Google Drive

Instructor Guide

[Your Company Name]

CustomGuide

Contents

Google Drive

Google Drive is a secure, online storage drive where you can save and synchronize files. Drive can house any kind of file, but Google files, such as Google Docs, Sheets, and Slides can be opened and edited online directly from Drive.

When files are saved to Google Drive, they are accessible from a web browser or any device using a Google Drive application. This includes Mac or Windows computers as well as Android and iOS smartphones and tablets.

Because it's easy to access and offers free storage for users, Google Drive is a great tool for collaborative editing of files.

This course will teach you the fundamentals of working with Google Drive, including creating and organizing files and folders, sharing content, working with files offline, and much more.

Objectives

- Google Drive Views
- Find Files
- Open Files and Folders
- Create Files and Folders
- Move and Add Content to New Locations
- Star and Color Code Content
- Manage Workspaces
- Delete and Restore Files
- Share Content
- Change Access to Content
- Upload and Download Content
- Manage File Versions
- Sync with Your Computer
- Manage Notifications

Google Drive Views

When you sign into Google Drive, My Drive is the default view. You can select other views such as Priority, Shared with me, Recent, or Starred to see your files organized in different ways.

View My Drive

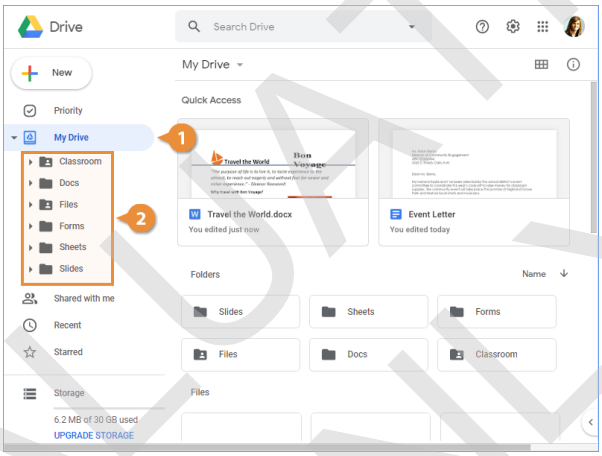
My Drive contains all of the files and folders you sync or upload, as well as any new Docs, Sheets, Slides, and Forms you create. The Quick Access section displays files that you've recently viewed or edited so you can quickly return to them. You can turn off the Quick Access section in your Drive settings if you don't want it to appear. Below that, all of your folders and files display.

1. Click **My Drive** in the navigation panel to expand it and see your folders.

   All of the folders you've created appear in the navigation panel. These same folders appear on the page to the right. You can open a folder from either location.

2. Double-click a folder to open it.

   All of the folder's contents display.



Commented [IG1]:
Start by logging into Google Drive with the My Drive page displayed.

Make sure the Google Drive account you are using to demo to students contains several sample folders and files of different types. Upload files from the Practice Files folder associated to this course, as needed.

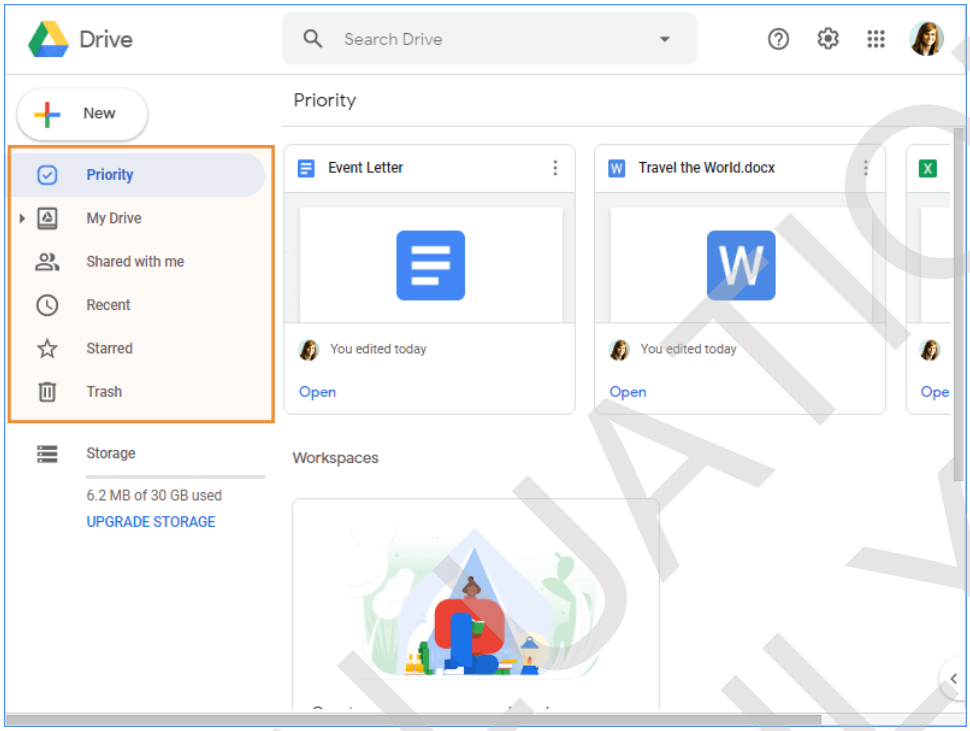
Commented [IG2]:
1. Expand My Drive in the navigation panel.

   Point out that the folders appearing in the navigation panel are the same as those on the page at the right. Let students know they can open a folder from either location.

2. Double-click a folder to open it.

Switch to Other Views

Commented [IG3]:
Click each of the views at the left and explain the differences using the table at the bottom of this page.



A	**Priority:** Displays files that Google finds most relevant, based on what has been recently opened, edited, or shared with you.	D	**Recent:** Makes it easy to pick up where you left off. Files are grouped by when they were last opened or modified.
B	**My Drive:** Displays the files and folders you sync or upload, as well as any new Docs, Sheets, Slides, and Forms you create.	E	**Starred:** Displays files and folders you've flagged as important.
C	**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 as you see fit.	F	**Trash:** Shows content you've deleted. This content can be recovered if needed.

Find Files

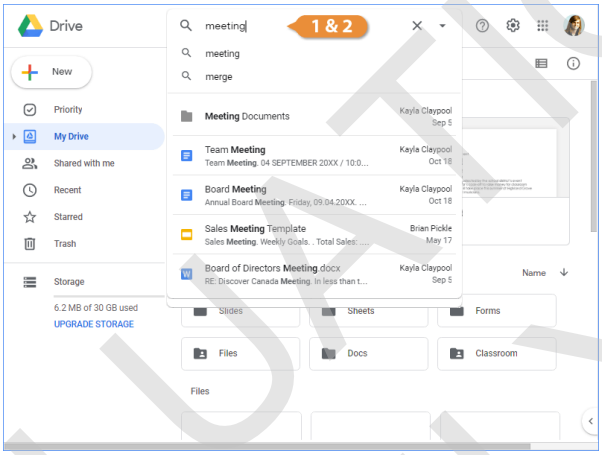
If your Google Drive is full of folders and files, you can use the search feature to find just what you need. All files stored in shared locations or My Drive are searchable. You can search for a file title, file contents, items featured in pictures, and PDFs.

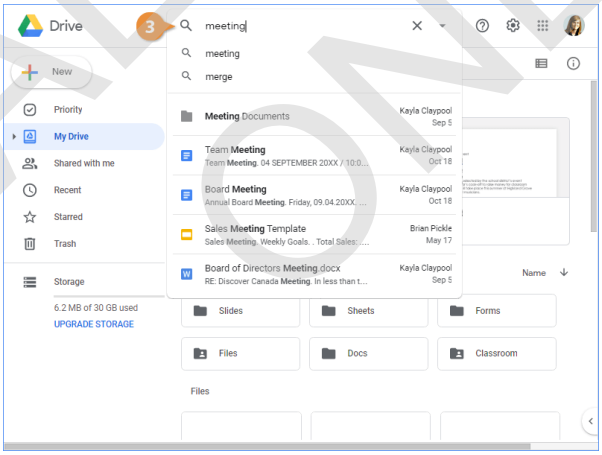
Search for Files

1. Click in the Search field.
2. Type a search term.

   A menu appears displaying files that match the term you entered. If you see what you need, you can select it from the menu.
3. Click Search.

Any matches appear below the search field. Double-click a file in the search results to open it.





Commented [IG4]:
1. Click in the Search field.
2. Type a search term.
3. Click Search.

Toggle List and Grid View

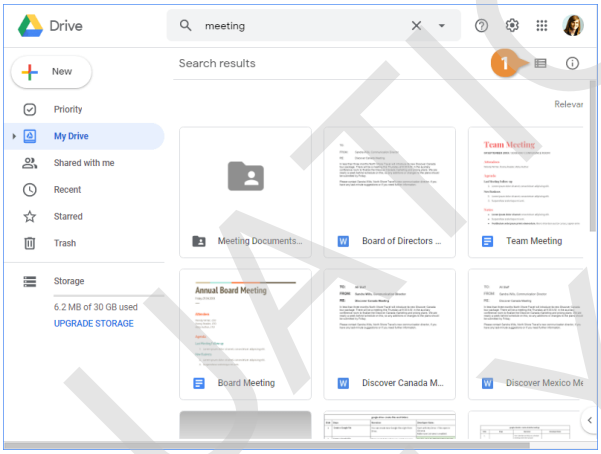
Commented [IG5]:
1. Click the List view or Grid view button.

Google Drive allows you to view your files in either a grid view, as thumbnail images, or a list view. The grid view is generally helpful when the folder contains images, whereas the list view is particularly helpful when working with documents, spreadsheets, and presentations.

When there are several folders and files displayed, switching the view from thumbnails to a list may make it easier to scan.

1. Click the **List view** or **Grid view** button.

   Shortcut: Press the **V** key.



Sort Files

Using the Sort feature makes it easier to locate information and keep related information together. Files are sorted from newest to oldest by default. There are four ways to sort your files in Google Drive:

- **Name:** Orders files alphabetically by the file name.
- **Last modified:** Orders files by the last time someone made a change to a file.
- **Last modified by me:** Orders files by the last time you made a change to a file.
- **Last opened by me:** Orders files by the last time you opened a file.

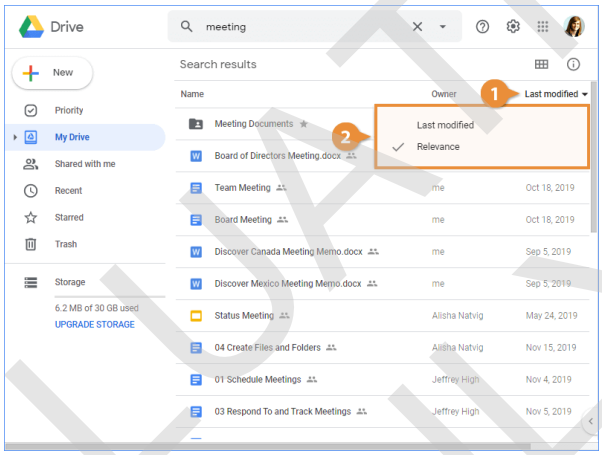
1. Click a column heading.

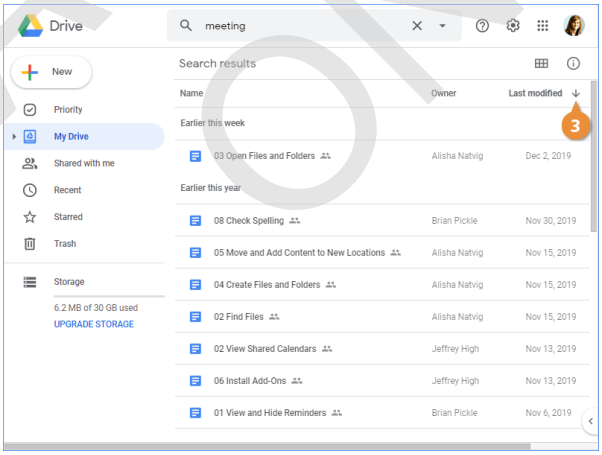
   Note: You aren't able to sort your files on the Recent tab.

2. Select an option to sort by.

   The files are now sorted as you specified. An arrow icon also appears by the column header showing that the column is being used to sort the view.

3. Click the **Reverse sort direction arrow** to flip the sort order.





Commented [IG6]:
1. Click a column heading.

2. Select an option to sort by.

3. Click the Reverse sort direction arrow to flip the sort order.

Filter Results

When you're viewing a lot of items, you can quickly find what you need by filtering. This hides files you aren't interested in, leaving just the important ones in view.

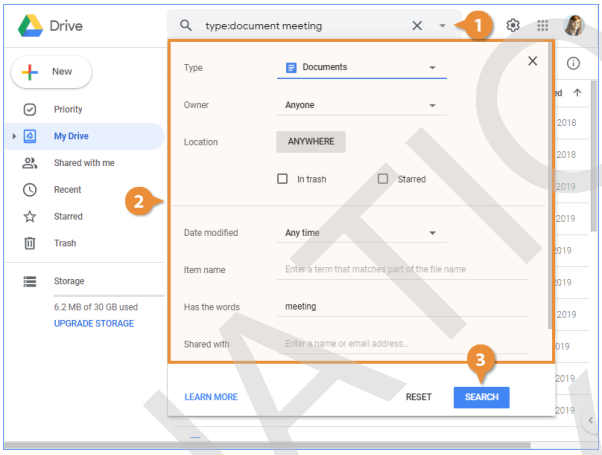
1. Click the **Search options** arrow.

