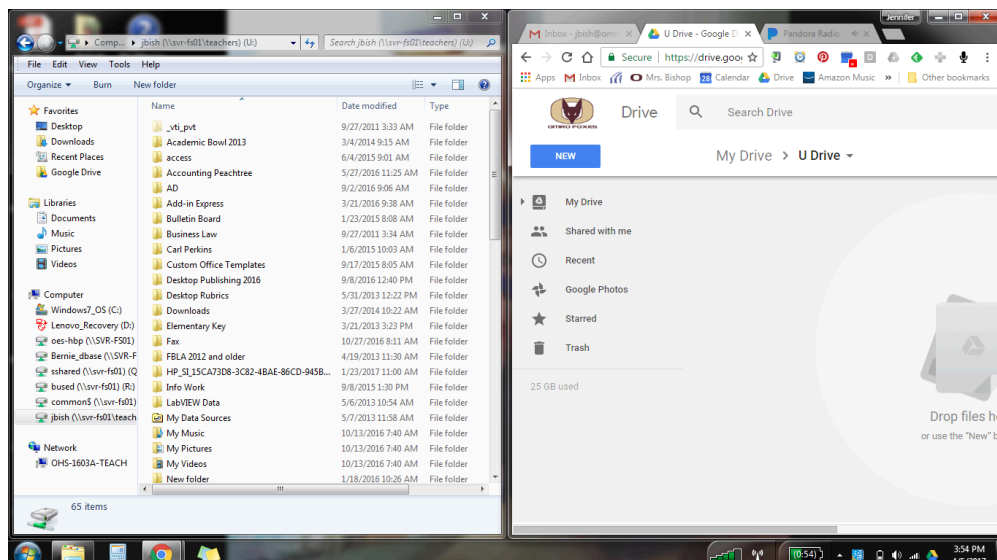
5. Select the folders you would like to upload (hold down your shift key will selected folders to select multiple ones at a time).
6. Drag the selected files from your U drive to your Google Drive.