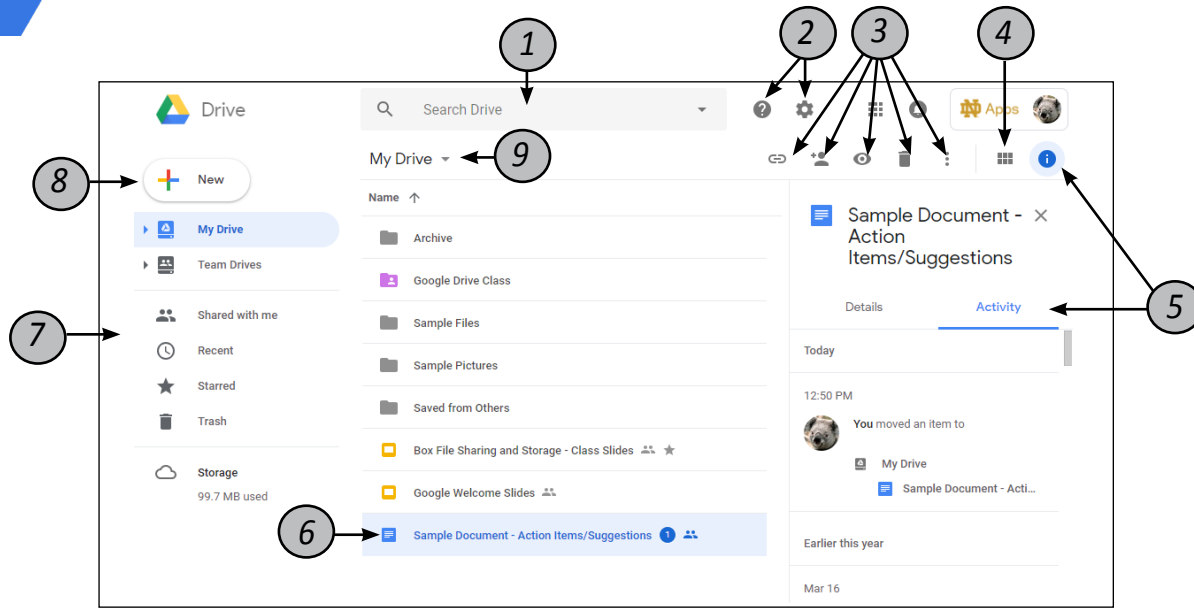




Google Drive at Notre Dame—google.nd.edu



- 1 **Search:** Search your Drive. Click the dropdown button for advanced Search options.
- 2 **Gear/Help:** Access the Drive settings and Google's knowledge base.
- 3 **File/Folder toolbar:** Copy link, share, preview, remove files/folders, and access the **More actions** dropdown.
- 4 **View:** Change the view from List to Grid.
- 5 **Information pane:** See the details for files/folders or the most recent activity. Show or Hide the pane using the **Details** button.
- 6 **File type:** See the file type based on the icon; Office files have unique icons.
- 7 **Navigation pane:** Files and folders owned by you, your teams, or shared with you.
- 8 **New:** Create new files and folders or upload existing files.
- 9 **Breadcrumbs:** See your location in Drive.

ACCOUNTS

ACCESSING YOUR ACCOUNT

- Go to google.nd.edu
- Log in with your NetID and password

WORKING WITH FOLDERS

CREATING FOLDERS

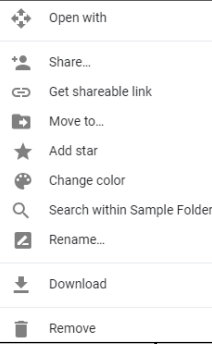
From the **New** button, choose **Folder**.

FOLDER OPTIONS

Right-clicking on a folder opens an **Options** dropdown that allows you to download, move, share or delete it.

FOLDER BASICS

- Solid folders are private; folders with a person silhouetted on it are shared



- To open a folder, double-click in the row
- To return to *My Drive*, use the breadcrumbs at the top of the page or click on *My Drive* in the Navigation pane
- Selecting a folder will show its **Details and Activity** in the pane on the right

WORKING WITH FILES

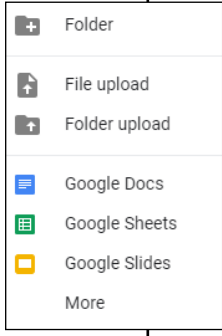
UPLOADING FILES

From the **New** button, choose **File Upload** or **Folder Upload**.

Note: In **Gear > Settings**, you can choose for MS Office files to convert to Google documents. You do not need to convert documents to access them.

BULK UPLOAD

Drag and drop your files onto the Google Drive window



MOVING FILES

- Right-click on file and choose **Move to...**
- Or, select the file, click on the **More Actions** menu and choose **Move to...**

DOWNLOADING FILES

- Right-click on file and choose **Download**
- Or, select file, click on the **More Actions** menu and choose **Download**

PREVIEWING FILES

Word, Excel, PDF and JPG files can be previewed by double-clicking on the file.

EDITING FILES

- Google Docs, Sheets, or Slides files:
- Double-click on file to open
 - Right-click on file and choose **Open with**

Word, Excel or PowerPoint files:

- Double-click on file to open preview, then choose **Open**
- Right-click on file and choose **Open with**

DELETING A FILE OR FOLDER

- Right-click on file/folder and choose **Remove**
- Or, select file/folder and click **Trash** can

Note: Deleting shared files can have unintended consequences. See **Deleting Shared Files** on back.