   From here, you can specify things you know about the file, like the file type, the owner, or when it was last edited.

2. Set additional search criteria.
3. Click **Search**.

Your files are filtered to show only those meeting the search criteria.

Tip: You can clear a filter by clicking the **Clear search** button on the right side of the search field.



Commented [IG7]:
1. Click the Search options arrow.

2. Set additional search criteria.

3. Click Search.

Point out the Clear search button to students, but don't have them clear the search yet.

Show File Location

Once you pinpoint a file using search methods, it may be helpful to know where it lives in the folder structure so you can easily locate it in the future.

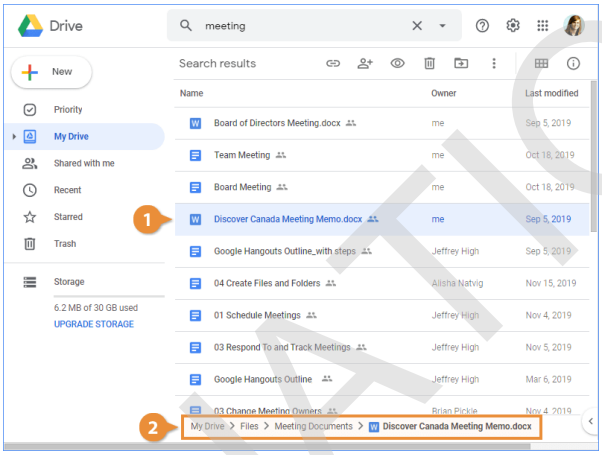
1. Select a file.
2. View the file path at the bottom of the screen.

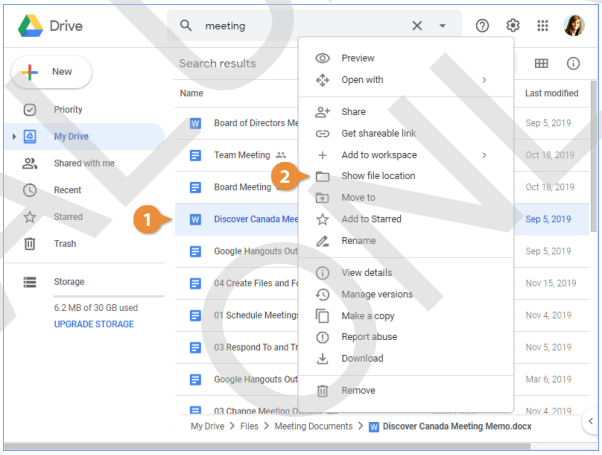
   The file path shows the breadcrumb trail of the file's current location. Click any of the folders in the path to jump directly to it and view its contents.

   Or:

1. Right-click a file.
2. Select **Show file location**.

The folder where the file is stored opens.





Commented [IG8]:
1. Select a file.

2. View the file path and, if desired, click a folder to open it.

Or:

1. Right-click a file.

2. Select Show file location.

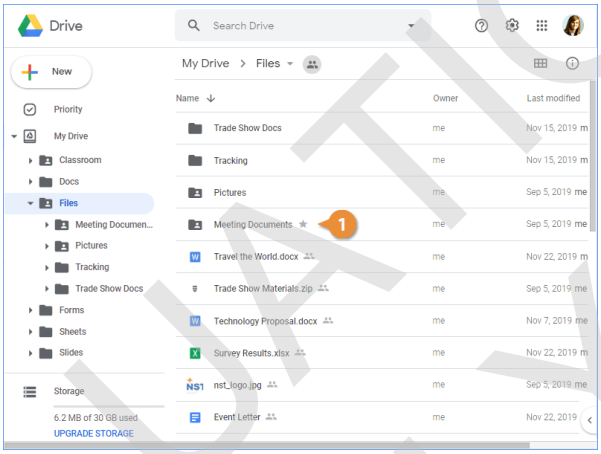
Open Files and Folders

You can view all kinds of files, including Microsoft Office files, PDFs, video or audio files, and photos directly from Google Drive.

Open a Folder

1. Double-click a folder.

The folder opens and displays all of the files and folders stored in it.

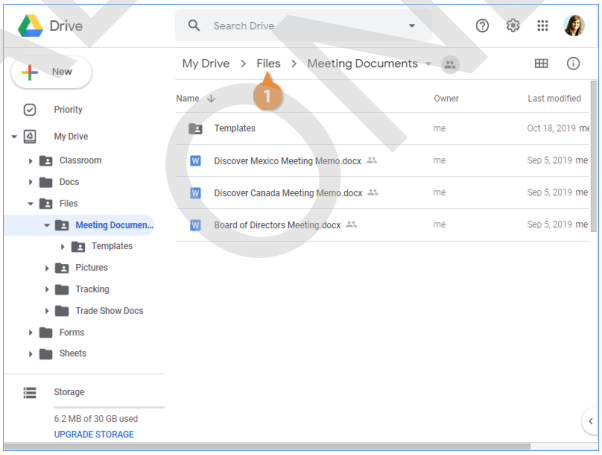


Commented [IG9]:
1. Double-click a folder.

Open a Folder in the Path

1. Click the name of a folder in the path.

The folder's contents are displayed.



Commented [IG10]:
1. Click the name of a folder in the path.

Preview a File

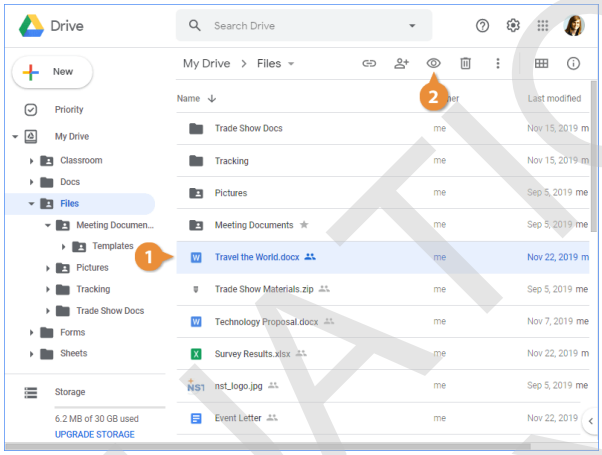
Before opening a file, you may want to preview it to make sure it's the correct one. While you can't make edits in preview mode, you can zoom, print, download, move, rename, or share the file without opening a new browser tab.

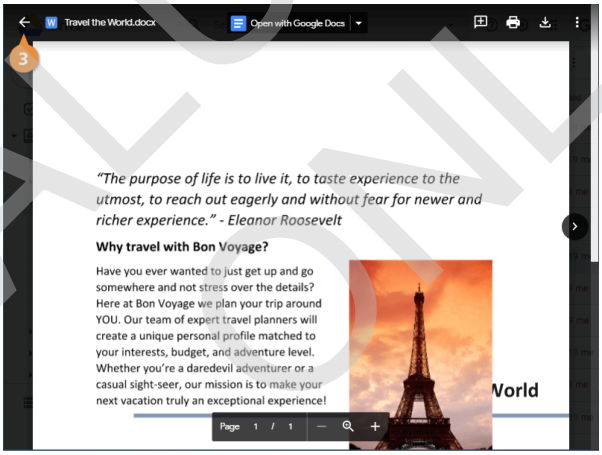
1. Select a file.
2. Click the **Preview** button.

   Shortcut: You can also right-click a file and select **Preview** from the menu.

   In addition to the functionality listed above, you can also search for text while previewing by pressing **Ctrl** + **F** on a PC or **Cmd** + **F** on a Mac.
3. Click **Close** when you're done.

Tip: You can preview more than one file at a time, if needed. From Drive, hold down the **Shift** key and select all the files you wish to preview. Then click the **Preview** button. Use the left and right arrows in the preview window to move through the selected files.





Commented [IG11]:
1. Select a file.

2. Click the Preview button.

Point out all of the options you have while working in preview mode.

3. Click Close when you're done.

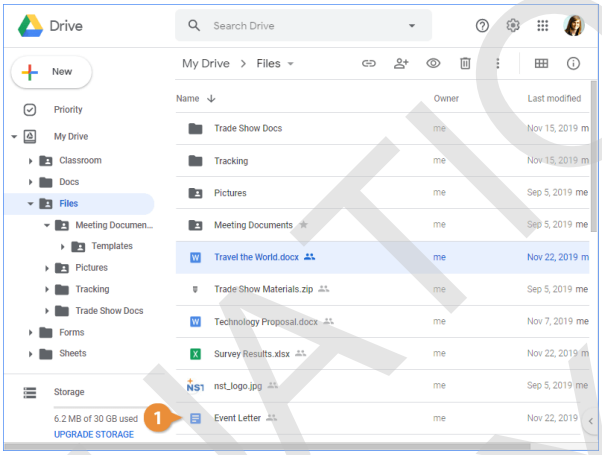
Open a File

How a file opens in Google Drive depends on the file type. All Google app files, like Google Docs, Sheets, Slides presentations, Forms, and Drawings open in their respective application in a new browser window. If you open another file type, like a Microsoft Office document or an image, it will open in a preview first.

1. Double-click a file to open it.

If you've opened a file using a Google application, close it and return to Drive by closing the file's browser window.

Tip: You can also open a file with an application installed on your computer. Just right-click the file in Drive, select **Open with**, then choose the app you want to use to open the file.



Commented [IG12]:
1. Double-click a file.

Explain that how a file opens in Drive depends on the file type.

If you wish to show students how a file opens in a Google application, use one of your existing files or convert one of the provided practice files to a Google format.

Create Files and Folders

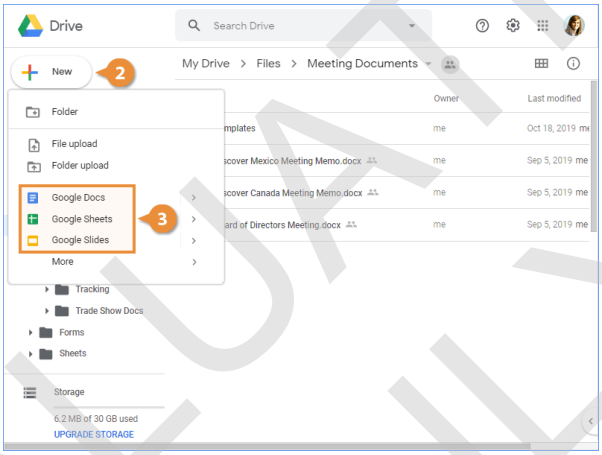
Your Google Drive is made up of a collection of files and folders. If you need to create a new file from scratch, you can do it from right within Drive. After you've added a number of files, you may find you need to create folders to keep your work organized.

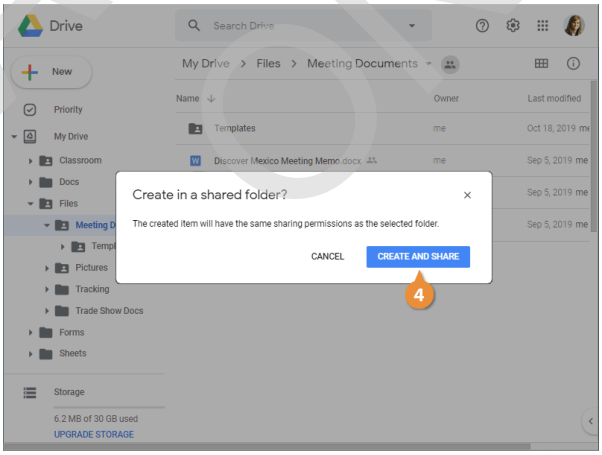
Create a Google File

Google Docs, Sheets, and Slides files are the most common types of files to create. When you create a new file, you can create a blank one or start from a template.

1. Open the folder in Google Drive where you want to create a new file.
2. Click the **New** button.
3. Select a file type.

   Note: To create a file from a template instead, click the arrow next to the file type and select **From a template**.
4. Click **Create and Share**.

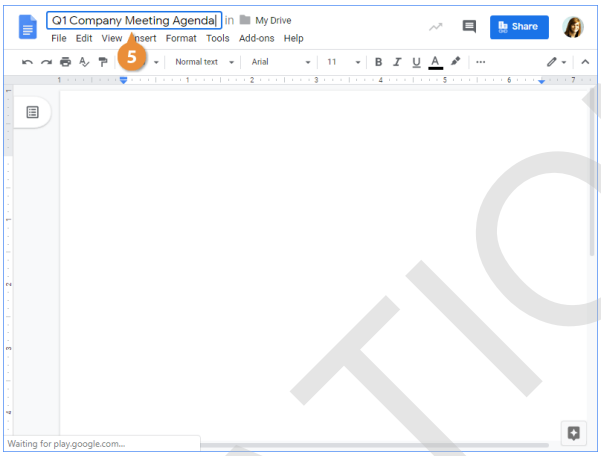




Commented [IG13]:
1. Open a folder in Google Drive.
2. Click the New button.
3. Select a file type.

