



CHARLOTTE MECKLENBURG

LIBRARY

Getting Started with Google Drive



Getting Started Guide

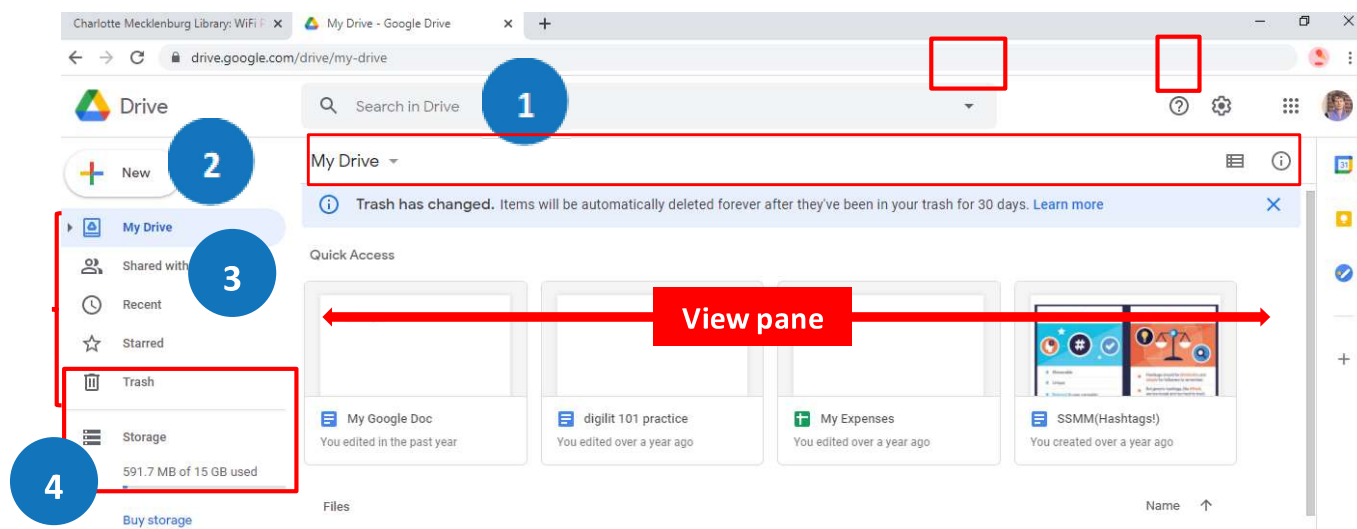


What is Cloud Storage: Google Drive?

Google Drive is a free (up to 15 GB), cloud-storage service from Google that allows you to store files online and access them anywhere from the World Wide Web and any device. **Google Drive** also gives you access to free web-based applications for creating, sharing, and editing real-time documents, spreadsheets, presentations, and more.

Navigating the Google Drive Interface

If you have an active **Gmail address**, you already have a Google account. Therefore, there is no need to create an account—sign in to Drive using your **Gmail address and password**. Go to **google.com**; select **Sign in**; enter your **Gmail address and password**; click the **grid icon** (universal digital symbol for apps); select **Drive**. *If you do not have a Gmail account, create an account, follow the steps for Gmail account activation, then follow the steps outlined above to access Drive.*



1. **Search bar:** The **Search bar** allows you to look for specific files. When you enter a search term, Google Drive will automatically display files that match your search. You can also run an **Advanced Search** (by selecting the drop-down arrow located at the far-right side of the Search bar) which allows you to locate files by type, owner, location, date, and more. The **question mark** located to the right of the **Advanced Search** feature, is Google Drive's **Help** icon for additional support.

