



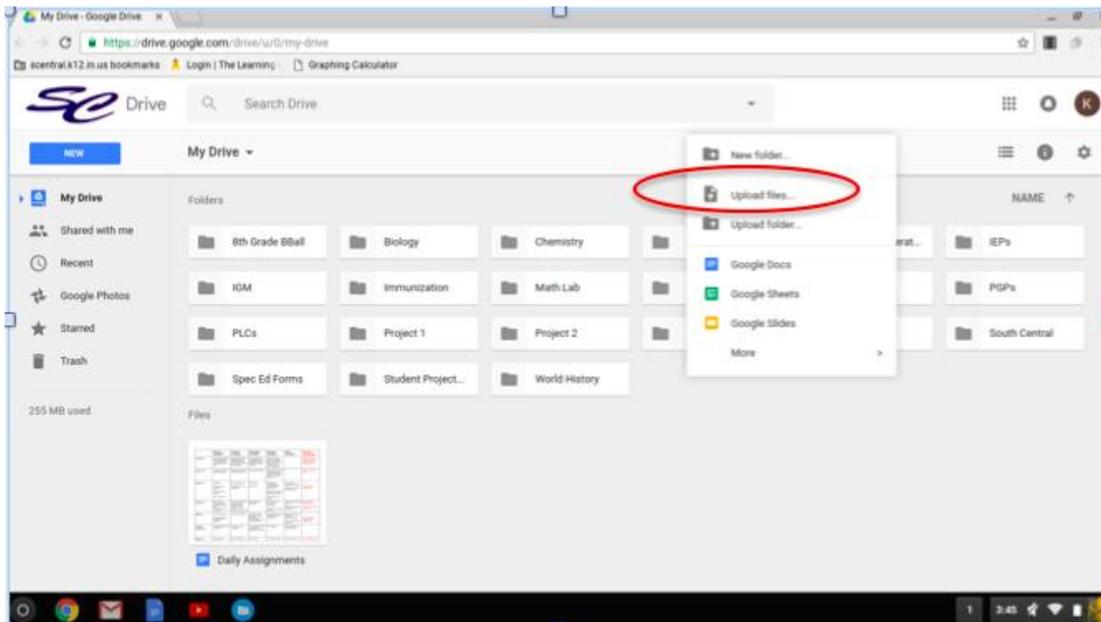
Google Drive Tips and Answers

General Google Drive Information

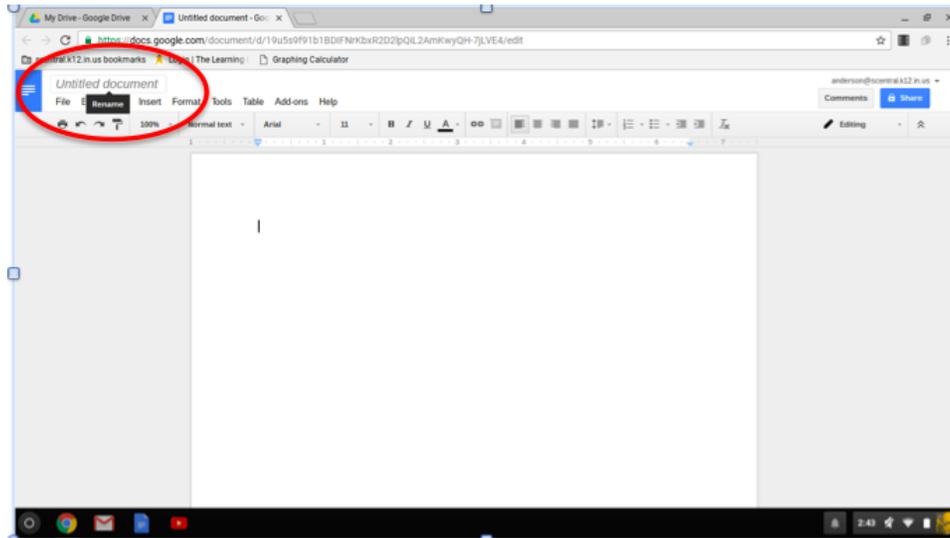
Google Drive is a cloud-based file storage system. It allows you to organize and save files. Google Drive comes with a variety of applications such as Google Docs, Google Slides, and Google Sheets. These applications are similar to the Microsoft Office programs of Word, PowerPoint, and Excel. Google Docs would be comparative to Microsoft Word, Google Slides would be comparative to Microsoft PowerPoint, and Google Sheets would be comparative to Microsoft Excel. Google Drive and its applications can be used for free.

