Google Drive

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Basic Navigation

Document Search

All documents created and uploaded into Drive can be found by using the Search Bar located at the top of the Drive screen.

1. From the *Search Bar,* type the **Title, Keywords, or Text** from the document. Document results will display under the search bar.
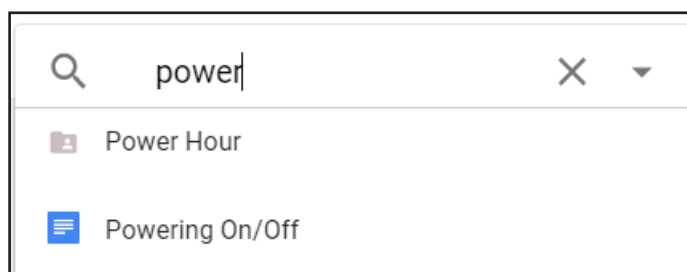
Filtering Search Results

Users can filter results by owner, type, date modified, and more to refine a search a locate a file quickly.

1. On the right side of the *Search Bar*, click the **Drop-down Arrow**. A list of filter options will display.

2. Complete the necessary sections to narrow the search:

   - Type: docs, images, and PDFs
   - Date Modified: date file was created or edited
   - Item name: title of file
   - Has the words: words or phrases in the document
   - Owner: person file belongs to
   - Shared with: name of those that can view, comment, or edit the file
   - Located in: trash, starred, etc.
   - Follow up: action items assigned to user

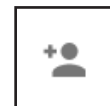3. Once all selections have been made, click **Search**.
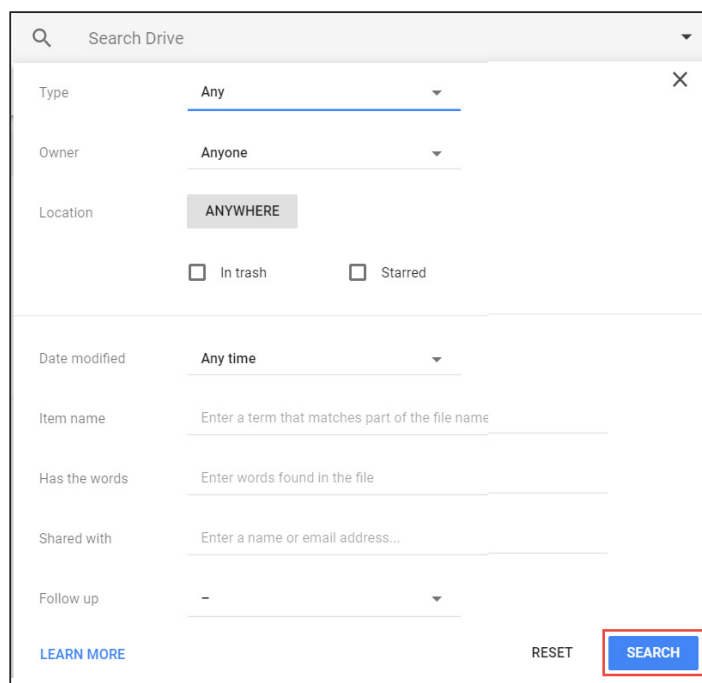
Contextual Menu

Once a document or object is selected in Drive, a contextual menu will appear on the top of the drive window.

- Click the **Get Link** icon to display a link to share the document with others.

- Click the **Share** icon to view the sharing permissions or to share the file with a colleague

- Click the **Preview** icon to see a read-only view of the document.
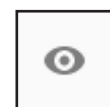
- Click the **Remove** icon to send the document to the Trash.

- Click the **More Actions** icon to see the remainder of the options available for the document.