RECOVERING A DELETED FILE

- In the navigation pane, click on **Trash**
- Right-click on the file you wish to recover and choose **Restore**

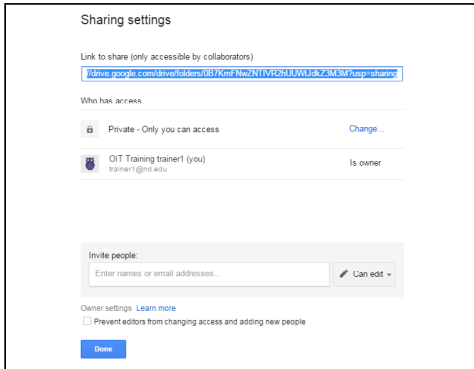
Note: Depending on ownership of files, you may not be able to find some deleted files in **your Trash**. See **Recovering Deleted Shared Files** on back.

COLLABORATION IN DRIVE

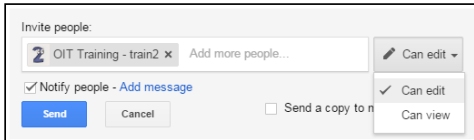
Collaboration in Drive is allowing someone access to a file or folder to view, edit, delete, upload/download, and add files to a folder.

INVITING PEOPLE TO A FILE OR FOLDER:

1. Right-click on the file or folder and choose **Share**.
2. In the bottom right corner of the *Share with others* dialog box, click **Advanced**.



3. At the bottom of the *Share Settings* dialog box, enter the names and emails.



4. Choose **Can edit**, **comment** or **view**
 - *Edit*: Invitees can edit file or folder, upload/download, and add files to a folder.
 - *Comment*: Only available on *files*. Invitees can leave comments.
 - *View*: Invitees can view file or folder contents.
5. Check **Notify people** and click on **Add a message** if you would like. Then click **Send**.

Note: There will be no history of this email kept in Google Drive or Gmail.

Those invited to share will be able to see the shared file/folder in their Google Drive account.

SENDING A FILE AS AN ATTACHMENT

You can send a file as an attachment two ways:

- Open the file and from the **File** menu, choose **Email as Attachment...**

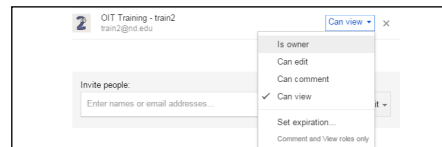
There will be no history of this email kept in Google Drive or Gmail.

- Open a *Compose* window in Gmail and click on the *Google Drive* icon. Find your file and click **Insert**.



SHARING BASICS

- People with editing rights can share the files/folders with other people and can change viewing permissions
- A file or folder can only be shared with 200 email addresses; use Google groups to share with larger groups
- A file that is shared with others will disappear if the owner's account is deactivated, unless someone else is designated as owner of the file/folder.
- To designate a new owner of a file/folder, open Advanced Sharing settings for the file/folder and from the dropdown to the right of the new owner, choose **Is owner**.



VIEWING FILES AND FOLDERS SHARED WITH YOU

1. To see files and folders people have shared with you, go to **Shared with Me**
2. Click the file or folder in the list to make several options appear in the upper right
3. If you want to move the file/folder to your drive, click on the *Google Drive+* icon and choose the new location



4. The file/folder will now appear in the chosen folder under *My Drive* in your Google Drive interface as well as in **Shared with me**. It is not necessary to move the file/folder to access it.

EDITING SHARED FILES

Google Docs, Sheets and Slides can be edited by more than one person at a time. If others have it open you will see their photo/initials and their color in the upper right.

1. Open the file you wish to edit
2. Make the changes you wish to make; the file is saved automatically



CONCURRENT EDITING BASICS

- If two people are in the same cell at the same time in Sheets, the content "Entered" (entered into the cell by hitting the Enter key) last will be saved.
- If two people are in a file at the same time, they can view different pages/worksheets.
- Hiding rows/columns in Sheets will hide them for all viewers

DELETING SHARED FILES

Google does not always delete shared files in the expected way, so it is recommended that you never delete a shared file as you will be deleting it for more than yourself.

RECOVERING DELETED SHARED FILES

An owner can restore any of their files or folders from the Trash if they deleted it or from the *Activity* pane if someone else deleted it.

SYNCING FILES AND FOLDERS

To sync files between the cloud and your mobile devices and your computer, install Google Drive for your Mac/PC. (Detailed instructions can be found at: [oithelp.nd.edu > Gmail and Google Apps > Drive > Drive App](#) (desktop Sync))

Your devices will sync all the files in your Google Drive.

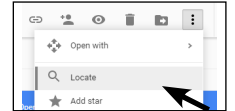
Note: If a device is offline and you edit a document, when the device is back online, those changes could overwrite later changes made on another device that is online.

NAVIGATION

My Drive: A list of all the files/folders you own or that have been shared with you

Shared with Me: A list of the files/folders that have been shared with you

Recent: A list of the files/folders you have worked with recently. Selecting a file/folder and clicking the **Locate** button opens the item in the folder where it resides.



Google Photos: A place to store all photos and videos; you can access them from any device

Starred: A list of files/folders you have starred

Trash: Files/folders you have removed from your drive

MOBILE ACCESS

Install the Google Drive app for your mobile OS to access files on your mobile device. With the Google Drive app, you can view, edit, share, and upload/download files. There are also apps for Docs, Sheets and Slides.