   Mention that you can also click the arrow next to the file type to create a new file from a template.
4. Click Create and Share.
5. Type a file name.
6. Press Enter.

5. Type a name for the file in the field at the top of the page.
6. Press **Enter**.

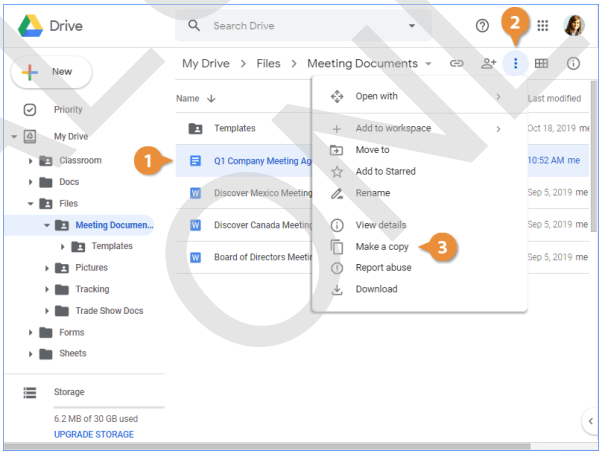


Copy a File

There may be times when you want to make changes to a file but also keep a separate, unedited version, or you may have a file that will serve as a starting point for a secondary file. Copying a file creates an exact duplicate.

1. Select a file you want to copy.
2. Click the **More actions** button.
3. Select **Make a copy**.

Shortcut: You can also right-click a file and select **Make a copy** from the menu.



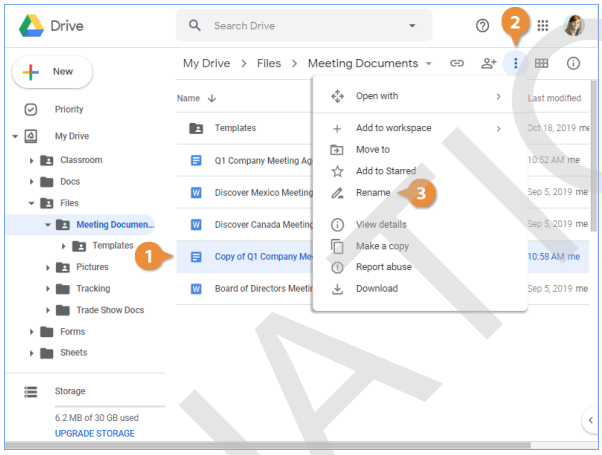
Commented [IG14]:
1. Select a file you want to copy.
2. Click the More actions button.
3. Select Make a copy.

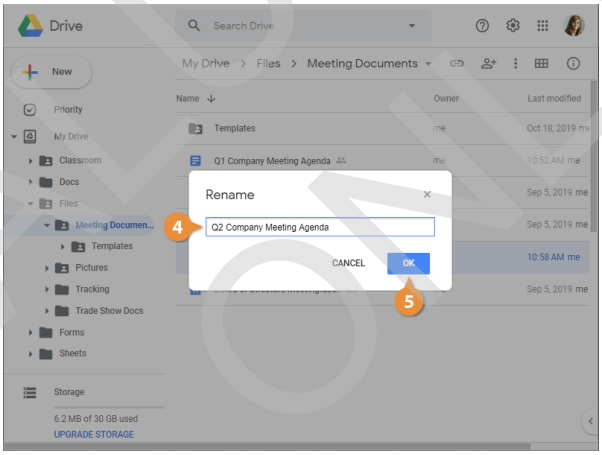
Rename a File

When a file is copied, the file name is automatically created and the text “Copy of” is added to the existing file name. You’ll likely want to rename it to something more meaningful.

1. Select a file you want to rename.
2. Click the **More actions** button.
3. Select **Rename**.

   Shortcut: You can also right-click a file and select **Rename** from the menu.
4. Enter a new name.
5. Click **OK**.





Commented [IG15]:
1. Select a file you want to rename.
2. Click the More actions button.
3. Select Rename.
4. Enter a new name.
5. Click OK.

Create a Folder

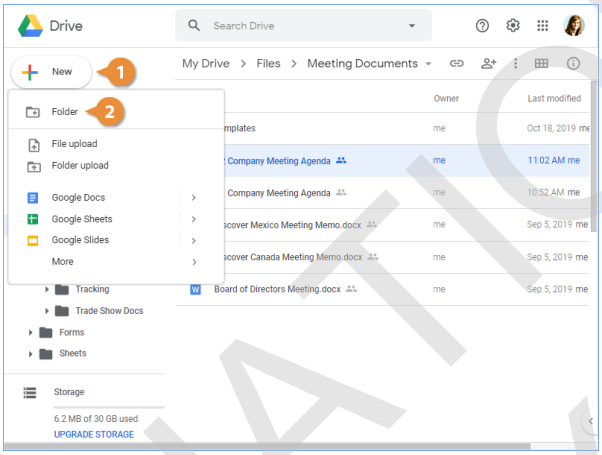
Commented [IG16]:
1. Click the New button.
2. Select Folder.
3. Enter a name.
4. Click Create.

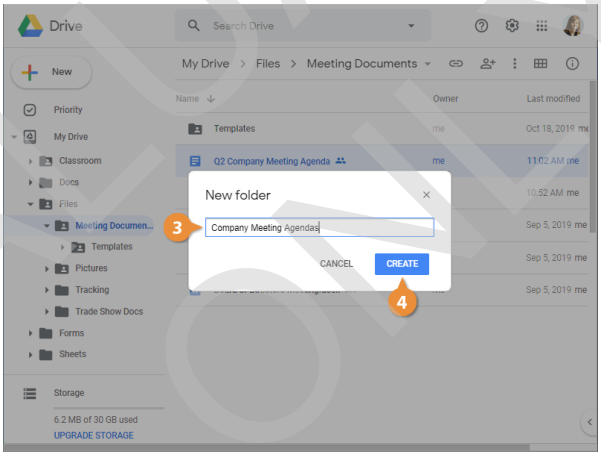
Folders are an easy way to organize your documents and keep similar items together in one location.

1. Click the **New** button.
2. Select **Folder**.

   Shortcut: You can also right-click in the white space below the files and folders and select **New folder** from the menu.
3. Enter a folder name.
4. Click **Create**.

The new folder is created and shows up with all your other files in Google Drive





Move and Add Content to New Locations

You can move files and folders from one location in Google Drive to another, even if the destination location isn't currently visible. Files and folders can be moved from the main window, the left panel, or from search results.

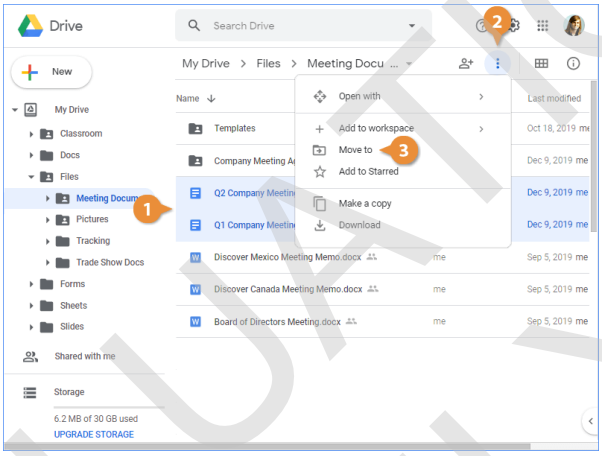
Move Files or Folders

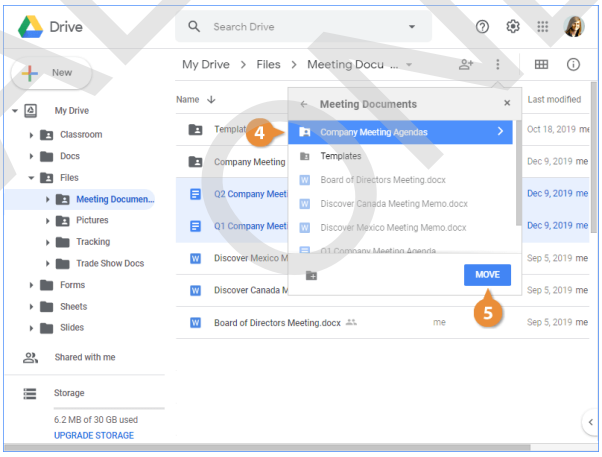
1. Select the file(s) or folder(s) you want to move.
2. Click the **More actions** button.
3. Select **Move to**.

   Shortcut: You can also right-click the selected item(s) and select **Move to** from the menu.
4. Select the destination location.

   Note: Click the **Back** arrow at the upper-left to move up one level in the folder structure. Click the **New Folder** button at the bottom-left to create a new folder in the selected location.
5. Click **Move**.

   Tip: You can also drag and drop files or folders to a new location if the destination is visible from the current screen.



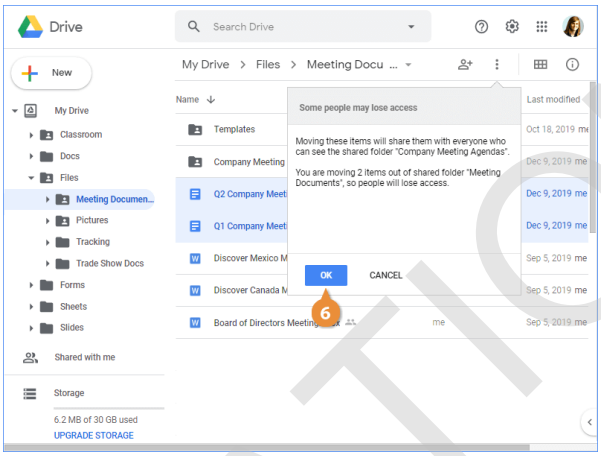


Commented [IG17]:
1. Select the file(s) or folder(s) you want to move.
2. Click the More actions button.
3. Select Move to.
4. Select the destination location.
5. Click Move.
6. Click OK, if needed.

If the source or destination is a shared folder, Google Drive will notify you that some people could lose or gain access. The files will inherit the sharing permissions of the new parent folder.

6 Click **OK**, if needed.

The item(s) are moved to the selected folder.



Add Files to My Drive

Commented [IG18]:
1. Select the file(s) you want to add to My Drive.
2. Click the Add to My Drive button.

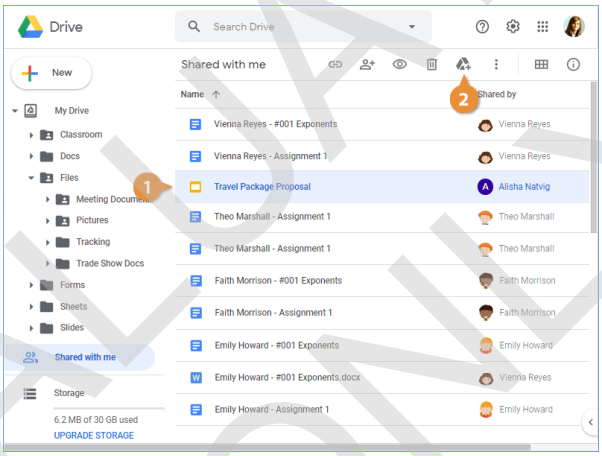
When working in Google Drive, it's important to understand the difference between My Drive and Shared with me. While they both display files and folders, there are some fundamental differences to be aware of.

In My Drive, you are free to organize files in any hierarchy of folders and subfolders you wish. These are files you own, both those you've created and those you've uploaded. If you use the Google Drive application to sync files to your local machine, these files will sync automatically.

This isn't the case for files in Shared with me, as you are not the owner of these files. Shared with me only displays files and folders that are directly shared with you (files that are set to "Anyone with the link" or "Anyone in your organization" are not shown here). You are granted access to view, comment, and/or edit, but you do not gain ownership. Therefore, you are not able to organize these files into your own folder structure.

To organize files from Shared with me and/or have them sync to your local machine via the Google Drive app, you must first add them to My Drive.

1. Select the file(s) you want to add to My Drive.
2. Click the **Add to My Drive** button.



The path is displayed at the bottom of the screen to confirm the file was added to My Drive, where it can be easily organized.

Keep in mind, the file wasn't moved or copied. It is simultaneously available from both places now.

Note: You can also Add files to additional locations within My Drive by holding Ctrl while dragging a file to an additional destination. This will keep the original in the source location but also make it accessible from another location.

Star and Color Code Content

Starring items in Google Drive allows you to quickly locate important and frequently used files and folders. Everything with a star is accessible with a single click from Starred in the left navigation panel. Once you no longer need quick access to an item, it's good practice to remove the star to keep things organized.