NOTE: Users may also right-click the **file** *to view the Contextual Menu and all available options.*

Views

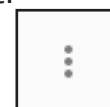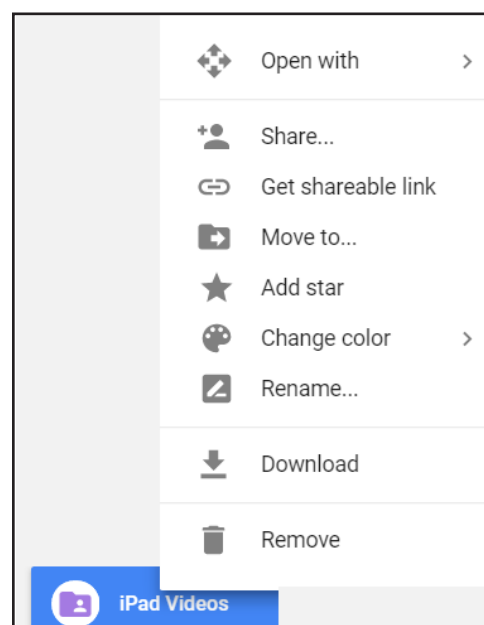- To view all documents and folders in a list, in the top right corner, click the **List view** icon.

- To view all documents and folders in a grid, click the **Grid view** icon.

NOTE: The icon in the menu will show the alternate viewing option, not the active or current viewing option.

Sorting Files

Users can sort files in Google Drive by Name, Last modified, Last modified by me, or Last opened by me.

List View

1. From the *list view,* click the **column** to sort.

2. To reverse the order, click the **arrow** next to Name.
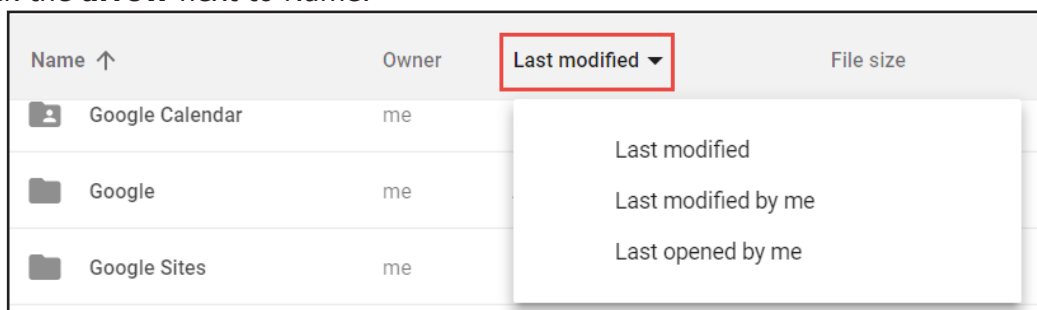
Grid View

1. From the *grid view* to the top right of the files, click the **sort option**.

2. From the list, select the desired **sort option**.

3. To reverse the order, click the **arrow**.

Information Panel

Google Drive's Information Panel can provide useful information about documents and folders within Drive. There are two tabs inside the information panel with information, Details and Activity.

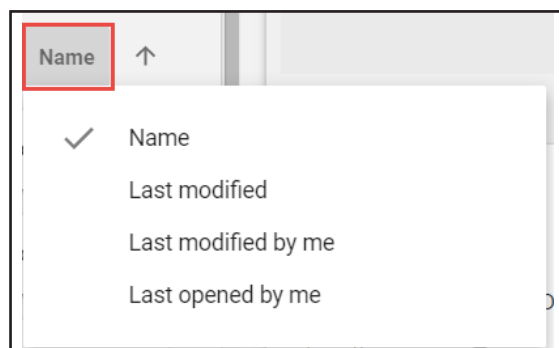- The *Details tab* will display document and folder details and allow document owners to add keywords to documents for easier searching.

- The *Activity tab* will list who has edited a shared document, when they edited the document and if someone uploaded a document into a shared folder. All information inside the panel is read-only.