Google Drive Tips

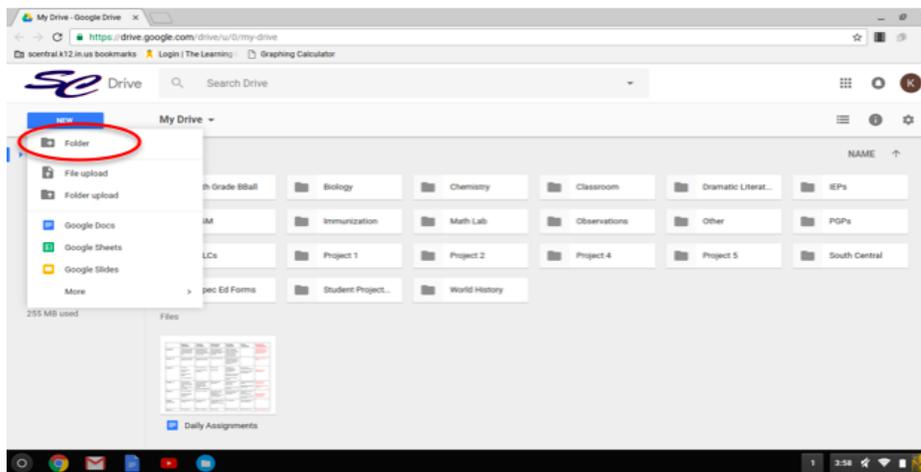
- While Google Drive is designed to work with its applications (Docs, Slides, Sheets, etc.), you can use it to save Microsoft Office files or PDFs. To do so, go into Google Drive, then right click on any blank area. When you get the list of options, select “upload files” and choose the files you wish to upload. This is most useful when you want to upload files from your desktop or laptop to Google Drive.



- Google Drive applications save automatically once you begin them (so there are no “save” or “save as” buttons as you are probably used to with Microsoft Office). To name a Google Doc, click on the box that says “untitled document” and type in a name for the document. This automatically saves when you click away or hit enter. You can click in the box again to rename it whenever you wish to.



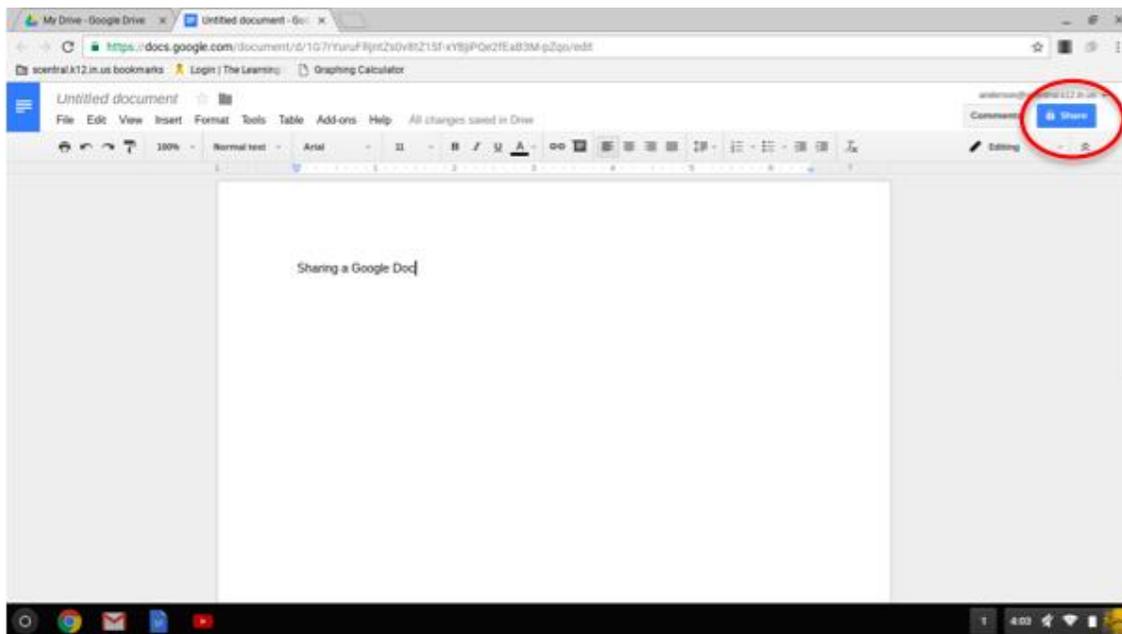
- To find a Google Doc you started and closed out of, you can either go into Google Docs or Google Drive. If you go into Google Docs, select “file” and “open”. This will bring up your Google Drive. The document will be in your drive wherever you put it. If you can’t find it, you can search for the document in the search bar.
- To organize files, you can set up folders in your Google Drive. To create a folder to your Google Drive, click the blue button that says “new” and then select “folder”. You are then given the option to name the folder whatever you want.