Star a File or Folder

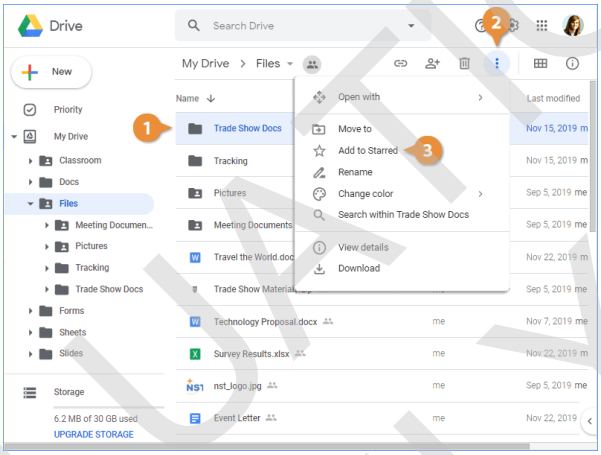
1. Select the file(s) or folder(s) you want to star.

   Tip: Hold down the **Ctrl** key on a PC or **Cmd** key on a Mac to select and star multiple items at once.

2. Click the More actions button.
3. Select Add to Starred.

Shortcut: You can also right-click the selected item(s) and select **Add to Starred** from the menu.

A star icon now appears next to the file or folder name. Click **Starred** in the navigation panel at the left to view all of your starred items.



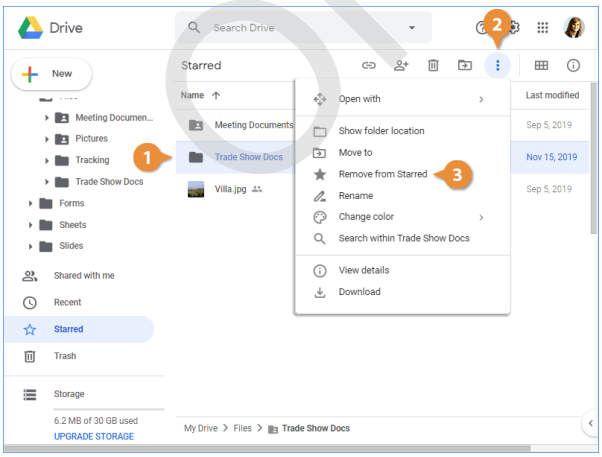
Commented [IG19]:
1. Select the file(s) or folder(s) you want starred.
2. Click the More actions button.
3. Select Add to Starred.

Remove from Starred

1. From Starred, select the file(s) or folder(s) you want to remove.
2. Click the More actions button.
3. Select Remove from Starred.

Shortcut: You can also right-click the selected item(s) and select **Remove from Starred** from the menu.

The star is removed from the folder and the content no longer appears in Starred.



Commented [IG20]:
1. From Starred, select the file(s) or folder(s) you want to remove.
2. Click the More actions button.
3. Select Remove from Starred.

Color Code a Folder

Commented [IG21]:
1. Select the folder(s) you want to color code.
2. Click the More actions button.
3. Select Change color.
4. Select a color.

The default color for folders in Google Drive is gray. When you have a lot of folders, this can make it difficult to find what you're looking for. Luckily, color coding folders helps to categorize content. For example, you could use colors to classify by team, project, or priority.

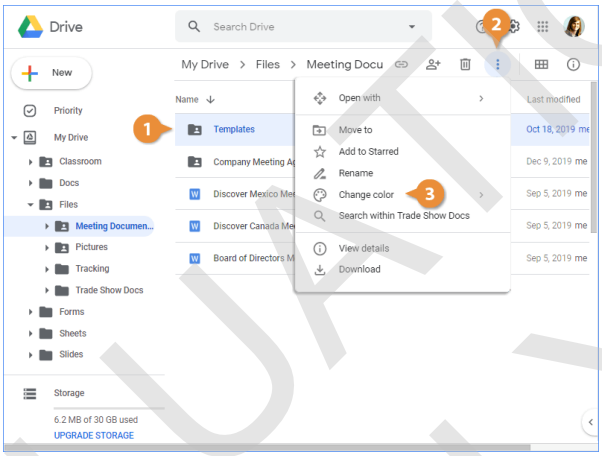
Keep in mind, Drive is customized individually by each user. This means the colors you apply aren't seen by others. You won't be able to tell a colleague to look in the blue marketing folder to find a document, as their marketing folder may be a different color than yours.

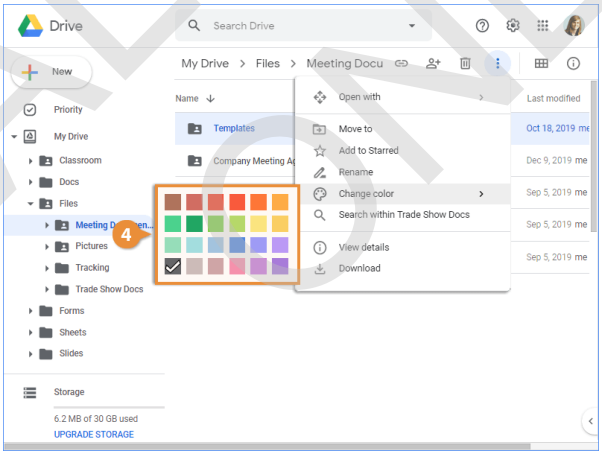
1. Select the folder(s) you want to color code.
2. Click the **More actions** button.
3. Select **Change color**.

   Shortcut: You can also right-click the folder and select **Change color** from the menu.
4. Select a color.

The folder instantly updates to match your color selection.

Note: The color is only applied to the folder itself, not the content within the folder.





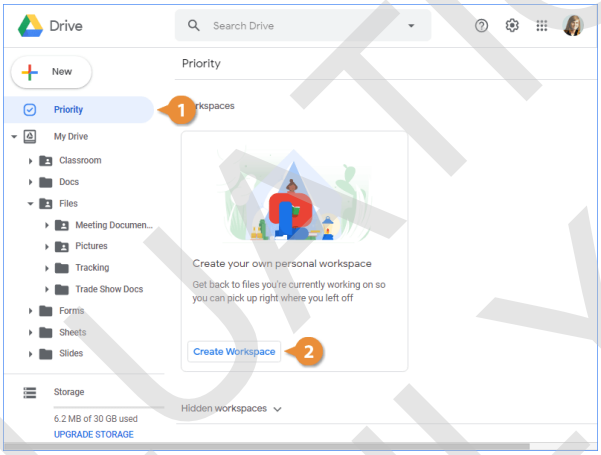
Manage Workspaces

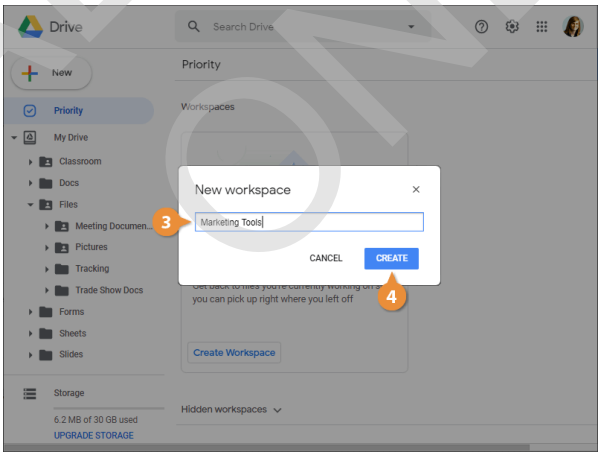
Workspaces are another way Google Drive makes it easy to find the content that matters most. Shortcut links to files are added to the Workspace where you can conveniently organize them as you wish, while the files themselves remain stored in their original location. This eliminates the need to search your entire Drive for frequently accessed files.

Create a Workspace

1. Navigate to **Priority**.
2. Click the **Create Workspace** button.
3. Enter a name.
4. Click **Create**.

The Workspace is created and ready to populate with files.





Commented [IG22]:
1. Navigate to Priority.
2. Click the Create Workspace button.
3. Enter a name.
4. Click Create.

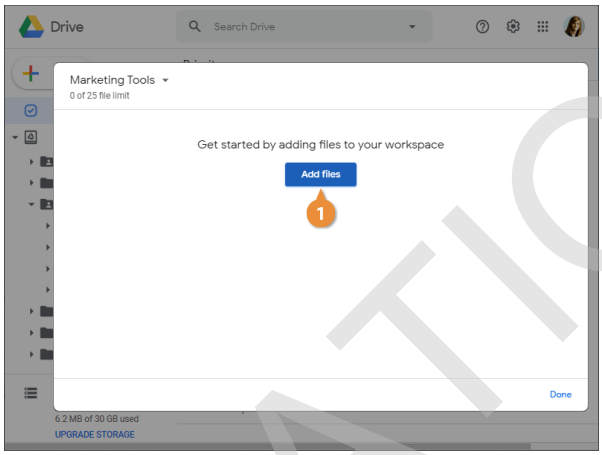
Add Files to a Workspace

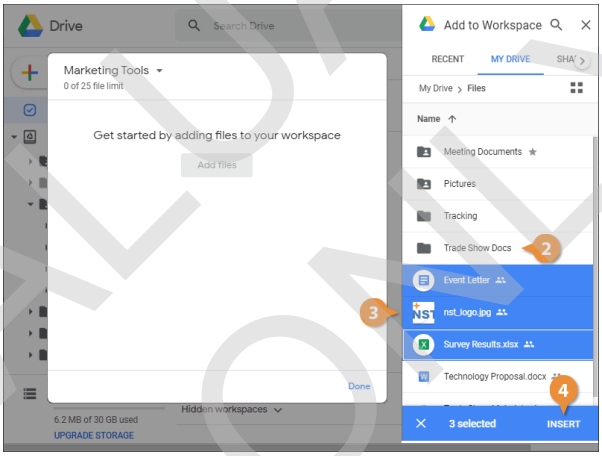
1. In the workspace window, click **Add files**.

   The Add to Workspace pane opens, where you can find files using the Recent, My Drive, or Shared With Me tabs.

2. Navigate to the files' location.
3. Select the file(s) you want to add.
4. Click **Insert**.

Tip: You can also right-click any file in your Drive, select **Add to workspace**, and select a Workspace from the menu.





Commented [IG23]:
1. In the workspace window, click Add files.
2. Navigate to the files' location.
3. Select the file(s) you want to add.
4. Click Insert.

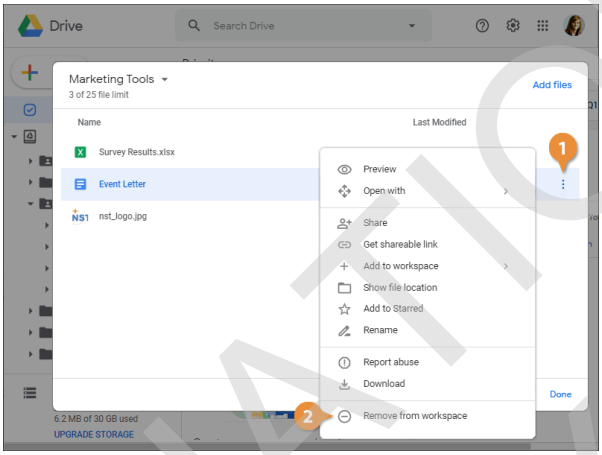
Remove a File from a Workspace

When a file is no longer needed, simply remove it from the Workspace.

1. Click the file's **More actions** button.
2. Select **Remove from workspace**.

Shortcut: You can also right-click a file in the Workspace and select **Remove from workspace** from the menu.

The file is removed from the Workspace, but still exists in its original location.

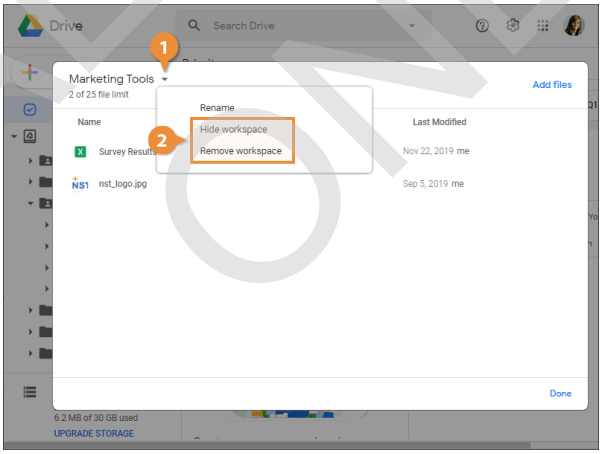


Commented [IG24]:
1. Click a file's More actions button.
2. Select Remove from workspace.

Hide or Remove a Workspace

A workspace can be hidden from the standard view or removed from the Priority page completely.

1. Click the list arrow next to a Workspace's name.
2. Select an option.
   - **Hide workspace:** Moves the Workspace to a Hidden section at the bottom of Priority.
   - **Remove workspace:** Deletes the Workspace completely. After a Workspace is deleted, the files still remain in their original location.



Commented [IG25]:
1. Click the list arrow next to a Workspace's name.
2. Select Hide workspace or Remove workspace.

Delete and Restore Files

Google Drive files that are no longer needed can be deleted by sending them to the trash. Files remain in the trash until it is emptied. If you delete a file by accident, it can be recovered from the trash and moved back to its original location.