To view file information:

1. In the top right corner, click the **View details** icon.

2. To view the *Details* tab, click **Details**. The folder or document details will display.

3. To view the *Activity* tab, click **Activity**. The folder or document activity will display.
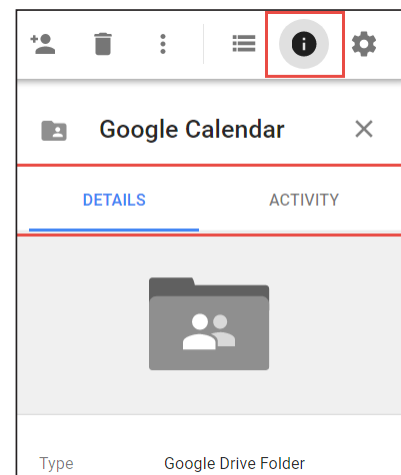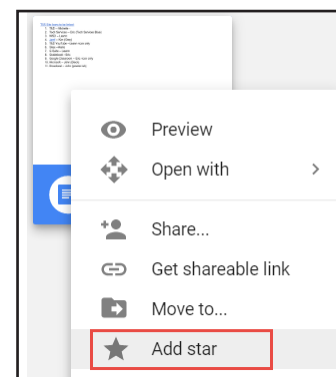

Starred Items

The starred section allows users to place important documents into an easily accessible folder.

To Star an Item

1. Locate and right click the **file/folder**.

2. Click the **Star** icon in the menu. The item will show a star next to it and will display in the starred section.

Locating Starred Items

1. From the *Google Drive screen* in the left side panel, click **Starred**.

2. Click the **file/folder** to open.
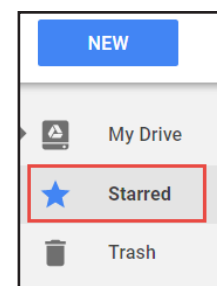
To Remove a Star From an Item

1. From the *Google Drive screen* in the left side panel, click **Starred**.

2. Locate and right click the **file** that has been starred.

3. Select **Remove Star**. The file will be removed from the starred folder.
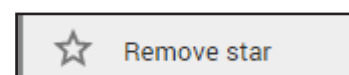
Recent Items

The recent section within the left side panel will display documents accessed by the user in chronological order, starting with the most recent document located at the top.
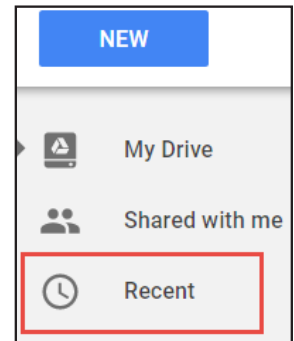
Shared With Me

The Shared with me section displays documents and files that have been shared by a user to an individual or even to a group.

Trash

Unlike the trash in Gmail, items in Drive that are placed in trash will remain there indefinitely until a user permanently deletes the items.

To Move Items to the Trash

1. Select the **item**.

2. Click the **Trash** icon.

NOTE: Users can right click the file and select Remove.

To Restore an Item Back Into Drive

1. From the panel on the left, click **Trash**.

1. From the *Trash screen*, select the **item** to restore.

2. In the top right corner, click **Restore**. The item will be moved back to its original location.

NOTE: Users can right click the file and select restore.
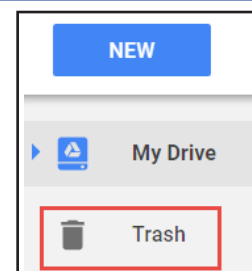
To Permanently Delete an Item

1. On the left side of the main *Drive* screen, click **Trash**.

2. Select the **item(s)** to delete.

3. In the top right corner, click **Trash**.

4. Click **Delete forever**. The item or items will be removed.
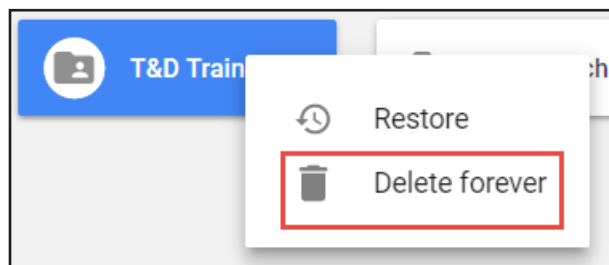
My Drive/Folder Structure

Google Drive can be structured and organized just like a hard drive on a computer with folders and hierarchies. Folders can be created, files can be moved into the folders and folders can be placed into folders. Much of Google Drive can be organized with drag and drop actions. Other times, it may be easier to use Google Drive's menu functions to move files and folders.

