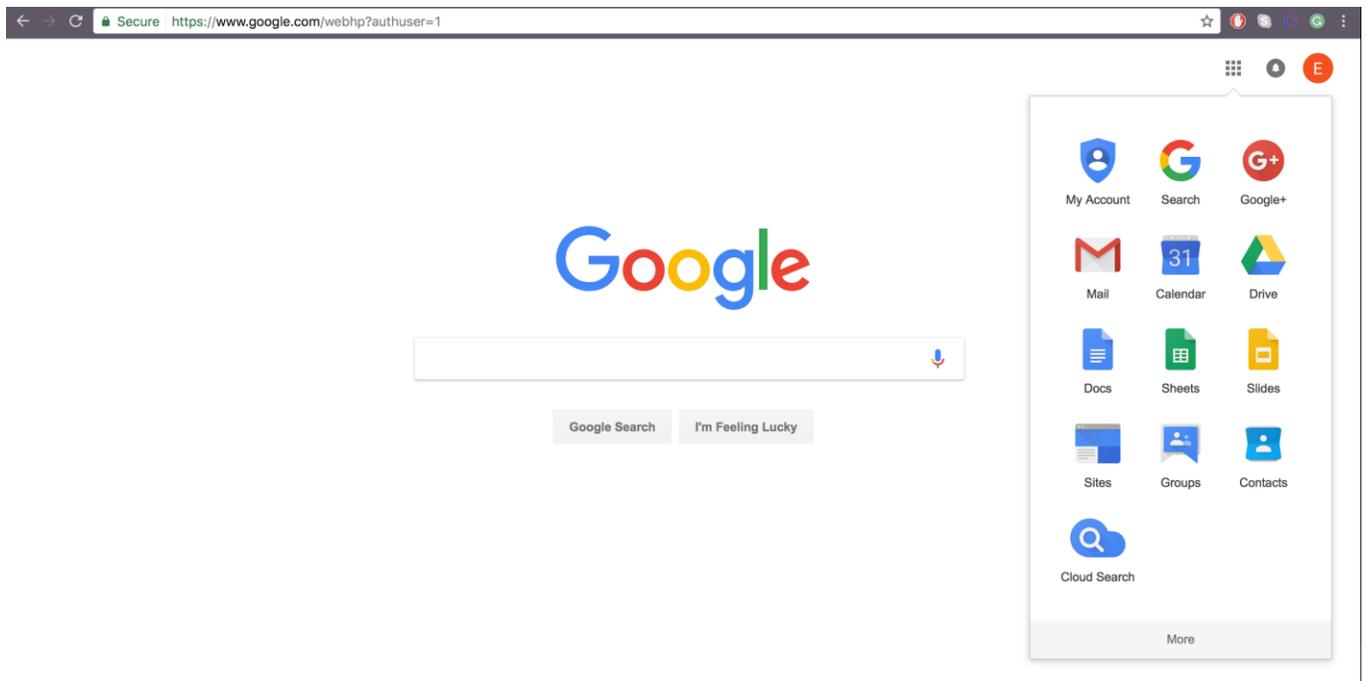
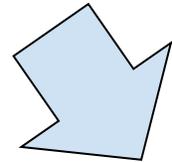