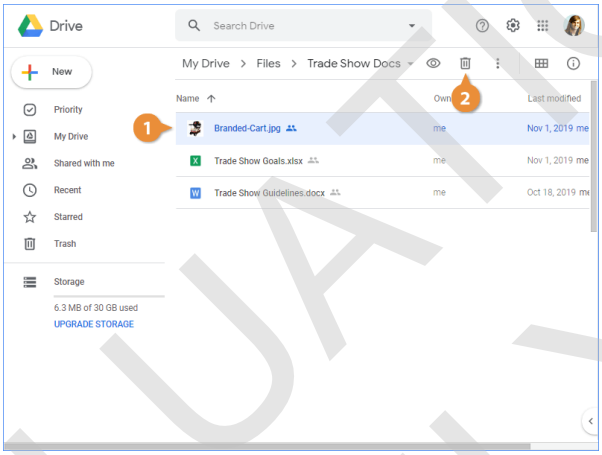
Delete a File

1. Select the file you want to remove.
2. Click the **Remove** button.

Shortcut: You can also right-click a file and select **Remove** from the menu.

Note: If it's a shared file that you own, those you've shared it with can make a copy. If it's a file you don't own, removing the file from Drive only removes it for you.

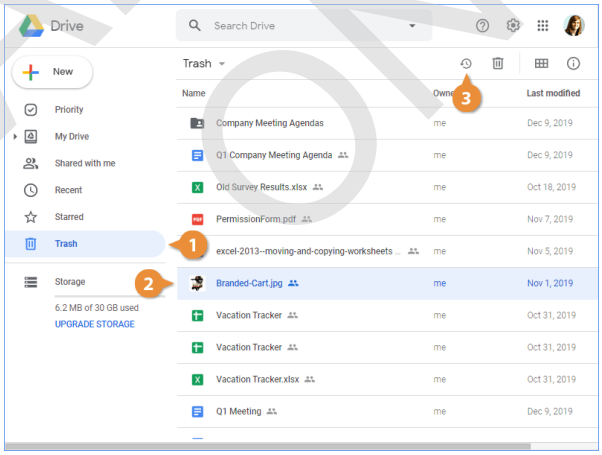
The file is sent to Trash.



Commented [IG26]:
1. Select a file to remove.
2. Click the Remove button.

Restore a Deleted File

1. Navigate to **Trash**.
2. Select the file you want to restore.
3. Click the **Restore from trash** button.



Commented [IG27]:
1. Navigate to Trash.
2. Select the file you want to restore.
3. Click the Restore from trash button.

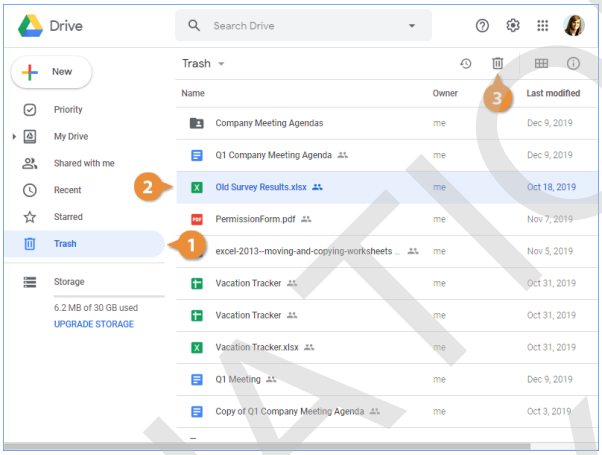
Permanently Delete a File

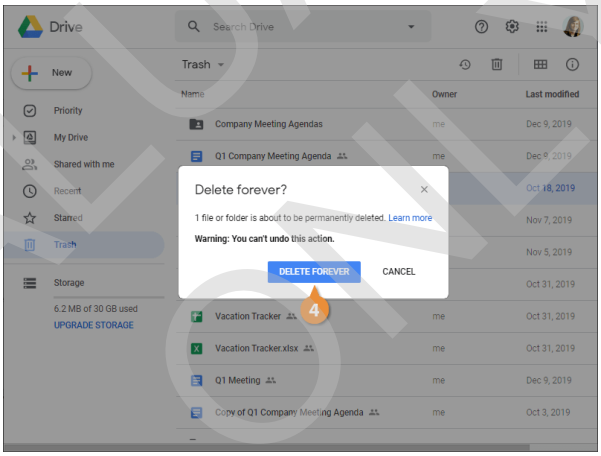
Files can be permanently deleted by deleting them from the trash.

1. Navigate to **Trash**.
2. Select the file you want to permanently delete.
3. Click the **Delete forever** button.

   A confirmation window appears to warn you that this action can't be undone.
4. Click **Delete forever**.

Note: If you want to delete everything in the trash, click **Trash** at the top of the page and select **Empty trash** from the menu.





Commented [IG28]:
1. Navigate to Trash.
2. Select the file you want to permanently delete.
3. Click the Delete forever button.
4. Click Delete forever.

Show students how to empty the trash entirely.

Share Content

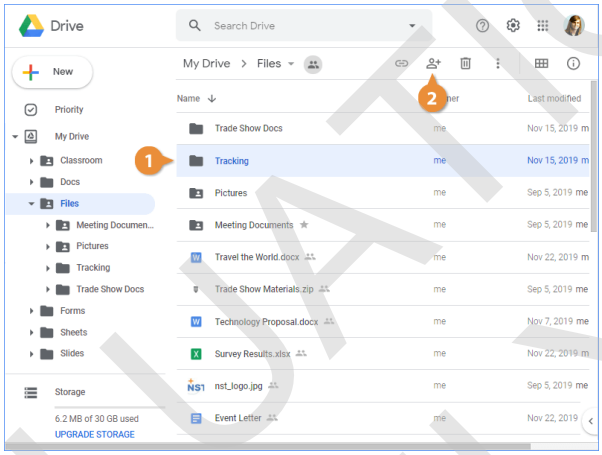
One of the most notable benefits of Google Drive is the ability to control what content is shared and who has access to it. You can tell by the sharing indicator to the right of an item's name which folders and files are currently shared.

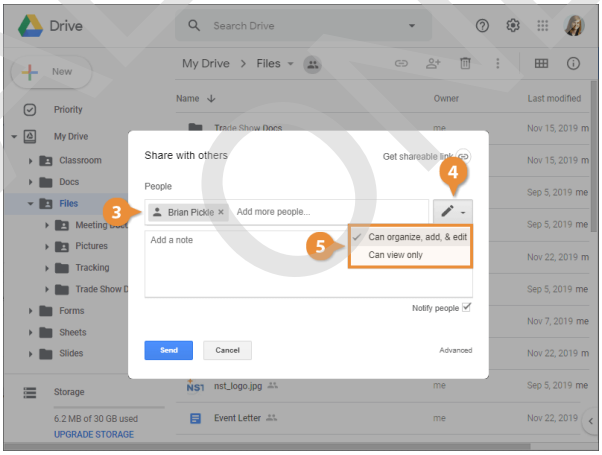
Share a File or Folder

1. Select the file or folder you want to share.
2. Click the **Share** button.

   Shortcut: You can also right-click the file or folder and select **Share** from the menu.
3. Enter the email address(es) for the people you want to share the file or folder with.

   Sharing a folder with someone else gives them privileges to organize, add, and edit by default.
4. Click the **Permissions** list arrow.
5. Select a permissions level.
   - **Can organize, add, & edit:** People can open, edit, delete, or move any files within the folder, if they are signed in with a Google account. People can also add files to the folder.
   - **Can view only:** People can see the folder and are able to open all files within the folder.





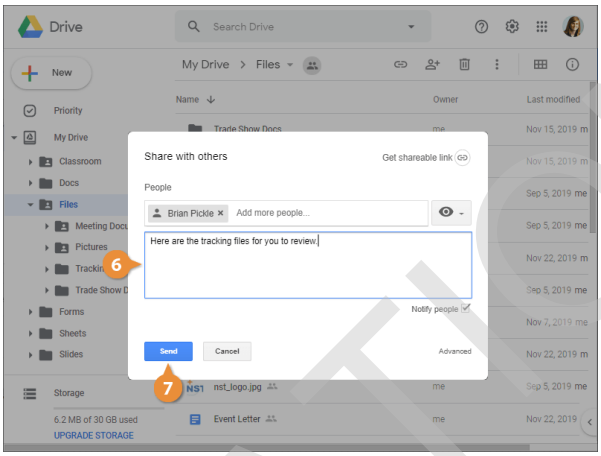
Commented [IG29]:

1. Select a file or folder you want to share.
2. Click the Share button.
3. Enter the email address(es) for the people you want to share the file or folder with.
4. Click the Permissions list arrow.
5. Select a permissions level.
6. (Optional) Type a note.
7. Click Send.

By default, people will be notified when they're given access to content.

You can also include a personal message.

6. (Optional) Type a note.
7. Click **Send**.



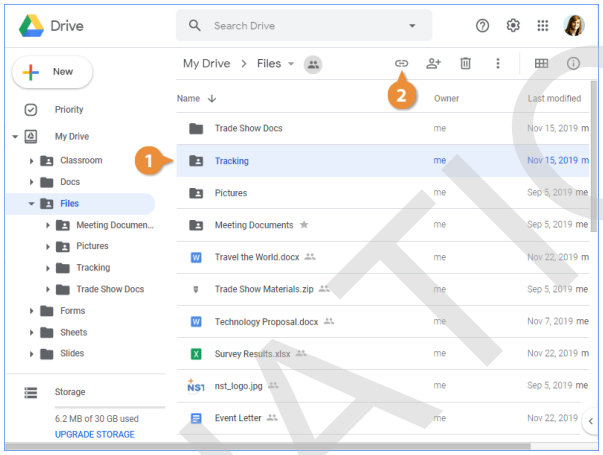
Get a Sharable Link

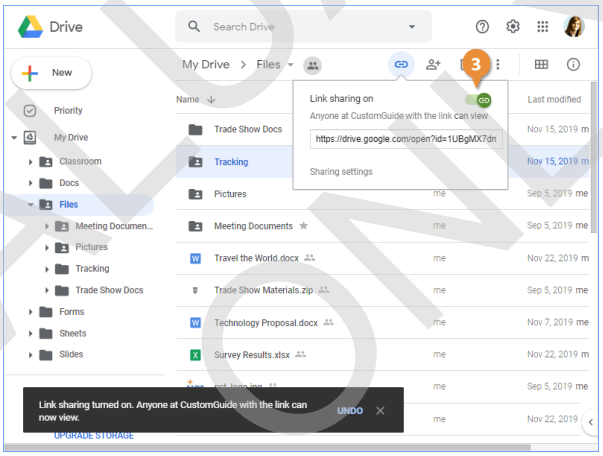
When you turn on link sharing, a link is generated for you to share with anyone you want to give access to.

1. Select a file or folder you want a sharing link for.
2. Click the **Get sharable link** button.

   The link is automatically copied to your clipboard.
3. Click the **Link sharing** toggle.

   You can paste the link anywhere you'd like to reach your audience, such as in an email message, chat window, or document.
4. Paste the copied link anywhere you want to share it.
5. (Optional) Click **Sharing settings** in the link sharing pop-up to adjust privileges.





Commented [IG30]:
1. Select a file or folder you want a sharing link for.
2. Click the Get sharable link button.
3. Click the Link sharing toggle.
4. Paste the copied link anywhere you want to share it.
5. (Optional) Click Sharing settings in the link sharing pop-up to adjust privileges.

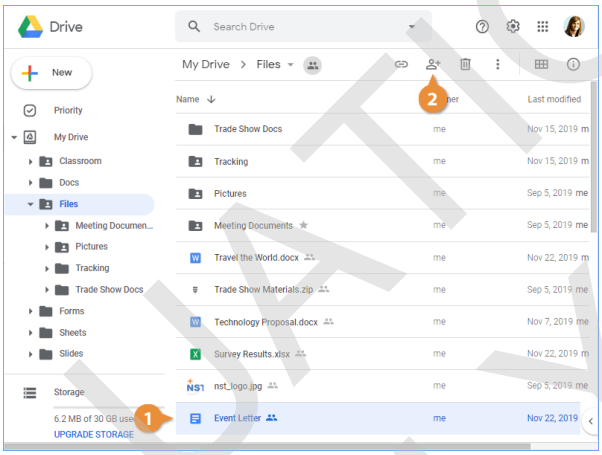
Change Access to Content

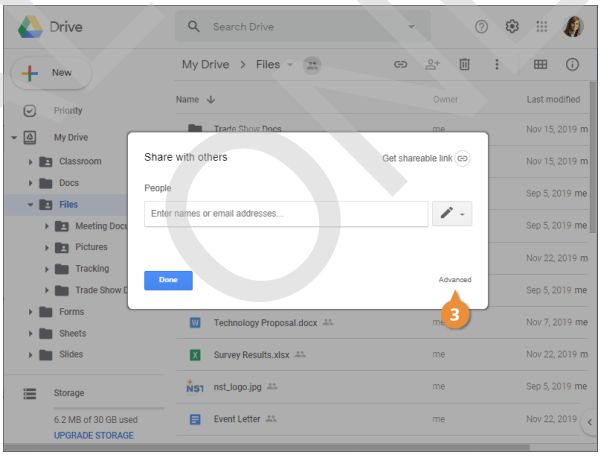
If you only want content shared for a period of time, you can set a sharing expiration date to make access temporary. You can set an expiration date for any file in Google Drive.

