

## Getting Started With Google Docs and Drive

---

**Please note: this class requires an active Google account. If you don't have one, you may observe today's class so as not to keep others waiting. If you need help with setting up an account, please visit our Tech Table or schedule a Book a Librarian appointment by calling 970-243-4442.**

### Learning Objectives:

- Be able to access Drive, create a Google Docs document and understand different document types
- Organize and upload files to store on Google Drive
- Share files and folders from Google Drive

### Google Drive Overview

- Store your documents and files 'in the cloud' to be accessed from any computer or device with the Drive app.
- 15GB free storage
  - Anything you create with Docs, Sheets, or Slides won't use up any of your storage.
  - Attachments sent and received in Gmail as well as your email messages DO use your storage.
  - Other file types: Word, jpegs, etc. DO use your storage.
  - Depending on your Google Photos settings, High Quality uploads are stored for free but Original quality uploads will consume your Drive storage.
- Create different types of files: Docs, Sheets, Slides, Forms, Drawings (we'll just be covering Docs today).






Editor	Description	Example uses
 <b>Google Docs</b>	Text documents	Proposals, reports, shared meeting notes
 <b>Google Sheets</b>	Spreadsheets	Project plans, budget sheets
 <b>Google Slides</b>	Presentations	Pitch decks, training modules, team presentations
 <b>Google Forms</b>	Surveys	Customer satisfaction surveys, group polls
 <b>Google Drawings</b>	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps


Image Source: <https://gsuite.google.com/learning-center/products/drive/get-started/>

- Google Drive support center: <http://support.google.com/drive>

## Google Docs Overview

- A basic word processor that can be accessed from browser or an app.
- Automatically saved within Google Drive.
- Works with Microsoft Word documents.
- Access from within Drive or by going directly to [docs.google.com](https://docs.google.com).

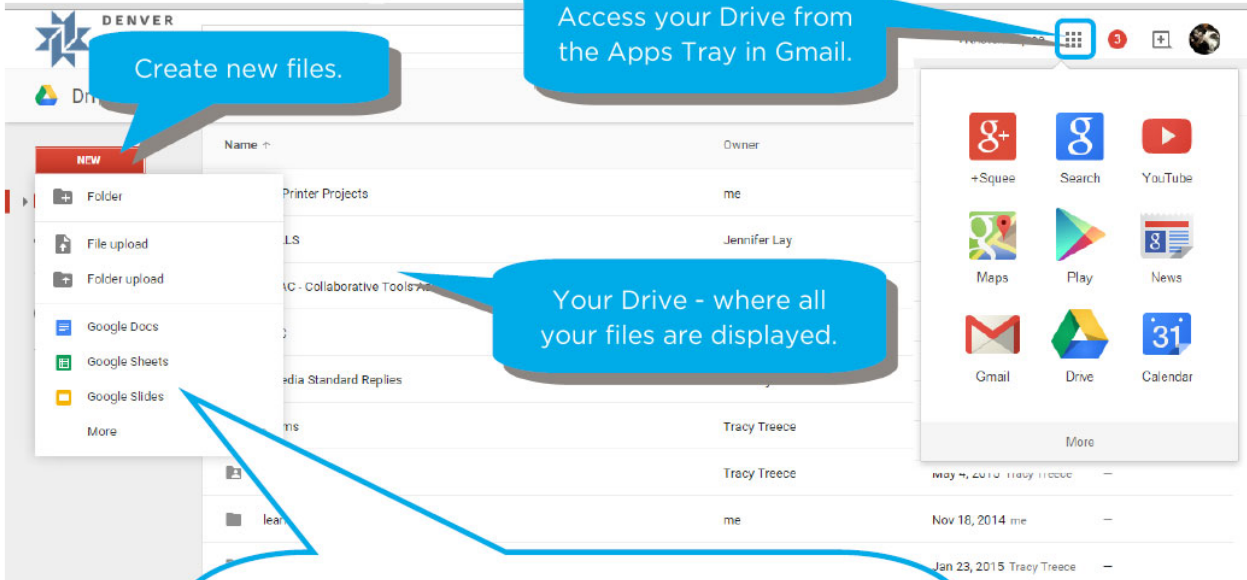
## How Do I Access Google Drive?