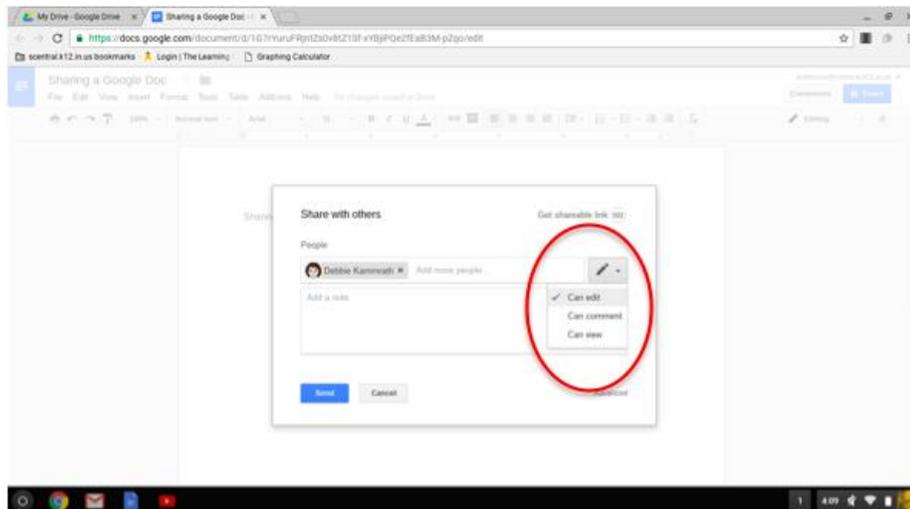
- Once you have created these folders, you can drag and drop files into them.

Did You Know?

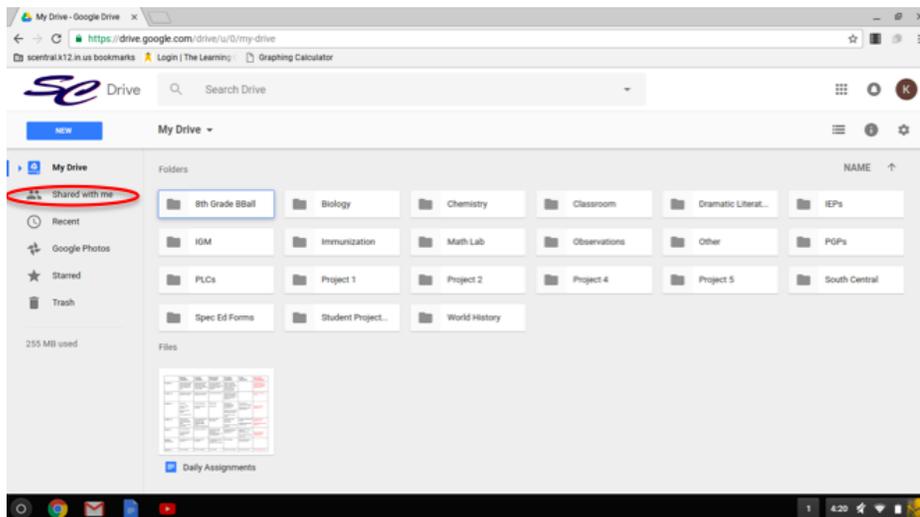
- You can share Google Drive applications with other people. This is especially useful if you are collaborating with other people on a project, or if you want someone to look over your work before you submit it. To share a Google Doc, click on the blue “share” button. You then type in the email address or addresses of anyone you would like to share your document with and click send. You have the option to add a note to anyone you are sharing it with. Anyone you shared the document with will then receive an email with a link to view the document.



- When sharing a Google Doc, it is *very important* to pay attention to the box to the right of the email addresses. You will want to make sure you click on the pencil next to where you type in the names of who you want to share the document with. This will bring up some options as to what type of access the receiver will have. You will have three options to choose from.



- The “can edit” option allows the person you shared the document with to edit your document in any way. They can add or delete content as they wish. This is useful for group projects. The “can comment” option allows the person you shared the document with to only comment on your document, but they cannot change it. This would be useful for someone wanting their document to be edited or peer reviewed. The “can view” option only gives the person access to view the document. They cannot edit or comment on the document directly in any way. This is useful to send out information. You have the option to give different people different levels of access.
- To find a document that was shared with you, go to your Google Drive. Then select “shared with me” on the left side of the screen. If you find a document you would like to keep, you can simply right click on the document and select “add to my drive”. It can then be found in your Google Drive.



- If your teacher has shared a Google Doc with you, and it's in view-only mode, you will need to make a copy of it to be able to write on it. To do so, you click on "file" and "make a copy". When you do this, you will want to rename the document.
- Google Drive and all its applications can be downloaded onto your phones or tablets by downloading them from the App Store.

Google Drive Q & A

- **Who is the contact person if I have more questions about Chromebooks that haven't been answered?**

Deb Kammrath. She can be reached at kammrath@scentral.k12.in.us or by calling the school at 219-767-2266, extension 1115.