Set Sharing Expiration

1. Select a shared file or folder you want to set expiration for.
2. Click the **Share** button.

   Shortcut: You can also right-click the file or folder and select **Share** from the menu.
3. Click **Advanced**.





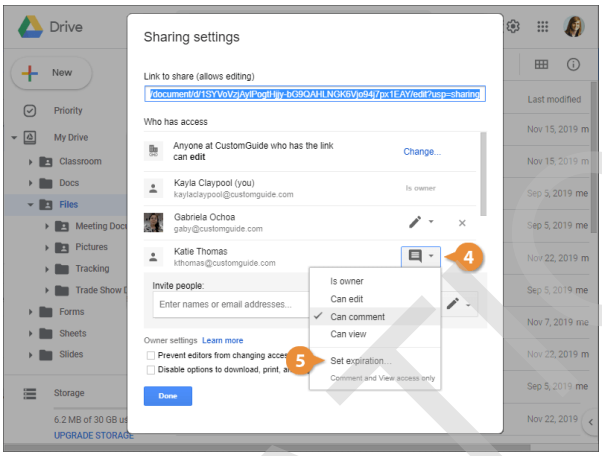
Commented [IG31]:

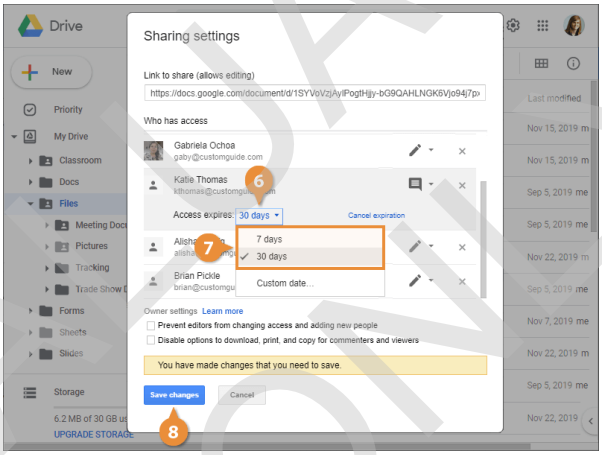
1. Select a shared file or folder you want to set expiration for.
2. Click the Share button.
3. Click Advanced.
4. Click the Permissions list arrow to the right of the person's name.
5. Select Set expiration.
6. Click the Access expires button.
7. Select a days to expire option or set a custom date.
8. Click Save changes.

4. Click the **Permissions** list arrow to the right of the person's name.
5. Select **Set expiration**.

   By default, access is set to expire in 30 days.
6. Click the **Access expires** button.
7. Select a number of days option or set a custom date.
8. Click **Save changes**.

A clock icon appears to indicate the content is set to expire for this person.



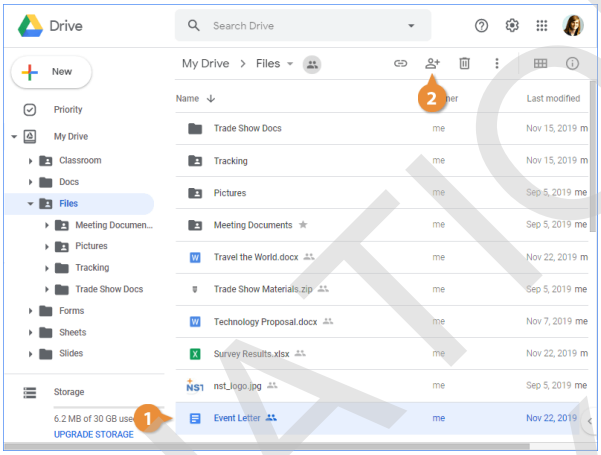


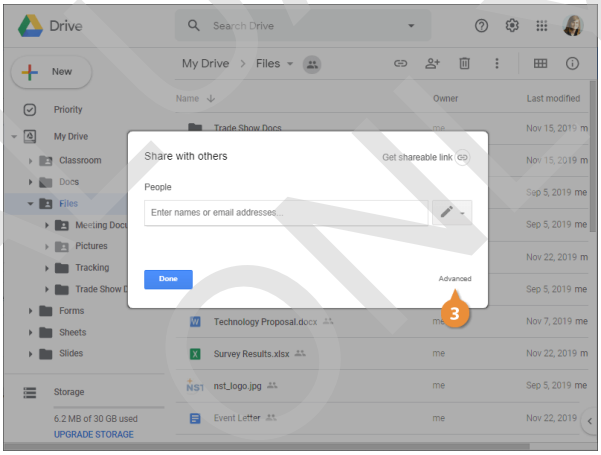
Remove Access

After a file is shared, you can remove access at any time.

1. Select a file or folder you want to remove access to.
2. Click the **Share** button.

   Shortcut: You can also right-click the file or folder and select **Share** from the menu.
3. Click **Advanced**.

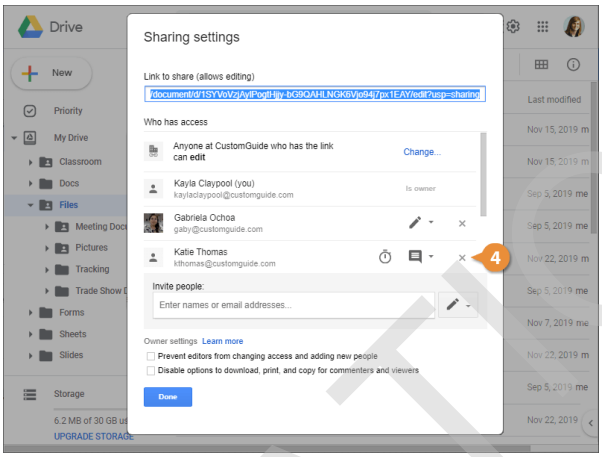


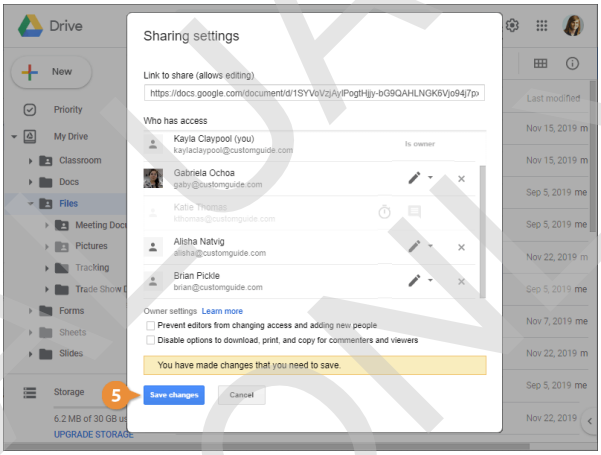


Commented [IG32]:
1. Select a file or folder you want to remove access to.
2. Click the Share button.
3. Click Advanced.
4. Click the X icon to the right of a person's name.
5. Click Save changes.

4. Click the **X** icon to the right of a person's name.
5. Click **Save changes**.

The sharing permissions for the user are removed.



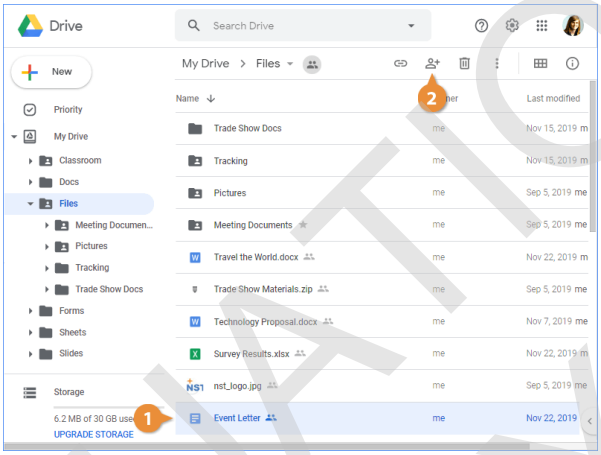


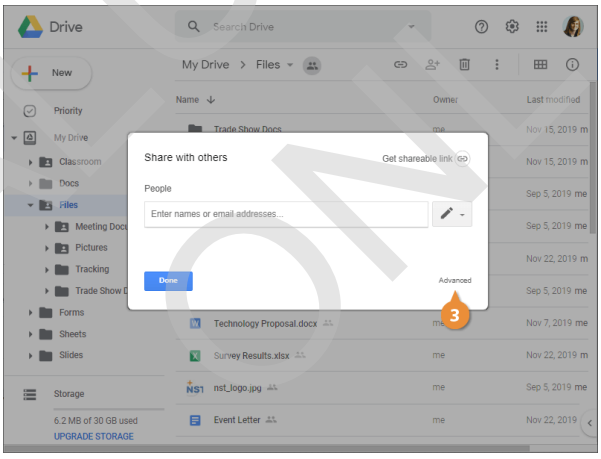
Change Owner

You are the owner of every file and folder you create in or upload to Google Drive. As the owner, you can transfer ownership so someone else can manage advanced permissions for the content. Ownership can only be transferred to individuals within your school or organization.

1. Select the file or folder you want to transfer ownership of.
2. Click the **Share** button.

   Shortcut: You can also right-click the file or folder and select **Share** from the menu.
3. Click **Advanced**.

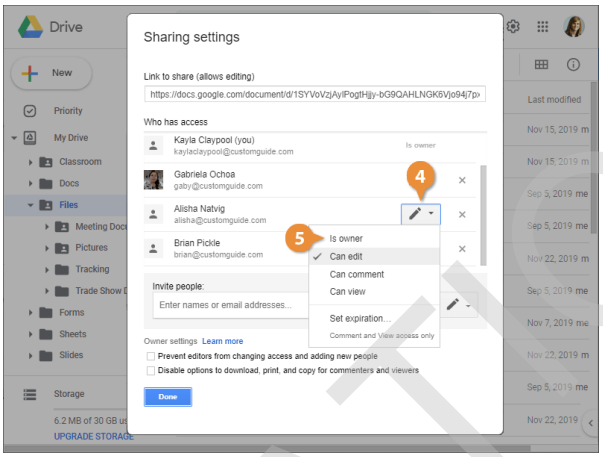


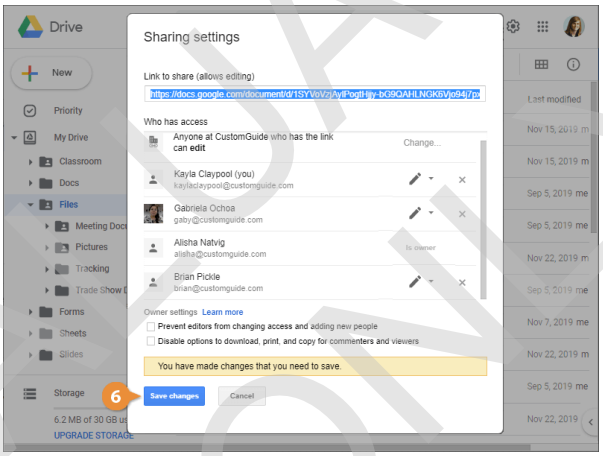


Commented [IG33]:
1. Select the file or folder you want to transfer ownership of.
2. Click the Share button.
3. Click Advanced.
4. Click the Permissions list arrow to the right of the person's name.
5. Select Is owner.
6. Click Save changes.
7. Click Yes.

4. Click the **Permissions** list arrow to the right of the person's name.
5. Select **Is owner**.
6. Click **Save changes**.
7. Click **Yes**.

The person you selected is now the owner and can manage advanced permissions for this content.





Upload and Download Content

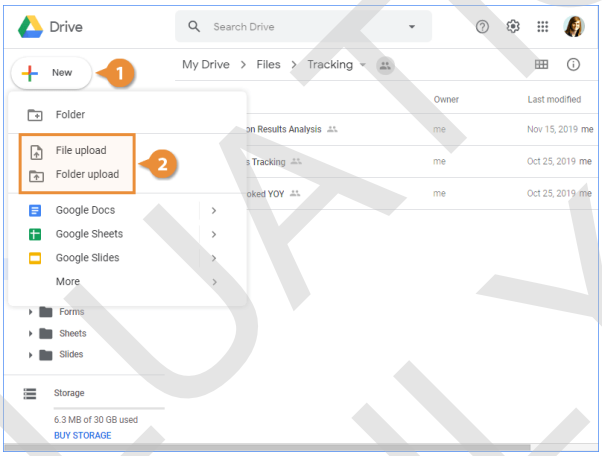
If you want to add content to your Drive that was created outside of Google, such as a Microsoft Office document or an image file, you can upload it.

Files and folders you upload take up space in your Google Drive, even if you upload to a shared folder that is owned by someone else.

