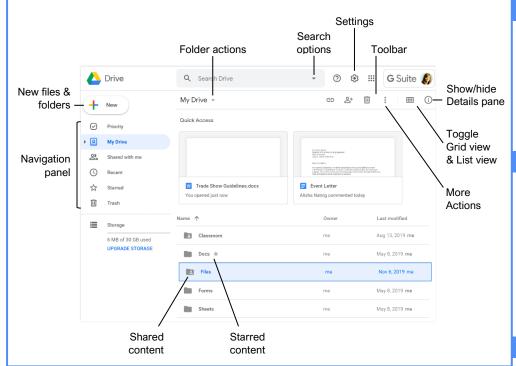


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### The Google Drive Screen



#### **Google Drive Views**

Priority: Displays files that Google finds most relevant, based on what has been recently opened, edited, or shared with you. You can also view and manage Workspaces from this view. If you find it useful, you can update your settings to make Priority view the home page of your Google Drive.

My Drive: The default view when you log in to Google Drive. Expand My Drive in the side navigation pane to see your hierarchy of folders. The Quick Access section displays files that you've recently viewed or edited so you can quickly return to them.

Shared with Me: Displays files that have been shared with you. These files aren't included in your My Drive by default but can be added to My Drive for improved visibility and organization as you see fit.

© Recent: Makes it easy to pick up where you left off. Files are grouped by when they were last opened or modified.

☆ <u>Starred:</u> Displays files and folders you've flagged as important.

Trash: Shows content you've deleted. This content can be recovered if needed.

#### Access Google Drive

Sign In: Go to drive.google.com in a browser.
Select your account, or, enter your email and click
Next. Enter your password and click Next.

#### Find Files

Search for Files: Click in the **Search** field, type a search term, and click **Search** Q.

<u>Toggle List and Grid View:</u> Click the **List view ■** or **Grid view ■** button on the toolbar.

Sort Files: Click the Last modified ▼ list arrow and select Last modified.

Filter Results: Click the Search options ▼ arrow in the Search field, set additional search criteria, and click Search.

Show File Location: Select a file and view the path in the toolbar. Or, right-click a file and select **Show file location** .

#### Open Files and Folders

Open a File or Folder: Double-click a file or folder to open it. Or, click the name of a folder in the path to open it.

Preview a File: Select a file and click the **Preview** button. When done, click **Close**.

### **Keyboard Shortcuts**

#### General

Go to navigation panelg then $\boldsymbol{n}$
Go to Details pane $\boldsymbol{g}$ then $\boldsymbol{d}$
Show/hide Details paned
Show/hide Activity panei
FindCtrl + f
Search your Drive
PrintCtrl + p

#### Selection

Select/deselect item	K
Select next item down	<b>V</b>
Select next item up	<b>^</b>
Select next item to left	<del>(</del>
Select next item to right	<b>→</b>
Expand selection down	Shift + ↓
Expand selection up	Shift + ↑
Select all	Shift + A
Clear all selections	Shift + N

#### Actions

Open a selected item	Enter
Move a selected item	<b>z</b>
Add a selected item to new location	Shift + z
Rename a selected item	<b>n</b>
Star/unstar item	<b>s</b>
Remove a selected item	#
Undo	Shift + z
Redo	Ctrl + Shift + z

#### Create

New document	Shift + t
New spreadsheet	Shift + s
New presentation	Shift + p
New folder	Shift + f
New form	Shift +o
New drawing	Shift + d

#### Menus

Open Create menu	С
Open Settings menu	Shift + s
Open Sort menu	Shift + p
Open More Actions menu	a
Open current folder's Actions menu	f

#### Create Files and Folders

<u>Create a Google File:</u> Open a folder in Google Drive, click the **New +** button, and select a file type. Click **Create and Share**, type a new name, and then press **Enter**.

Copy a File: Select a file you want to copy, click the **More actions**: button on the toolbar, and select **Make a copy** .

Rename a File: Select a file you want to rename, click the **More actions**: button on the toolbar, and select **Rename**. Then, click **OK**.

Create a Folder: Click the New + button, select Folder □, type a new name, and then click Create.

#### Move/Add Content to New Locations

Move Files or Folders: Select the file(s) or folder(s) you want to move, click the **More actions**: button on the toolbar, and select **Move to**. Select the destination location, click **Move**, and click **OK**, if needed.

Add Files to My Drive: Select the file(s) you want to add to My Drive and click the Add to My Drive Abutton.

#### Star and Color Code Content

Star a File or Folder: Select the file(s) or folder(s) you want starred, click the **More** actions : button on the toolbar, and select Add to Starred ☆.

Remove from Starred: Select the file(s) or folder(s) you want to remove from Starred, click the **More actions**: button on the toolbar, and select **Remove from Starred**.