- Access from [google.com](https://google.com) or [gmail.com](https://gmail.com) by clicking on this symbol 
- Or, type in [drive.google.com](https://drive.google.com) into your browser address bar
- Or, download the Google Drive app on either an Apple or Android device.
- You can also download the Google Drive software for PC/Mac and sync files across devices.

**Practice: Type in Google.com, sign-in, and go to Drive.**

## Google Drive Homepage

### Navigate Your Homepage



The screenshot shows the Google Drive homepage with several callouts:

- Create new files.** Points to the 'NEW' button in the top left.
- Access your Drive from the Apps Tray in Gmail.** Points to the Google Apps tray icon in the top right.
- Your Drive - where all your files are displayed.** Points to the main file list area.

Name	Owner
Printer Projects	me
LS	Jennifer Lay
Collaborative Tools	
Media Standard Replies	
	Tracy Treece
	Tracy Treece
learn	me
	Nov 18, 2014 me
	Jan 23, 2015 Tracy Treece

### What are these icons?



**Google Docs:** Write a letter, resume, or other document.



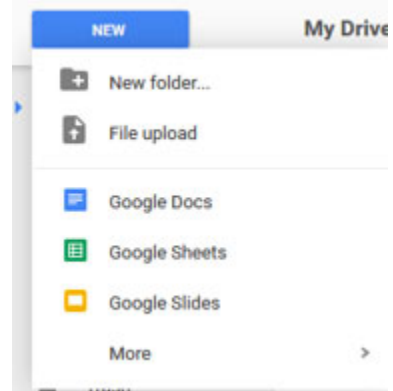
**Google Sheets:** Create a table to organize information and perform calculations.



**Google Slides:** Create a presentation to display on a large screen while you are giving a talk.

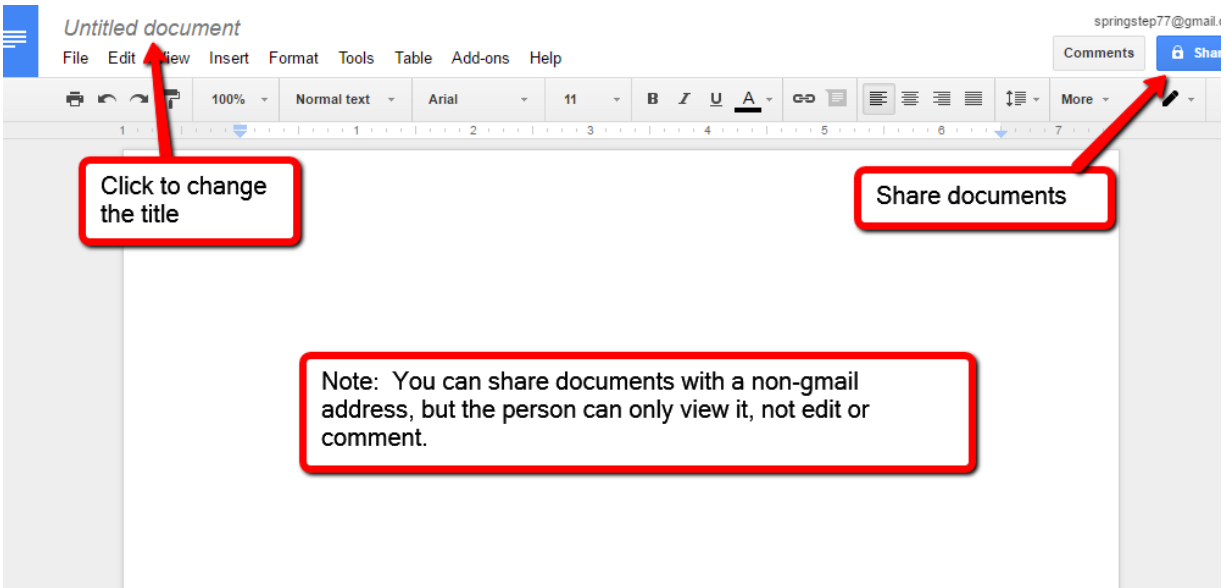
### Google Drive Layout

- Under the 'New' button is where you have your options for creating new documents as well as where you can create folders and upload other kinds of files. Note that the 'Folder Upload' option is only available if using the Google Chrome browser.