Google Drive Basics

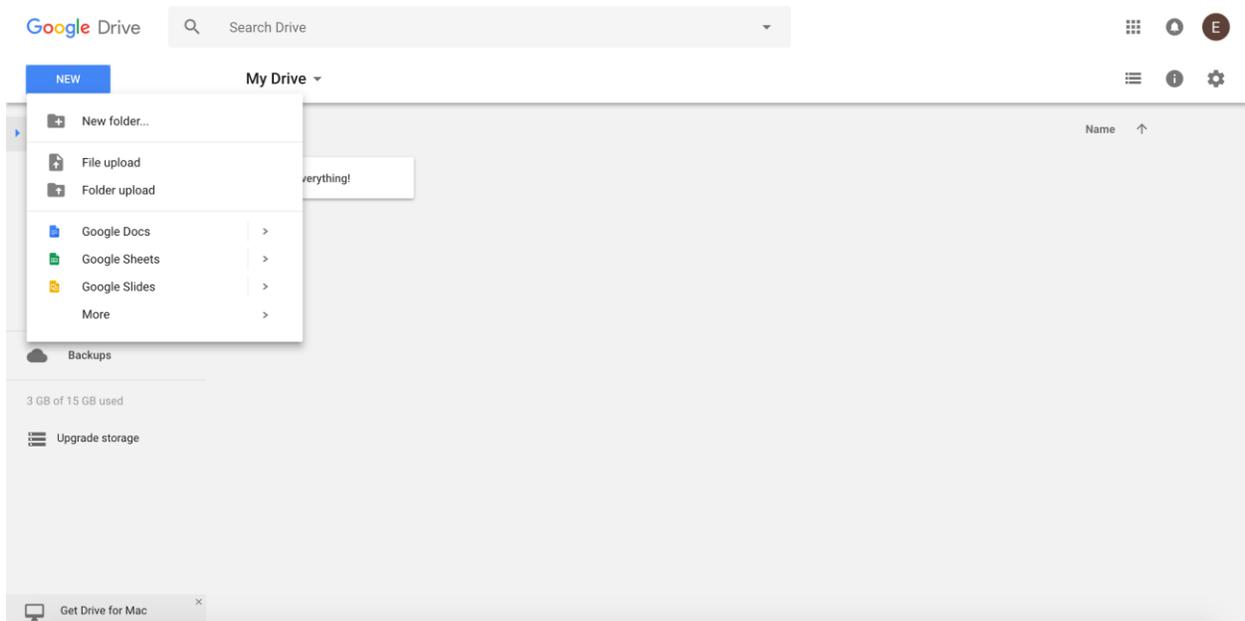
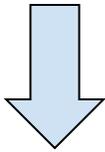
This guide is an overview for using Google Drive. Google Drive is Google's online application where you can easily work on documents collaboratively, share files, spreadsheets, and presentations, and not have to worry about manually saving your work--Drive automatically saves every change you make, and you can access your Drive anywhere with your Google Account.

Here are some of Drive's most useful and basic capabilities.

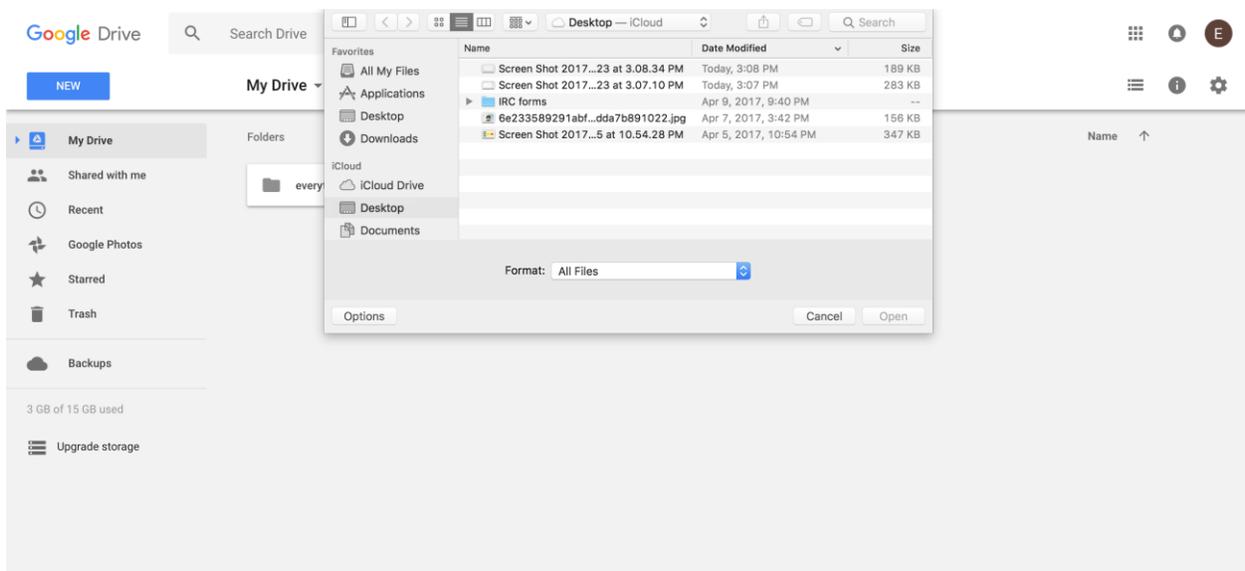
Open the Google Drive application by logging into your Google account and clicking the grid icon in the upper right corner.



