

GOOGLE DRIVE

Store your files securely and access them from any device using Google Drive. You can also open and edit your files from any device.

You automatically get 15 GB of storage for free and you can buy more storage.

Your 15 GB of storage includes:

Google Drive

Google Photos

Gmail

Files that you create in Google Drive format or that you upload and convert to Google Drive format do not count against your storage limit. Files that are uploaded and not converted will count against your storage limit. PDF files cannot be converted to Google format.

For the two years (2015 and 2016), Google gave away 2GB of free, permanent Drive Storage if you complete a security audit of your account. They did not make that offer in 2017. Safe Internet Day in 2018 is February 6th. It falls on a different day every year. To do a security check on your Gmail account, click on the 9 square boxes at the top righthand side of your Gmail account and then select "**My Account**". Hopefully they will offer more free storage in 2018

My Drive

My Drive is the folder that holds the files and folders you create. To access your files from different devices, sign in to your Google Account.

What will I see in My Drive?

Files and folders you upload or sync.

Google Docs, Sheets, and Slides you create.

On the left hand side of the page you will see:

My Drive

Computers

Shared with me

Recent

Google Photos

Starred

Trash

Backups
GB Used
Upgrade Storage

Organize your files in Google Drive

To organize your files in Drive, you can create folders to make files easier to find and share with others.

Create a Folder

On the left, click **New > Folder**.

Enter a name for the folder.

Click **Create**.

Create a File

On the left, click **New > Google Docs/Google Sheets/Google Slides, etc.**

Begin typing your file. Note that it is called an “**Untitled document**” until you name it by selecting **File > Rename**, and then give the document a name.

UPLOADING FILES

Convert documents into Google formats

If you want to upload files like Microsoft Word documents, you must change a setting to convert files.

Note: You can only change Google Drive settings from your computer.

Using a computer, go to Drive Settings (Gear) > Settings

Next to "Convert Uploads," check the box.

Upload files and folders to Google Drive

You can upload, view, share, and edit files with Google Drive.

Types of files

Documents

Images

Audio

Video

Upload & view files

On your computer, you can upload files into private or shared folders.

Sharing Files and Folders

You can share files and folders with people and choose whether they can view, edit, or comment on them. You can share with:

Google Drive, Docs, Sheets, or Slides

A link or email attachment



Note: To edit Microsoft Office files with others, you'll need to change them to the Google format.

Levels of access

When you share a file with other people, you choose what they can do with the file. You can always change your mind or stop sharing completely. Choose what the person you are sharing with can do to the file:


- **Can edit:** Others can make changes and share a file with others. The default for sharing with specific people.
- **Can comment:** Others can view and comment on a file but not make changes. You cannot comment on a folder – only a file.
- **Can view:** Others can open a file but not change it or comment. The default for link sharing.

How to share


1. **From your file list in Google Drive or from an open folder:** Select the name of a file or folder. At the top, click Share .
Tip: You can also right-click and choose Share.
2. Under "People" in the "Share with others" box, type the email address of the person or Google Group you want to share with. **Tip:** Search for contacts by typing a name in the box.
3. To choose if a person can view, comment, or edit the file, click the Down arrow next to the text box .
4. Click **Done**. The people you shared with will get an email letting them know you've shared a file or folder.

Share using a link

To share something with more than one person without entering individual email addresses, you can create a link that allows anyone to open it.

1. Select the name of a file or folder.
 2. At the top, click Get shareable link .
 3. In the corner, make sure the switch is green and to the right. A file link will be copied to your clipboard.
 4. Paste the link in an email or anyplace you want to share it.
- To change whether a person can view, comment, or edit the file, click **Sharing settings**.

To stop sharing a file

1. At the top, click Get shareable link .
2. Next to "Link sharing on", click the switch.

Find or recover a file

Here are some tips to help you find missing files in Google Drive. Select the situation that matches yours the best.

If you deleted something recently using Google Drive you might be able to restore the file yourself.

Restore from your Trash

Using a computer, go to the trash icon on the left side.

Right-click the file you'd like to recover.

Click **Restore**.

Try an advanced search

Using a computer, click the search options icon (in the search bar) .

Use the advanced search options to find your file, like "Type: Spreadsheets."

If the steps above didn't help, consider these special cases:

If someone else created the file

When someone creates a file, they can delete, rename, and restore it. Contact the person who created the file and ask them to restore it or share it with you again.

FOR ADDITIONAL INFORMATION USE GOOGLE HELP BY CLICKING ON THE GEAR