Creating a Folder

1. From the *My Drive* screen, click the **NEW** button.

2. Select **New folder...**

3. Type the **Folder Name** into the text box.

4. Click **Create**. The folder will be created in *My Drive*.
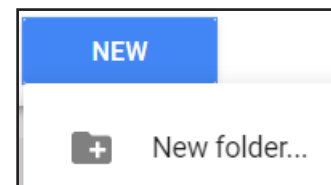
Change Folder Color

1. Right-click the **desired folder**.

2. Select **Change color**.

3. Select the **desired color**.

4. Deselect the folder by clicking in a **blank space**. The folder will change to the selected color.
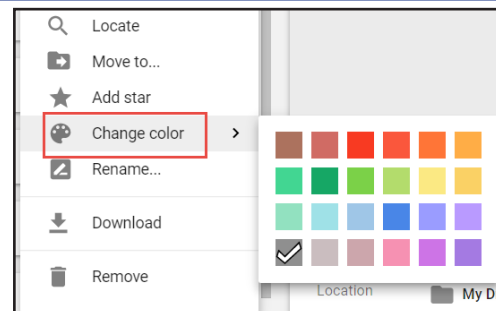
Moving a Files/Folders

Moving a File/Folder by Clicking and Dragging

1. Click and hold the **File/Folder** to be moved.

2. Drag the **File/Folder** to the desired folder or location.

3. Release the **File/Folder**. The file will now reside in the selected location.
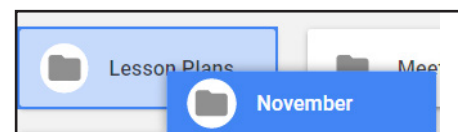
Moving a File or folder Using the Menu

1. Right-click the **desired File/Folder** to be moved.

2. Select **Move to...**

3. Navigate to the **desired location**.

4. Click **Move**. The file/folder will now reside in the selected location.
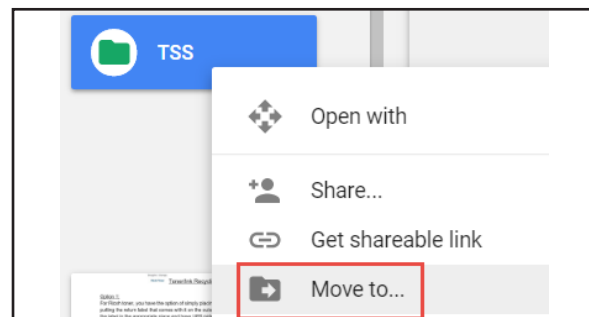
*NOTE: Click the **New Folder** icon to create a new folder to store the file.*

Uploading Files/Folders

Google Drive allows users to upload files and folders along with creating them within drive. Users of G Suite (all NISD accounts) have unlimited storage. Users do not have to convert to Google Docs format to edit files.

Settings/Upload Settings

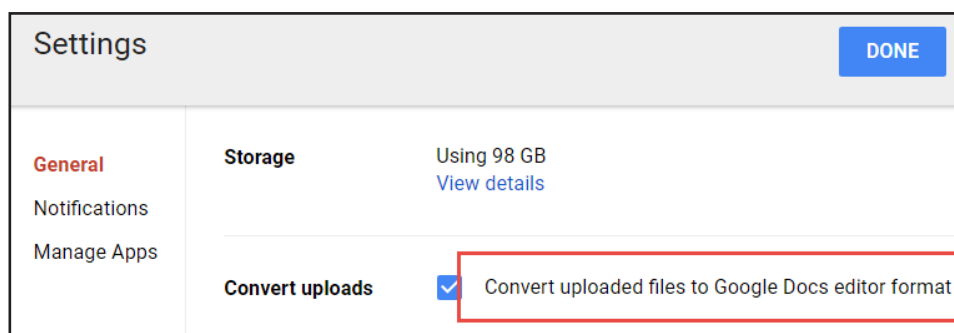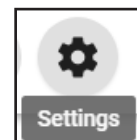Google Drive is fairly limited in available settings. Users should be aware of setting within Google Drive: General settings and Manage Apps.