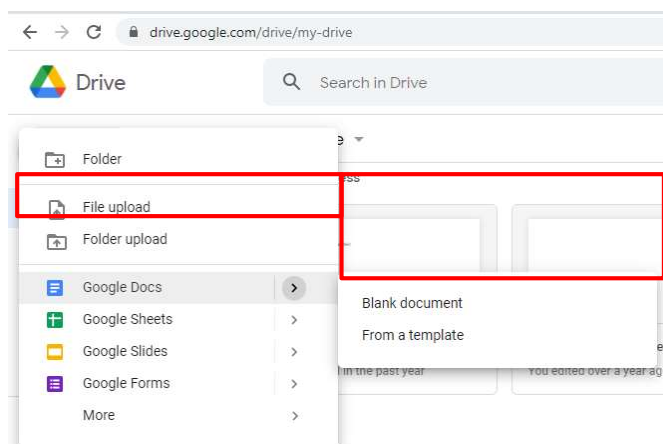
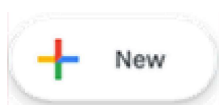
2. **New:** Click the **New** button to create a new document (Google Docs), spreadsheet (Google Sheets), presentation (Google Slides), or other Google app items. The new document will be saved to your Google Drive automatically. You can also use the **New** button to **create new folders** and **upload files or folders** from your computer.
3. **My Drive: Files or Folders** are automatically uploaded into ‘**My Drive**’. The **View pane** displays your files—including details such as ownership, sharing features, and last modification date. Simply double-click a **File** or **Folder** to open it. You can also move and then access any **Files** or **Folders** according to ‘**Shared with me**’ [incoming items], ‘**Recent**’ [as in recently edited], ‘**Starred**’ [also known as ‘Favorites’] and ‘**Trash**’. **(NOTE: All files in ‘Trash’ are permanently deleted after 30 days. A ‘Restore’ option is available prior to the 30-day expiration date.)**
4. **Storage: 15 GB (gigabytes)** of cloud (online) storage is free with Google Drive; current usage capacity is displayed as you create files. More storage space is available for purchase. Click the ‘**Buy storage**’ link for current pricing.

Google Drive: Creating Google Files and Folders

From **Google Drive**, select the **New** button, then choose the type of file you want to create. For example, select **Google Docs** to create a new **Blank document**. (From a template has pre-designed templates to create new documents.

These templates have **custom formatting** and **designs** that create visually-pleasing graphics. Resumes are an example of using templates.)

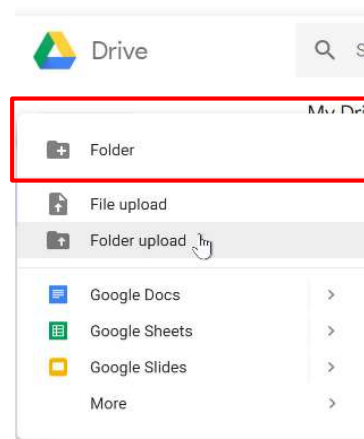
To create a new **Folder**, select the **New** button, select **Folder**, name your **Folder**, select **Create**. Your **Folder** appears in the **View pane**, as well as in



My Drive—remember to double-click **My Drive** to be able to view all **Files** or all **Folders**.

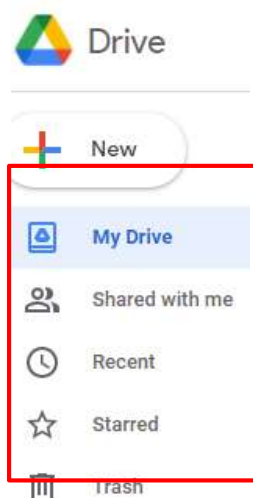
Google Drive: Uploading Files and Folders

The term **‘Upload’** means the ability to transfer materials from your personal device into the cloud for online storage. Once uploaded, materials can be accessed and managed from any device provided you have internet access. From Google Drive, locate and select the **New** button, then select **File upload** or **Folder upload**. (To automatically convert uploaded files to Google Drive’s formats, click the gear icon [located to the right of Drive’s Search bar], select **Settings**, then check the box next to **Convert uploads** to install this feature.)



