

Introduction to Google Drive Workshop Outline

[Click here to return to the Computer Club's website](#)

Reference Material

<https://support.google.com/drive/answer/2424384?hl=en>

<https://gsuite.google.com/learning-center/products/drive/get-started/>

<http://www.gcflearnfree.org/googledriveanddocs/>

Store any file! Google Drive is a free service from Google that allows you to store any kind of file online and access them anywhere using the cloud. Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations, and more.

See your stuff anywhere

Your files in Drive can be reached from any smartphone, tablet, or computer. So wherever you go, your files follow.

Start using Drive

In order to use Google Drive, you will need a Google account. If you have a Gmail address, you already have a Google account so you won't need to create an account - you can simply sign in to Drive using your Gmail information.

Google accounts are free, and signing up for one is fairly simple. In order to create a Google account, you'll need to enter some information, including your name, birth date and location. Creating a Google account will automatically create a Gmail email address and a Google+ profile.

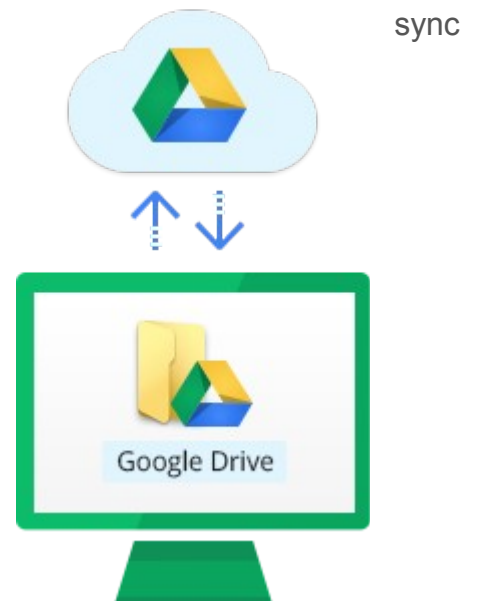
Store files using a desktop sync client

If you like to open and work on files from your desktop and also store them in Drive, install **Google Drive for Mac/PC**. This desktop client is convenient for storing a large collection of files that would otherwise take a long time to upload.

(If you decide later to uninstall the client, your Drive files won't be affected and can still be accessed from Drive on the web.)

Google Drive for Mac/PC is only available if your administrator has turned it on for your organization or team.

To use the client, you install Drive on your computer, which creates a desktop folder named **Google Drive**. This folder works like any other folder on your computer, except that anything you put in it automatically syncs to the web and to any other devices with Drive installed.



Install Drive on your computer:

1. Go to the [Drive download page](#).

2. Click **Download Drive** and select **Mac and PC**.
3. Click **Accept and Install**.
4. Follow the instructions to install Drive.

What is Google Drive

<https://www.google.com/intl/en/drive/>

Compare it to PC File Explorer

Bring a file cabinet example

Also, it is similar to the Microsoft Office Suite

Open the browser to **Drive.Google.com**

The Left Column

My Drive - has files, folders inside folders inside folders

Can contain documents, spreadsheets, etc

Shared with me

Cover what sharing is, sharing properties

<https://support.google.com/docs/answer/2494822?co=GENIE.Platform>

[%3DDesktop&hl=e](#)

How to share -

Share this outline with the class

How to copy the URL

How to use the Google URL shortener

Other URL shorteners: <https://bit.do/list-of-url-shorteners.php>

Show the three ways to Share: View, Comment and Edit

Can also Share a Folder

How to move a file from the Shared Folder

Recent This is a way to sort your files

Starred item - Items that you will use often. Want to remember.

Could be items that you are working on now

How to put a file in Starred - there are two ways

While in the main Google Drive file list, right click on an item, then click "add star"

With the document open, click the Star to the Right of the Title

Trash - [More information on Trash:](#)

This is where you can discard files. It is like "deleting a file." On a PC, when you delete a file it goes into the recycle "bin." In Google Drive, it goes into Trash. Like the Recycle Bin, you can recover a file or folder from the Trash.

You have 15 GB of free storage with your Google Account. You can add additional storage at reasonable prices.

The Right Column

Here is where you build your filing system.

1. Click NEW to make a new folder. Name the folder "Workshop Material."
2. Double Click the Folder to open it. You can also tap the Enter Key
3. Click New and make a sub-folder.

Do you have MS Office installed? If so, open Word and type a few lines of text. Save the file to the desktop and give it a name.

If not, make a Wordpad doc. Type a few lines of text. To save it, give it a name and save it to the desktop as an rtf file

Go back to Google Drive. Find the Google Drive sub-folder you made. Click New > file upload.

1. Find and choose the file you just made.
2. Choose one of your files from your PC
3. Go back to your Chrome browser and Google Drive.
4. Click New > File upload
5. Find and choose the file you just made.