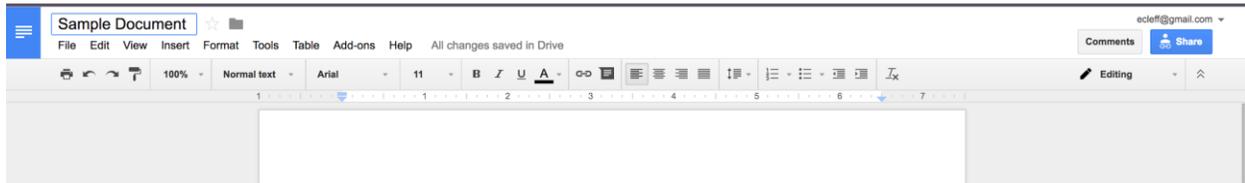
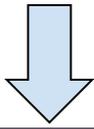
Once you're in Drive, click the **New** button in the top left corner to access a drop-down menu, providing you with options to create a folder, document, presentation, spreadsheet, and form (form is under **More**), or upload an existing file or from your computer.



If you want to **upload an existing file from your computer onto Drive**, reason being you want to share it with others, you want to be able to access the document from anywhere, etc., click the **File upload** button in the drop-down menu. This window (in the image below) will pop up. Select the file you wish to upload and click **Open**.

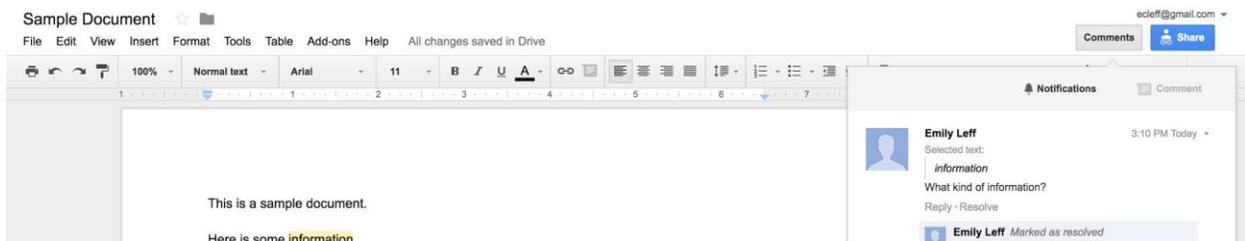
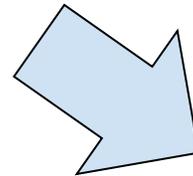


If you want to **create a new document directly on Drive**, click the **Google Docs** option on the drop down menu. To name your document, click the title in the top left corner, which will allow you to type in the title of your choice.

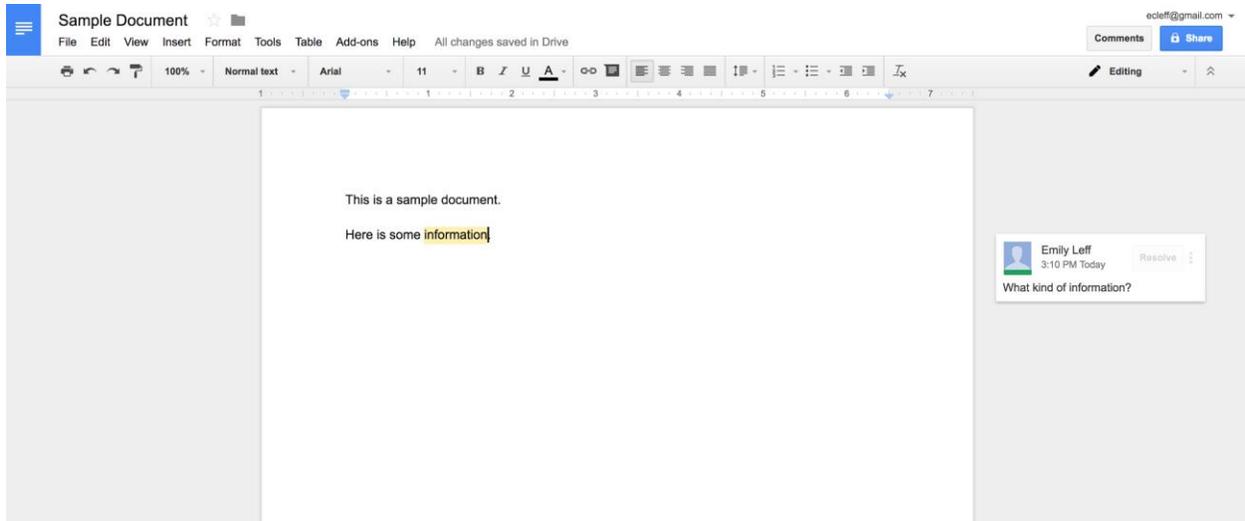


Google Docs has a similar layout and nearly identical functions to Microsoft Word. One unique feature Drive has, however, is the **Comment** feature. Comments are useful if you want someone to edit your work and leave notes without actually changing the document itself.