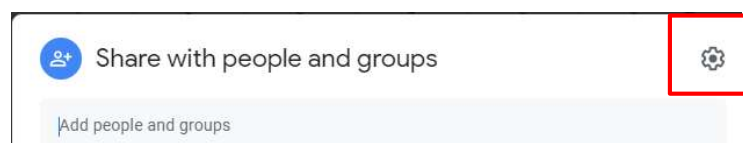
Google Drive: Managing, Organizing & Deleting Folders and Files

Once you start adding files to Google Drive, you can use **Folders** to help organize and group them. From **Google Drive**, click the **New** button, then select **Folder** from the drop-down menu; a dialog box will appear; enter a **Name** for your folder, then click **Create**. Folders are automatically stored in **My Drive** (double-click on the **My Drive** icon to locate all folders.) To delete a **Folder**, hover over the item, **right-click**, then select **Remove** from the drop-down menu. The item is now in **Trash**. To recover an item in **Trash**, click on the **Trash** icon, locate and **right-click** on your **Folder**, then select **Restore**. (NOTE: To move **Files** into a **Folder** or **Trash**, **right-click** on the **File**, select **‘Move to’** or **‘Remove’**. The **right-click** serves as a key shortcut to move items to the other Drive locations—**‘Shared with me’**, **‘Recent’** and **‘Starred’**.)

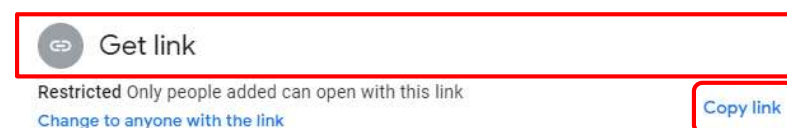


Google Drive: Sharing and Collaborating Files

Google Drive's sharing features allows others to view, edit, comment, and collaborate (aka 'real-time' editing) on your files. Here are the sharing options (double-click on File to initiate the **Share**; prior to this, the file is 'locked'—private to only you):



Control your **settings [gear icon]** to those recipients who are authorized to edit, or just view, or just comment



Share via **link (hyperlink)**--especially good for large files

Google Drive: Downloading and Printing Files

NOTE: Downloading is defined as the means of receiving data or a file from the Internet on to your computer. If you are not using a personal printer, a File must be downloaded to send the file to a designated printer. In **Drive**, right-click on a file, select **Download** from the drop-down menu. The file will appear on the left-side of your device; click on the upward arrow to **Open**, click on **Enable Editing**; select **File > Print**. The **Print dialog box** will appear, along with a **preview** of your file on the right. Choose the desired options, then click **Print**.

To print *directly from Google Drive* to your personal printer, double-click the File to open it, select **File > Print** (or select the **print icon** located to the far-left of the upper Toolbar); the **Print dialog box** will appear, along with a preview of your file; review the print options, then select **NEXT**, another **Print dialog box** appears with the installed printer displayed; select **Print**.

Resources

The following resources can be accessed from the library's resource page:

<https://www.cmlibrary.org/resources>

GCF Learn Free

Find many Microsoft Office, Google Suite, and basic-to-advanced digital literacy lessons for free on www.gcflearnfree.org. They have both text-based and video tutorials on a wide variety of topics.

LinkedIn Learning

Access a library of video tutorials from beginner to advanced level on a variety of technology topics on LinkedIn Learning (formerly Lynda.com). LinkedIn Learning allows you to track your progress and download resources from tutorials. You can view lessons at home or in the library using your library card.

Northstar Digital Literacy

This resource provides interactive online assessments and practice exercises to help individuals master computer and software skills such as using email, navigating the internet, and using Microsoft Word, Excel, and PowerPoint. Learn to navigate technology in your daily life with assessments on topics such as Social Media, Google Documents, Supporting K-12 Distance Learning, and Career Search Skills. Receive certification in one or more topics by completing an assessment (score 85% or higher) during a virtual Library proctored session.

1-on-1 Technology Tutoring

Charlotte Mecklenburg Library offers 1-on-1 tutoring with a library staff member or volunteer. You can call your library branch to check availability or check out our online calendar at www.cmlibrary.org/calendar.



DigiLit is a digital literacy program provided by Charlotte Mecklenburg Library. To find out more information about this program, download class handouts, and access additional resources, visit: www.cmlibrary.org/digilit