You can also upload an entire folder and all it's contents.

Types of application in Google Drive

Docs - Similar to MS Word or Wordpad. Doesn't have as many bells and whistles

Sheets - A spreadsheet application. Similar to Excel

Slides - A presentation program. Similar to Power Point [OPEN THE PRESENTATION.](#)

1. Find the file you uploaded. Right Click on it
2. Look at all the, "Details." A window opens on the left, showing the activity on this file.
3. Now, click on the word "Details."
4. Scroll down until you see "Add a description." Click on that.
5. Click on the pencil icon. Then, type "Hummingbird." Click the X in the upper right of that box.
6. Now, click on the file name - First - to open it.
7. The file opens in a window surrounded by a black border.
8. You won't be able to edit this file in this black window
9. In the upper right, the options are Print, Download and Menu (3 stacked dots)
10. Click that menu. Shows a list of options. **Choose the option: *Open with Google Docs***
11. The file open in a new browser tab. Click somewhere in the document. At the cursor, type, "Grasshopper." Then, close the tab.

1. Go to the tab, with the Google Drive triangle icon.
2. Find and open the 1Test folder.
3. Open the subfolder.
4. Notice that there are two files with the same name. One is the original Wordpad file.
5. The other file is in Google Docs format and can be edited in Google Drive.
6. Notice that the icons are slightly different.

Google is a search company. That is how they make their money. You would expect that they would have some excellent ways to find a file. You are right.

Examples of Searching for a File

In the tab with Google Drive, click on My Drive on the left.

In the search bar, type: "Test"

Notice that the file, "first.rtf" comes up. But, the word "test" is not in the title. WHY?

Search for the word "Hummingbird", then search for the word "Grasshopper."

Use our file "Test" to demonstrate Sharing.

In the Google Drive tab, right click on the file name. From the Options choose "Share."

Options:

Get a shareable link. Options available.

Anyone with the link can:

1. View
2. View and comment
3. View, comment and edit

Click More - 3 more option appear

1. On - Public on the web have the options you choose above
2. On - But, only people with the lin can access
3. OFF

Three Types of access:

1. View
2. View and comment
3. View, comment and EDIT

Click cancel. Once you choose the option you want the link is copied to the clipboard. You can send the link via email to whomever you want. Those people will be able to use the link to copy the file to their Drive and use it per your share options.

There are some additional options below that.

- You can give one person or people one type of permission and add more people with different, elevated permissions.
- You can also add a note that will go with the email. (or, text message if done on a smartphone.)
- When you type a name in the box, it pulls the email address from your Gmail contacts.

With your file open, enter the email address of the person next to you. Close the file.

Open Gmail and find the email.

In Drive, look in the Shared Folder. Find the shared file. Show how to move it to your files and put it into the correct folder.

Open a new desktop. How to show the folders and files in a Grid.

1. Click on My Drive
2. Click on the Grid icon with 4 squares.
3. Open several folders to show how files and folders appear.

Click on the lower case letter i in the circle.

- Click on the Details tab. It show the details of the selected document or folder. You can also click the pencil icon to add a description. This might help to jog your memory when you open it at a later date.

- Click on Activity tab. This show the history of the document: When edited, Who edited, When created.

What about all my Word and Excel documents

If you have Microsoft Office, you probably have collected many files from these programs. What are you going to do with them now? Well, you can upload all of them to Google Drive. When you click on them, they will open in the tab and you can read them. But, you won't be able to edit them!

However, if you right click on the document, you will have the option to open it with one of the Drive applications, such as docs or sheets. For example, a file created in Microsoft Word can be opened and converted to a Google Doc, an Excel file converts to a Google sheets file.

**In the main screen, Click the Gear icon
Click the word "Settings." Cover all the options.**

Chrome Extensions and Apps

Definition of a Chrome Extension.

Extensions are small software programs that can modify and enhance the functionality of the Chrome browser. You write them using web technologies such as HTML, JavaScript, and CSS.

Definition of a Chrome App

Google Chrome Apps are [web applications](#) that run on the [Google Chrome](#) web browser. Chrome apps can be obtained from the [Chrome Web Store](#) where apps, [extensions](#), and themes can be installed or bought. There are two types of apps, hosted and packaged, which have different locations of their executable and are targeted at different use cases.

**Where can I get these?
The Chrome Web Store!**

How do I find the Chrome Web Store?

Open a new tab. In the search bar, type: **Chrome Web Store**. Then tap the enter key.

[Popular Apps](#) [Popular Extensions](#)

Best of the Best:

Pocket	A notepad. You pick!	Google Dictionary	Ad Blocker Plus
WOT	Lastpass or Roboform	Awesome Screenshot	Polarr
Google dictionary	Apps		

[Google + machine intelligence to the "Explore" function in Google Apps](#)