Upload a File or Folder

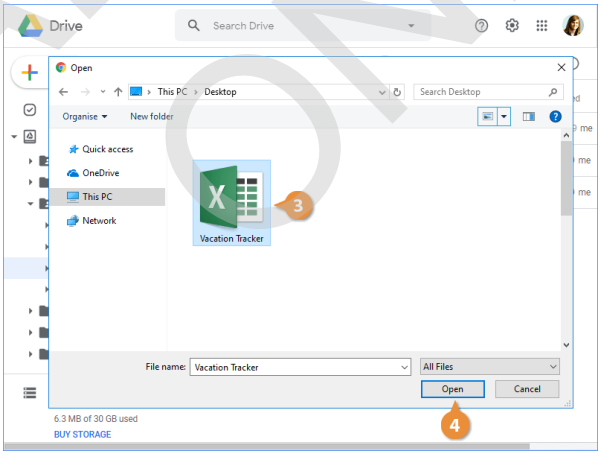
1. Click the **New** button.
2. Select **File upload** or **Folder upload**.

   Shortcut: You can also right-click in the blank area below the list of files and folders and select an upload option from the menu.
3. Select the content you want to upload.
4. Click **Open** for a file or **Upload** for a folder.



Shortcut: You can also drag and drop files from your computer to the desired Drive folder to upload them.

The content is added to your Drive and a notification appears with the upload status.



Commented [IG34]:
1. Click the New button.
2. Select File upload or Folder upload.
3. Select the content you want to upload.
4. Click Open for a file or Upload for a folder.

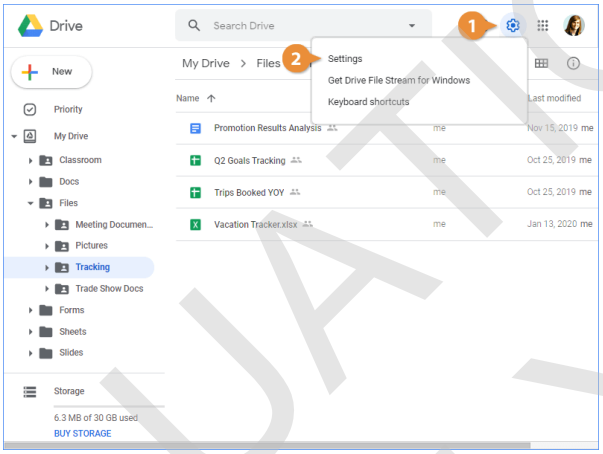
Automatically Convert Uploads

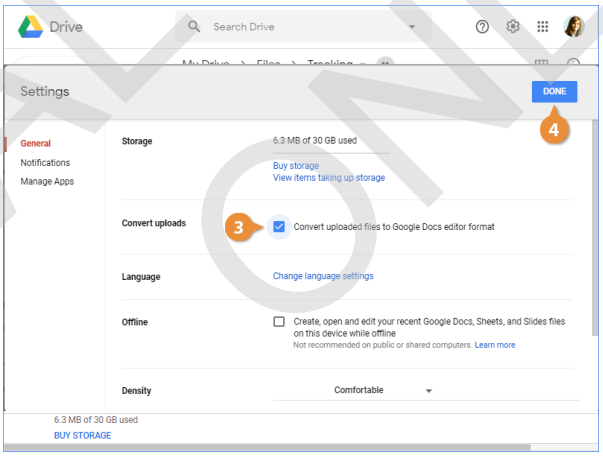
When Microsoft Office documents are uploaded to Google Drive, they aren't automatically converted to Google Drive formats. If you plan to edit the file in a Google application, it will need to be converted to the Google format. If this is something you'll need to do with all of your files, you can adjust your settings to have files automatically convert to Google Drive formats upon upload.

Note: Google Drive settings can only be updated on your computer.

1. Click the **Settings** button.
2. Select **Settings**.
3. Click the **Convert uploaded files to Google Docs editor format** check box.
4. Click **Done**.

Note: Depending on the file, it may not look exactly the same as the original. It's a good idea to check converted files for errors before sharing them with others.





Commented [IG35]:
1. Click the Settings button.

2. Select Settings.

3. Click the Convert uploaded files to Google Docs editor format check box.

4. Click Done.

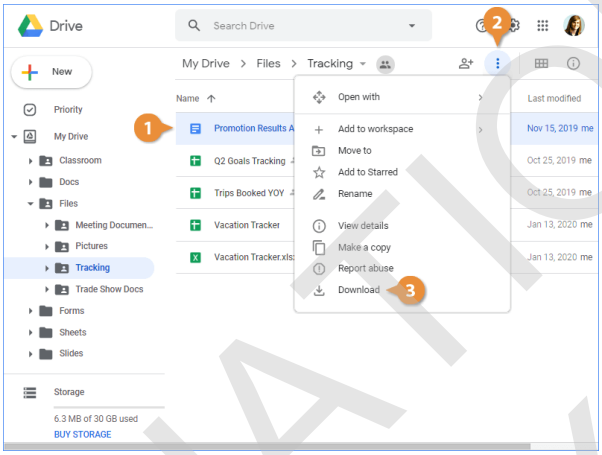
Download a File or Folder

If you want a separate copy of a file to save locally on your computer, just download it.

1. Select the file or folder you want to download.
2. Click the **More actions** button.
3. Select **Download**.

Shortcut: You can also right-click a file or folder and select **Download** from the menu.

A copy of the file is downloaded to your computer. Google files are converted to corresponding Office file types, e.g. Google Docs files are converted to Microsoft Word files. If multiple files were selected, they're downloaded in a zip folder.



Commented [IG36]:
1. Select the file or folder you want to download.
2. Click the More actions button.
3. Select Download.

Manage File Versions

When you have a number of people collaborating on files, it can be helpful to view the activity history and know how to work with versions.

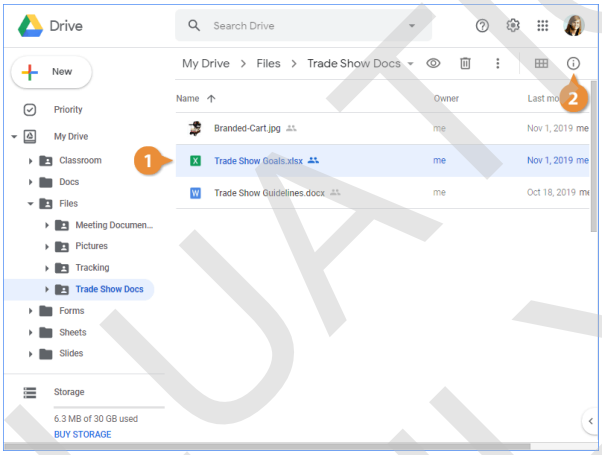
View the History of a File or Folder

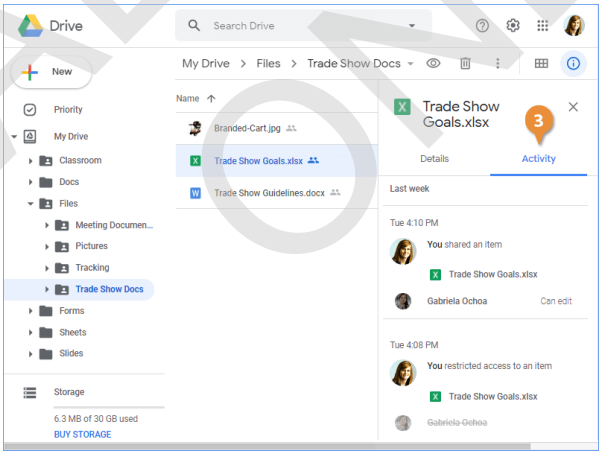
If you want to see the history of a file or folder, you can view its Activity log.

1. Select the file or folder you want to view the history of.
2. Click the **View details** button.

   The Details tab opens, where you see a preview of the file as well as some useful data, including file size, owner, and creation date.
3. Click the **Activity** tab.

   Here, you see a running log of the file's history, including what the change was and who made the change. This can be very useful when auditing the content for notable updates.





Commented [IG37]:
1. Select the file or folder you want to view the history of.
2. Click the View details button.
3. Click the Activity tab.

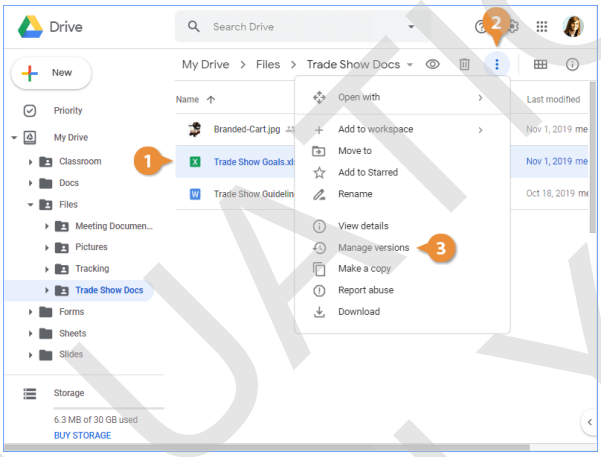
Upload a New Version

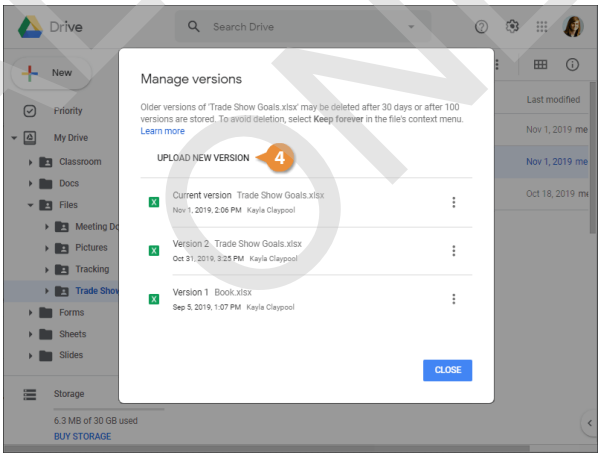
Imagine you're working on an Excel spreadsheet with a few other people. You send out a link to your teammates, but after a few days realize you need to make a change to the file. If you simply update the spreadsheet and re-upload it to Google Drive, the link you sent to your teammates now directs them to the wrong file.

For files that aren't Google files (Microsoft Office files, images, etc.), Drive allows you to replace an older version of a file with a new upload, all while retaining its link.

1. Select the file you want to replace with a new version.
2. Click the **More actions** button.
3. Select **Manage versions**.

   Shortcut: You can also right-click the file and select **Manage versions** from the menu.
4. Click **Upload New Version**.





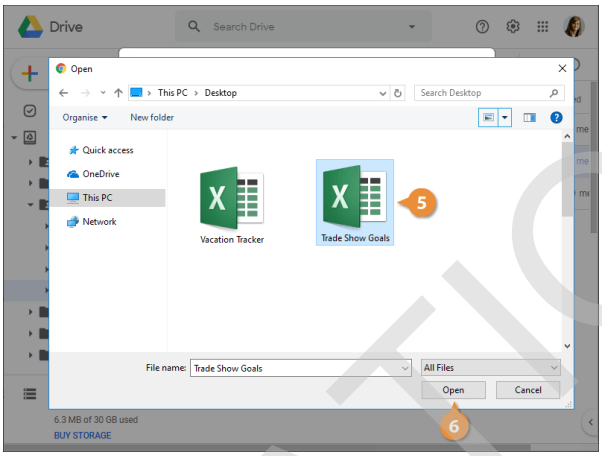
Commented [IG38]:
1. Select the non-Google file you want to replace with a new version.
2. Click the More actions button.
3. Select Manage versions.
4. Click Upload New Version.
5. Select the new file.
6. Click Open.

5 Select the new file.

6 Click **Open**.

Note: New versions of a file can have a different file name or even file type than the previous version.

The file is replaced with new version. If this file was owned by someone else originally, they will still be the owner of the file you uploaded.



Download or Delete a Previous Version

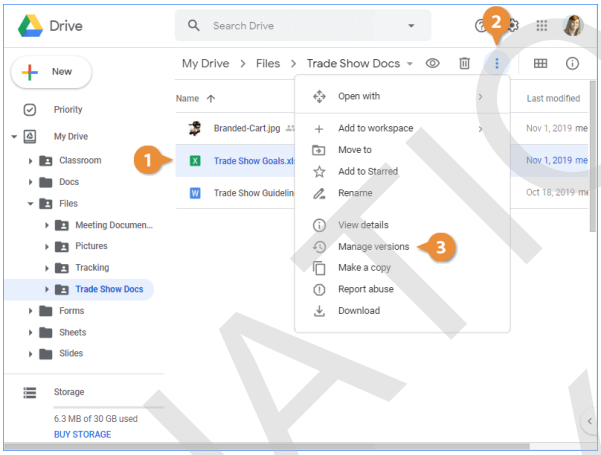
Previous versions of a file are stored for a period of time. If you want, you can download or permanently remove a previous version.

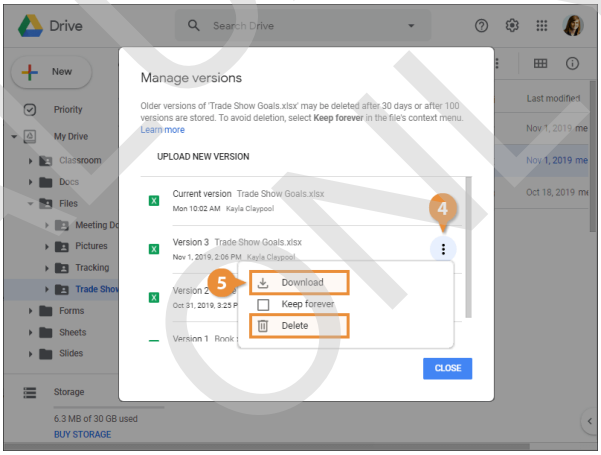
1. Select the file you want to manage a previous version of.
2. Click the **More actions** button.
3. Select **Manage versions**.

