

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 and Gmail.

Google Drive – Store files up to 5TB each. Anything you create with Docs, Sheets, or Slides won't use up any of your storage.

Google Photos – Per your Google Photos settings, **High Quality** uploads are stored for free but **Original Quality** uploads will consume your Drive storage. Your Google photo setting are located in Google Photos. Get there by selecting the 9 small black boxes and then selecting the “pancake lines” at the top left side, and then selecting “Settings”.

High quality

- **Unlimited free storage.**
- Photos are compressed to save space. If a photo is larger than 16MP, it will be resized to 16MP.
- You can print good quality 16MP photos in sizes up to 24 inches x 16 inches.
- Videos higher than 1080p will be resized to high-definition 1080p. A video with 1080p or less will look close to the original.

Original quality

- **Limited free storage** that uses storage in your Google Account.
- All photos and videos are stored in the same resolution that you took them.
- Recommended for photos that have more than 16MP and videos with more than 1080p.
- Recommended for printing large banners

Gmail – Messages and attachments, including items in your Spam and Trash folders.

To determine how much space you have used, go to the bottom of your Gmail Inbox and select “Manage”.

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. Files that are shared with you take up storage on the computer that is sharing the information – **not** your computer.

For the two years (2015 and 2016), Google gave away 2GB of free, permanent Drive Storage if you completed a security audit of your account. They did not make that offer in 2017 and 2018. It is still a good idea to do a security audit on your account several times a year. To do a security audit, select the 9 black boxes in the upper right-hand corner of your Gmail and then select “My Account”.

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 Drive 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. You can also copy and past information into a new Google file.

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.

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.

FOR ADDITIONAL INFORMATION USE GOOGLE HELP BY CLICKING ON THE GEAR