Google Drive allows users to interact with documents from their computer in two ways: Upload the document in its native format or convert to the Google format.

To convert uploads to the Google format

1. From the *Google Drive screen*, click the **Settings Gear**.

2. Select **Settings**.

3. In the *General* section of the Settings window, ensure the *Convert uploads* box is **Checked**.

| Settings		DONE
General	**Storage**	Using 98 GB View details
Notifications		
Manage Apps		
	Convert uploads	☑ Convert uploaded files to Google Docs editor format

4. Click **Done**.

NOTE: When documents are converted to the Google format, some formatting (for example, Tables in Word documents) within the document may be lost.

Uploading Files

1. From the *Google Drive screen*, click the **NEW** button.

2. Select **File upload**. A open file dialog box will open.

3. Select the **desired file** to upload.

*NOTE: To select multiple files, press and hold the **CTRL** key while selecting the **desired files***.

4. Click **Open**. A pop-up window will appear showing the upload status of each file.

⬆ Uploads completed		— ✕
📄 selfevaluation.pdf	776 KB Uploaded	Share
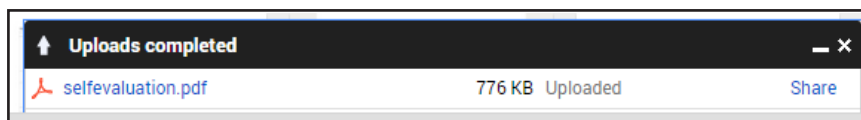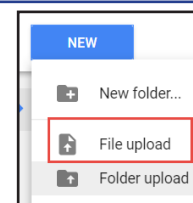
Uploading Files with Same Name

If a user uploads a file with the same name, Google will upload the file as revision to the Google Drive file.

To keep both files:

1. From the *Google Drive screen*, click the **NEW** button.

2. Select **File upload**. A open file dialog box will open.

3. Select the **desired file** to upload.

4. Click **Keep as separate file**.

Uploading a Folder

1. From the *Google Drive screen*, click the **NEW** button.

2. Select **Folder Upload**. A open file dialog box will open.

3. Select the **desired folder** to upload.

4. Click **OK**. A pop-up window will appear showing the upload status of the folder.
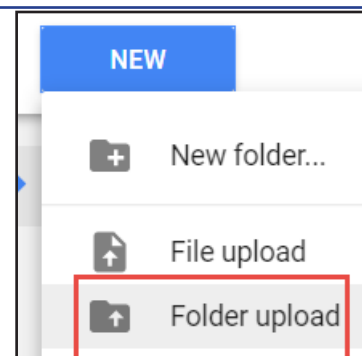
Creating Files

Google Drive allows users to create different types of files and edit them with different apps within Drive.

1. From the *Google Drive screen*, click **New**.

2. Select the **type of file** you wish to create.

    • **Google Docs**: Word Processing file

    • **Google Sheets**: Spreadsheet file

    • **Google Slides**: Presentation file

3. If the desired file type is not listed, select **More**.

4. Select the **desired file type**.
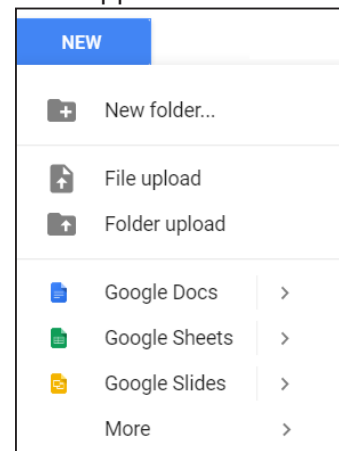
Connecting Additional Apps

In addition to the default apps offered by Google, 3rd party vendors are creating apps that integrated with Google Drive for storage, collaboration, and other services.