   Shortcut: You can also right-click the file and select **Manage versions** from the menu.

   Note: Previous versions of Google Drive files don't take up space in your Drive account, but the previous versions of non-Google files do consume storage space.
4. Click the **More actions** button next to the version you want to manage.
5. Select **Download** or **Delete**.

   Note: Google will automatically merge file revisions together over time. If you don't ever want a version to be deleted, select **Keep forever** from this menu.





Commented [IG39]:
1. Select the file you want to manage a previous version of.
2. Click the More actions button.
3. Select Manage versions.
4. Click the More actions button next to the version you want to manage.
5. Select Download or Delete.

Sync with Your Computer

When you want the files stored in your Google Drive to be accessible from your computer, you can install the Drive File Stream application.

Drive File Stream syncs content directly from the cloud to your PC or Mac. The files remain stored in the cloud, so any changes made by you or other collaborators are automatically updated everywhere. If you will be working offline, you can selectively make files accessible offline. Once you reconnect, the files sync back to the cloud and update to the most recent version for all collaborators.

Install Drive File Stream

1. Click the **Settings** button.

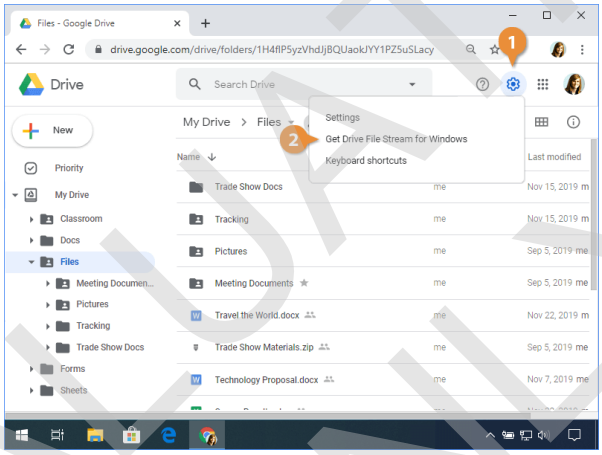
   If you're using a Google Account for work or school, a Get File Stream option is listed. Google Accounts for individuals will have a Get Backup and Sync option instead. The applications are similar, but optimized for organizational or personal use.

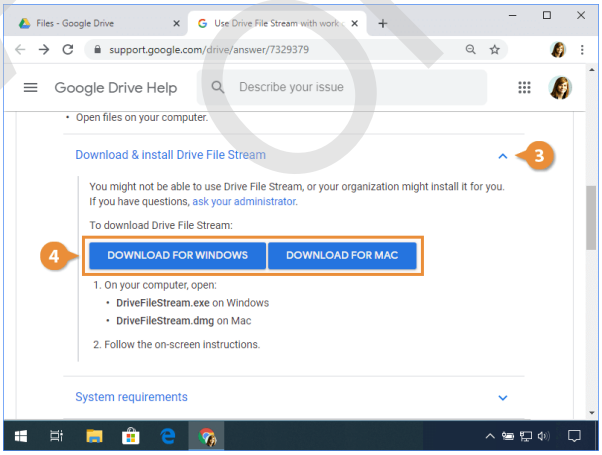
2. Select **Get Drive File Stream**.

   A new browser tab opens with more information about File Stream.

3. Expand the **Download & install Drive File Stream** section.

4. Click a **Download** button.





Commented [IG40]:
1. Click the Settings button.
2. Select Get Drive File Stream.
3. Expand the Download & install Drive File Stream section.
4. Click a Download button.

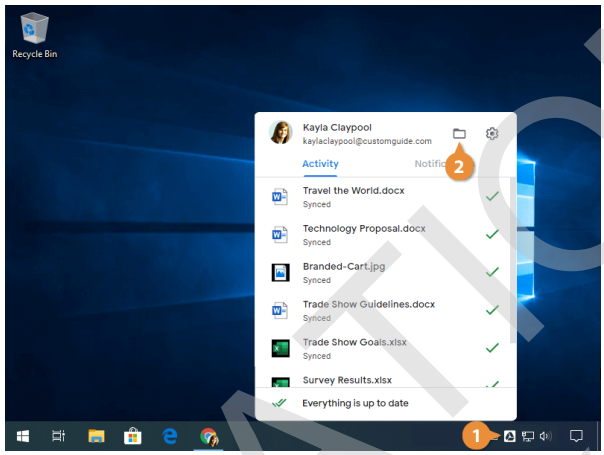
Open Drive File Stream

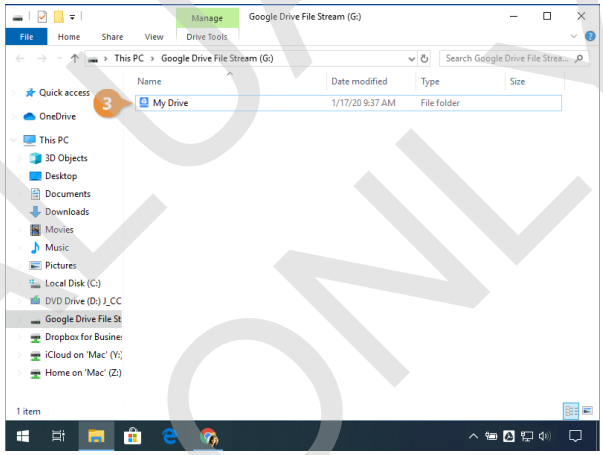
1. Click the **Drive File Stream** icon on the taskbar.

   Here, you can see the sync status, recent activity, and notifications.

2. Click the folder button.
3. Navigate to the Drive folder you wish to access.

You'll see all the same files that are stored in your Google Drive. You can add, organize, and open Drive content, including Microsoft Office files, directly from here. The cloud icon on folders and files means that they are synced to Drive. Any changes in File Stream will automatically update in Drive and any changes in Drive will automatically update in File Stream.





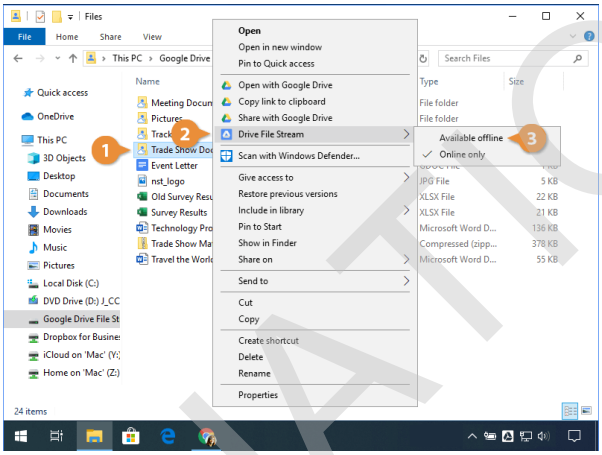
Commented [IG41]:
1. Click the Drive File Stream icon on the taskbar.
2. Click the folder button.
3. Navigate to the Drive folder you wish to access.

Make Content Available Offline

By default, Drive File Stream doesn't store a copy of your files locally on your computer; it's all stored in the cloud. However, if you will be without the internet, you can make content available offline.

1. Right-click the file or folder you want to make available offline.
2. Select **Drive File Stream**.
3. Select **Available offline**.

A green checkmark replaces the cloud icon to indicate it's available offline. Once you are connected to the internet again, the content will automatically sync to the cloud, so the latest version is available on Google Drive from a browser.



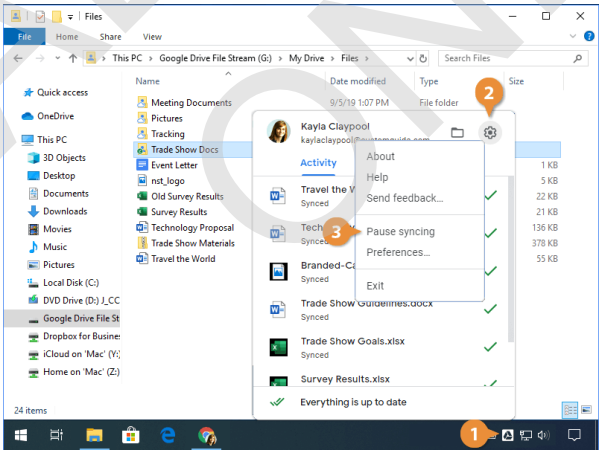
Commented [IG42]:
1. Right-click the file or folder you want to make available offline.
2. Select Drive File Stream.
3. Select Available offline.

Pause or Resume Syncing

If you want to stop content from automatically syncing between your Google Drive cloud and Drive File Stream, you can pause syncing.

1. Click the **Drive File Stream** icon on the taskbar.
2. Click the **Settings** button.
3. Select **Pause Syncing** or **Resume Syncing**.

When paused, Drive File Stream won't sync local changes to Drive.



Commented [IG43]:
1. Click the Drive File Stream icon on the taskbar.
2. Click the Settings button.
3. Select Pause Syncing or Resume Syncing.

Manage Notifications

If you want to be alerted to changes made to items in your Drive, you can update your browser and email notifications.

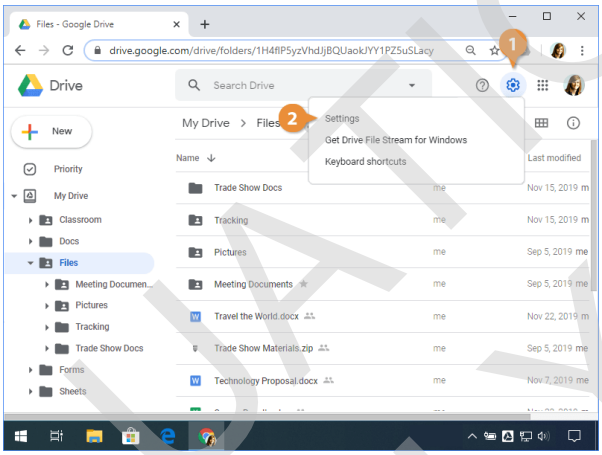
Adjust Notifications

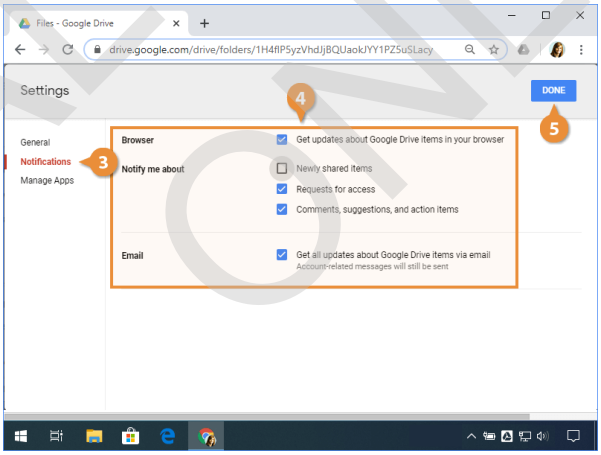
1. Click the **Settings** button.
2. Select **Settings**.
3. Click the **Notifications** tab.

   By default, email notifications are enabled, but you can uncheck the box to turn them off if you'd prefer not to get them. If you're using Google Chrome, you can also set up browser notifications.
4. Modify the notification settings.

   Here, you can fine-tune what you'd like to be notified about. It's a good idea to only allow the most important notifications since they can become distracting if they're too frequent.
5. Click **Done**.

Now you'll start getting notifications related to the selected options.





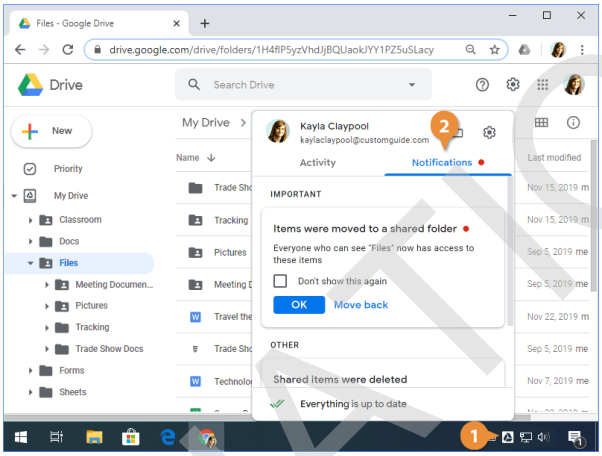
Commented [IG44]:
1. Click the Settings button.
2. Select Settings.
3. Click the Notifications tab.
4. Modify the notification settings.
5. Click Done.

View Drive File Stream Notifications

You can view desktop notifications to see important changes that have been made to your files.

1. Click the **Drive File Stream** icon on the taskbar.
2. Click **Notifications**.

Here, you'll see the recent notifications pertaining to your File Stream content.



Commented [IG45]:
1. Click the Drive File Stream icon on the taskbar.
2. Click Notifications.

CustomGuide

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