To **leave a comment**, click the **Comment** button in the top right corner and click the **Comment** button on the right.



Once clicked, you can leave your comment. The comment can be responded to or “resolved,” meaning the owner of the document can choose to make the comment go away.



To **share a document**, click the **Share** button in the top right corner. A window will pop up where you will enter the email addresses of the recipients.

Share with others

Get shareable link 

People

eleff

eleff@wesleyan.edu

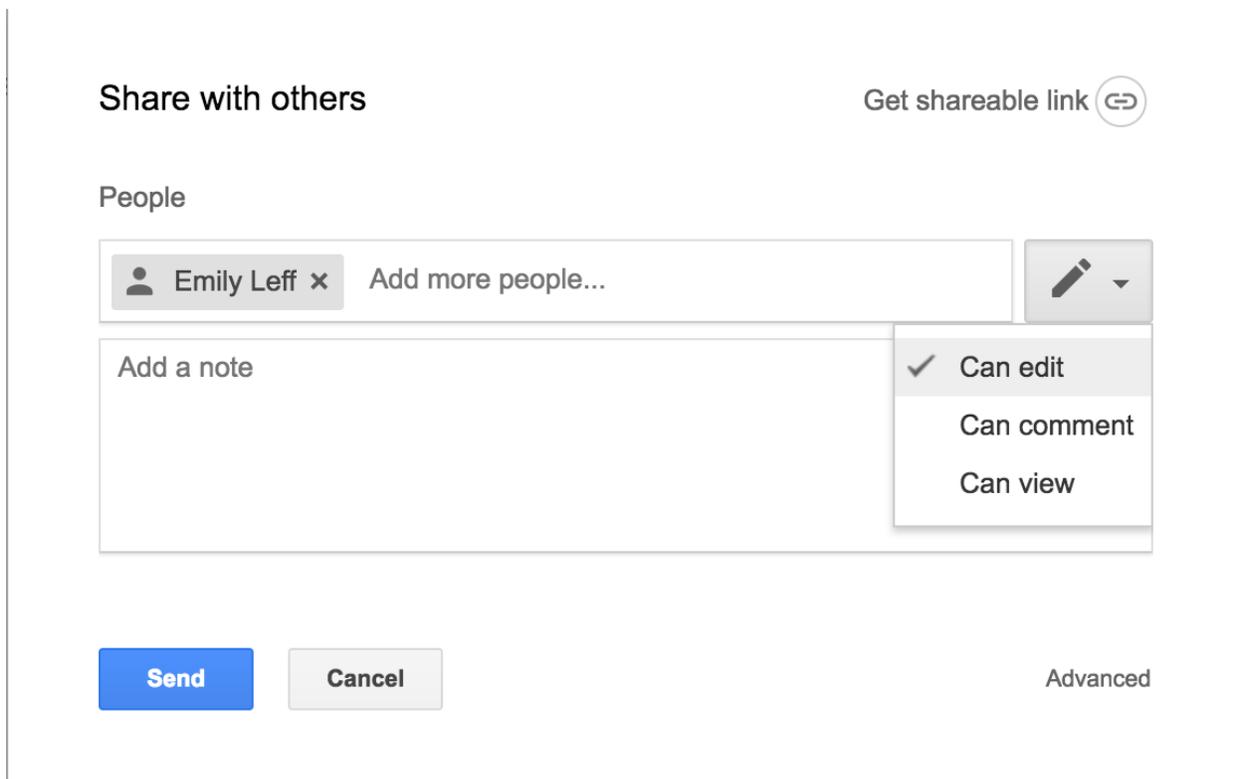
Add a note

Send

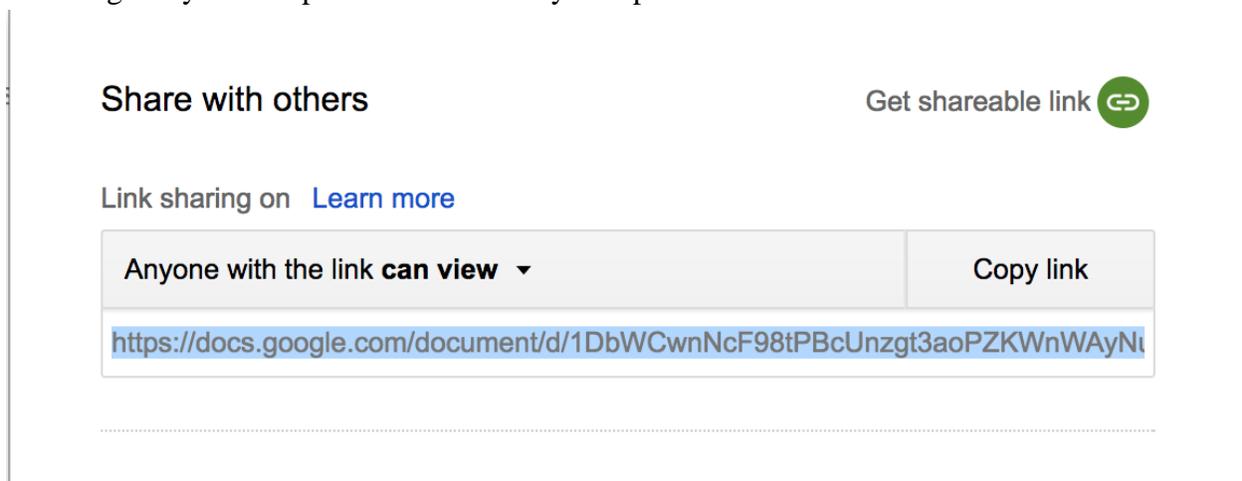
Cancel

Advanced

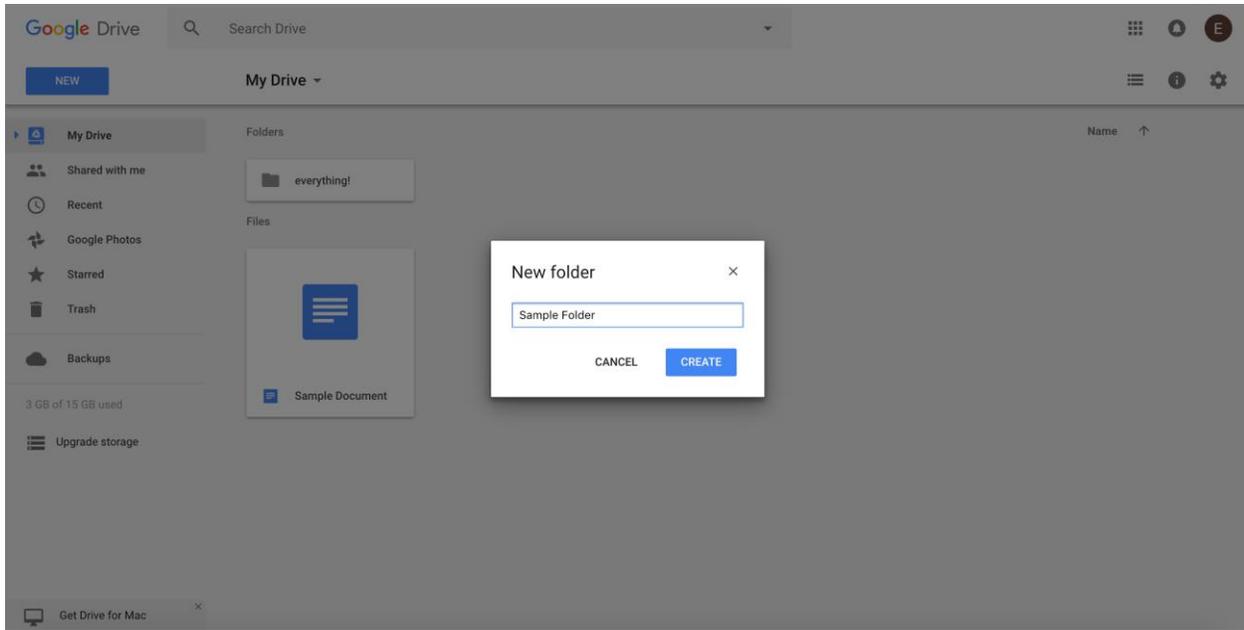
As the owner of the document, you can choose if the people you are sharing your document with can **edit, comment on, or view your document**. This is useful, as you can decide whether or not you want others to be able to make changes to your document.