1. From the main *Drive* screen, click **New**.

2. Click **More**.

3. Click **Connect more apps**. A pop-up window will appear displaying apps to connect to Drive.
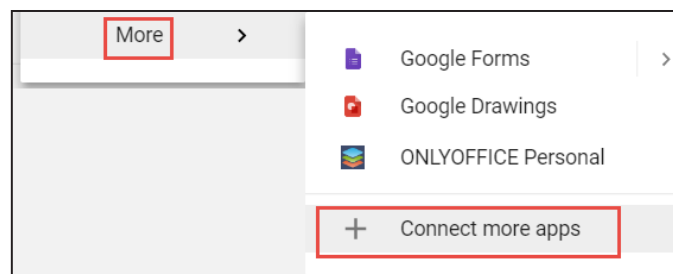
4. Select the **desired app** to connect to Drive.

5. Follow the prompts to authorize the app. Once the app is connected, the pop-up window will re-appear with a connected icon.

6. Close the **window**.

7. Click **New**.

8. Click **More**.

9. Select the **desired app** to launch it.
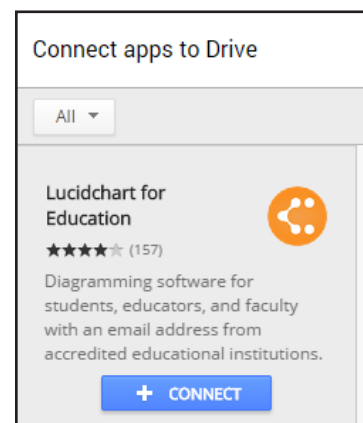
Sharing

Google Drive allows a user to share files and folders with other users. Once a document has been shared, depending on the permissions, the file can be viewed, commented on, or collaborated on between users.

## Sharing a Files and Folders From Drive

1. From the *Google Drive screen*, select the **desired file/folder** to share.

2. Click the **Share** icon. A pop-up window will appear.

3. In the *People* field, type the **intended person's name or email address or a group name**. The Gmail integrated address book will begin to auto populate and fill in the name as more characters are entered.

NOTE: Files shared in NISD Google Drive are restricted to contacts within the District. This includes students with a NISD email address.

4. Select the **desired share level**:

   - **Can edit**: The user will be allowed to make edits, including deleting other collaborator's work.

   - **Can comment**: The user will be allowed to leave comments or make suggested edits. The owner or other collaborators with edit rights can accept or reject suggestions.

   - **Can view**: The user will be able to view the file, download the file, make their own copy, or even print the file.
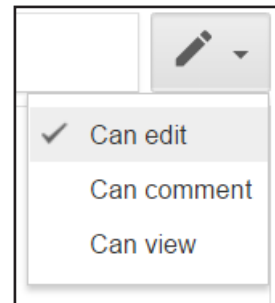
5. To change collaborator's sharing privilege, click **Advanced**.

6. In the bottom of the pop-up window, check **Prevent editors from changing access and adding new people**

*NOTE: Users can also check **Disable option to download, print, and copy for commenters and viewers** to restrict privileges.*

7. Click **Save Changes**.

8. Click **Send**.

Stop Sharing a File

1. From Google Drive, locate and select the file.

2. To the top right, click **Share**.

3. To the bottom right of the *Share with others* window, click **Advanced**.

4. Under *Who has access,* remove privileges by clicking the **X** next to the person's name.

5. Click **Save Changes**.
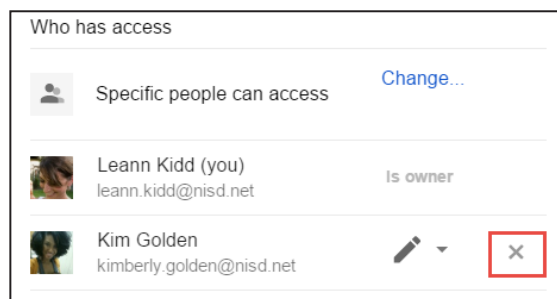
Downloading Files and Folders

1. From the *Google Drive screen*, select the **desired file/folder** to download

2. **Right click** the file.

3. Select **Download.**