Color Code a Folder: Select the folder(s) you want to color code, click the **More actions**: button on the toolbar, select **Change color**, and select a color.

#### Manage Workspaces

Create a Workspace: Navigate to ☑ Priority, click the Create Workspace button, enter a name, and click Create.

Add Files to a Workspace: Click Add files from the Priority view, navigate to the files' location, select the files you want to add, and click Insert.

Remove a File from a Workspace: Click the file's More actions: button and select Remove from workplace.

Hide a Workspace: Click the list arrow ▼ next to the workspace's name and select Hide workspace.

Remove a Workspace: Click the list arrow ▼ next to the workspace's name and select Remove workspace.

#### Delete and Restore Files

Restore a Deleted File: Navigate to Trash, select the file you want to restore, and then click the Restore from trash button on the toolbar

Permanently Delete a File: Navigate to

Trash and select the file you want to
permanently delete. Click the Delete forever button on the toolbar, and then click Delete
forever.

#### **Share Content**

Share a File or Folder: Select a file or folder you want to share, click the **Share** ≜+ button on the toolbar, and enter the email address(es) for the people you want to share with. Click the **Permissions** ▼ list arrow and select a permissions level. Then, type a personal message (optional) and click **Send**.

Get a Sharable Link: Select a file or folder you want a sharing link for and click the Get sharable link Dutton. Click the Link sharing toggle to enable it and paste the copied link anywhere you want to share it. Optionally, click Sharing settings in the link sharing pop-up to adjust privileges.

#### Change Access to Content

Set Sharing Expiration: Select a shared file or folder you want to set expiration for and click the Share ♣\* button. Click Advanced, click the Permissions ▼ list arrow, and select Set expiration. Click the Access expires list arrow and select a "days to expire" option or set a custom date. Click Save changes.

Remove Access: Select a file or folder you want to remove access to, click the **Share** 2+ button, and click **Advanced**. Click the **X** icon and click **Save** changes.

Change Owner: Select a file or folder you want to transfer ownership of and click the Share 2+ button. Click Advanced, click the Permissions ▼ list arrow, and select Is owner. Click Save changes and then click Yes to confirm.

#### **Upload and Download Content**

Upload a File or Folder: Click the New → button and select File upload → or Folder upload →. Select the content you want to upload and click Open (for a file) or Upload (for a folder).

Automatically Convert Uploads: Click the Settings & button, select Settings, and click the Convert uploaded files to Google Docs editor format check box.

Download a File or Folder: Select a file or folder you want to download, click the **More actions**i button, and select **Download**...

#### Manage File Versions

<u>View History of a File or Folder:</u> Select a file or folder you want to view the history of, click the **View details** button, and click the **Activity** tab.

Upload a New Version: Select a file you want to replace with a new version, click the More actions: button on the toolbar, and select Manage versions. Click Upload New Version, select the new file, and then click Open.

Download a Previous Version: Select a file, click the More actions: button on the toolbar, and select Manage versions ⑤. Click the More actions: button next to the version you want to download and select Download ⊸.

Delete a Previous Version: Select a file, click the More actions: button on the toolbar, and select Manage versions. Click the More actions: button next to the version you want to delete and select Delete.

Keep a Previous Version: Select a file, click the More actions: button on the toolbar, and select Manage versions <sup>⑤</sup>. Click the More actions: button next to the version you want to protect from deletion and select Keep forever 

✓.

#### Sync with Your Computer

Install Drive File Stream: Click the
Settings button and select Get File Stream.
Expand the Download install Drive File
Stream section and click the Download for
Windows button or Download for Mac button.
Then, follow the prompts.

Open Drive File Stream: Click the Drive File Stream ☐ icon on the taskbar, click the Folder ☐ button, and navigate to the Drive folder you wish to access.

Make Content Available Offline: Right-click a file or folder you want available offline, select **Drive** File Stream , and then select **Available** offline.

Pause Syncing: Click the **Drive File Stream** icon on the taskbar, click the **Settings** button, and select **Pause Syncing**.

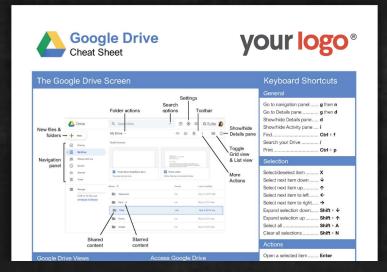
Resume Syncing: Click the Drive File Stream icon on the taskbar, click the Settings ⊕ button, and select Resume Syncing.

#### Manage Notifications

Adjust Notifications: Click the Settings button, select Settings, and click the Notifications tab. Click the Get updates about Google Drive items in your browser check box and click Allow. Optionally, update any of the Notify me about options as you see fit. When finished, click Done.

<u>View Drive File Stream Notifications:</u> Click the **Drive File Stream** ○ icon on the taskbar and click **Notifications**.







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