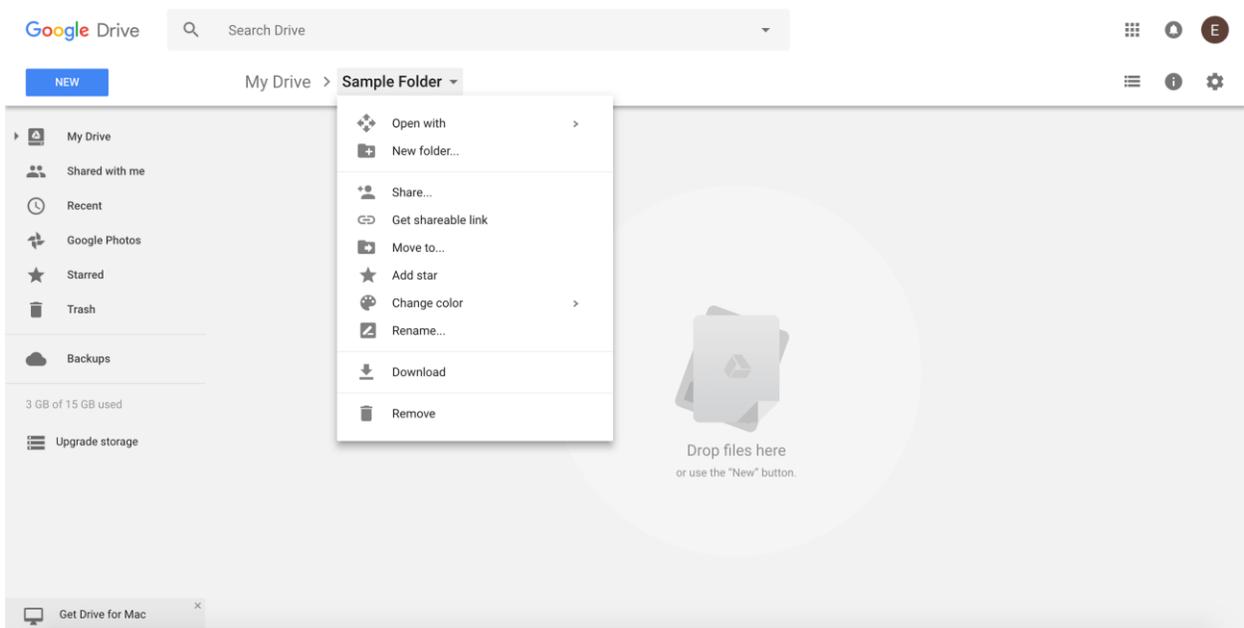
If you want to **share the document with a large group of people, or post the document somewhere where anyone with the link will be able to view it**, click **Get shareable link**. This will give you access to a link you can copy and send or post. With the shareable link capability, you still have the choice of whether recipients will be able to edit, comment, or only view the document. You can access these choices under the **Anyone with the link can view** button, where the arrow at the end gives you a drop-down menu with your options.

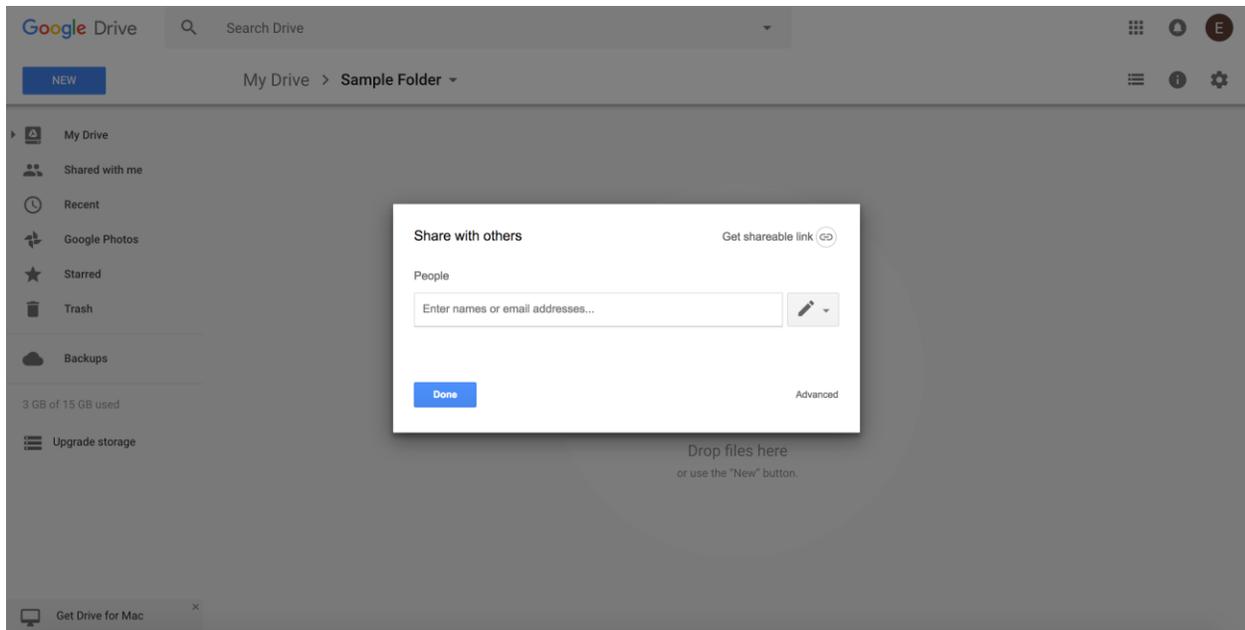


To **create a folder**, go back to Drive and click **New folder** under the blue **New** button. Once you click, you will be asked to name the folder.

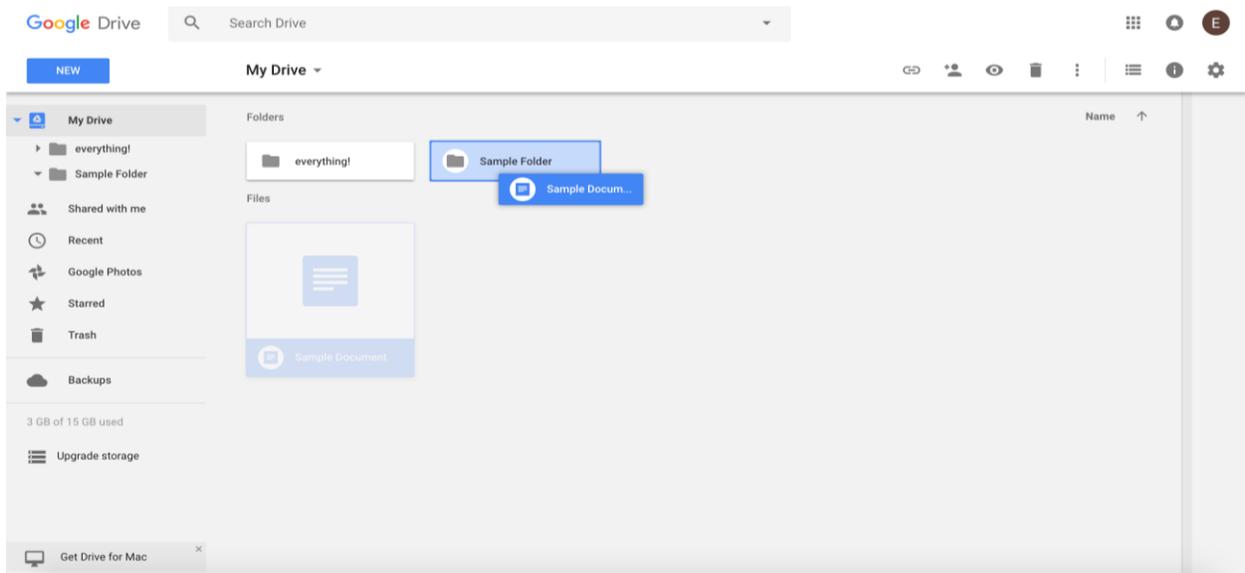


If you want to **share the folder**, click the name of the folder towards to top of the screen, which will direct you to a drop-down menu. Click **Share**, and like with the document, you will enter the email addresses of the recipients.





To **organize your Drive and put documents in specific folders**, simply go to your main Drive page and drag the document into the desired folder.



These steps are applicable to most of the features of Drive (i.e. if you are creating a Presentation, you would Share it in the same way). With these steps, you will be able to create documents and folders, share them with others, and organize your files on a platform that you can access anywhere.

Lastly, if you have questions about Drive that have not been covered, Google searching your question can usually yield a comprehensive solution.