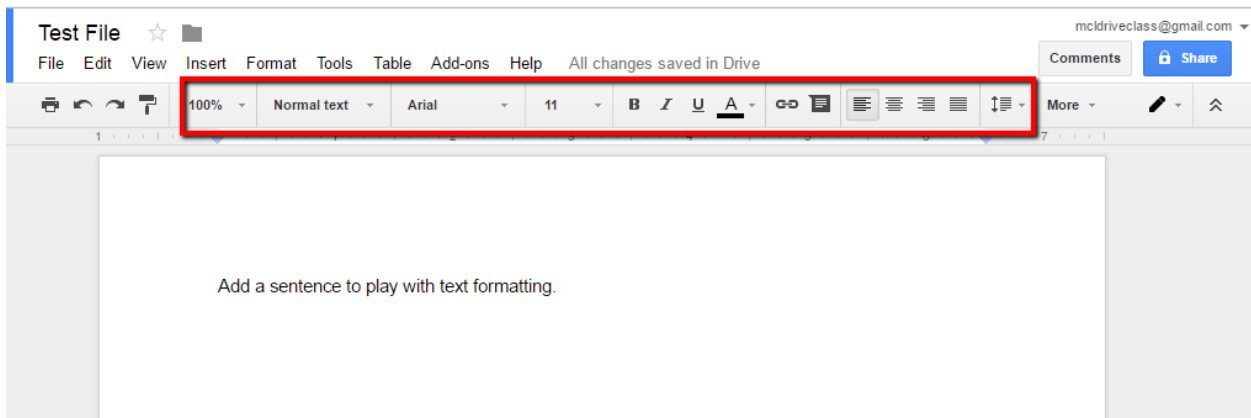


### Creating a New Document

- Click 'New' and choose 'Google Docs'. (Note that Google Drive is still open in another browser tab.)



### Practice: Give your Google Doc a name ("Test File") and type a sentence.






## Text Formatting

- Formatting options in Docs aren't as exhaustive as in Word, but offer the basics.

**Practice: Take a few moments to try out some of the different formatting options.**

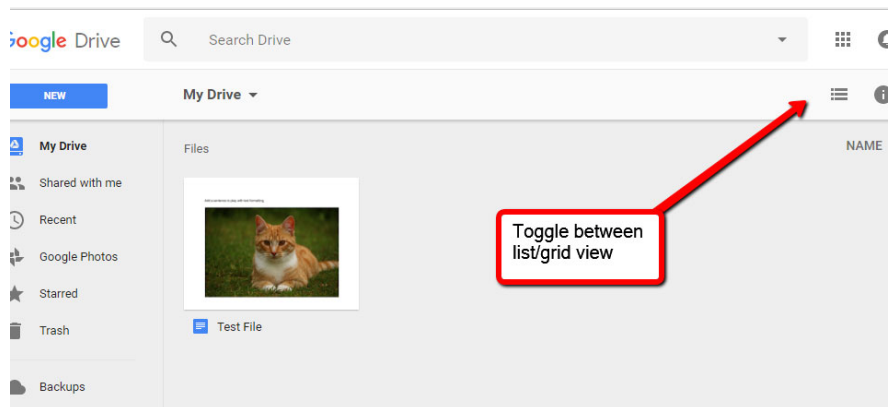
## Navigating Between Docs and Drive

- In the upper-left corner of your document is this icon: 
- This will take you to the main Google Docs page. You can then click on this icon:  to go back to Drive, OR click this icon: 

- OR you can just click the still-open Drive tab at the top of your browser.

## Organizing Files and Folders

Go back to Drive using one of the methods above. There are two different ways to view files in Drive—list and grid view—try it now.

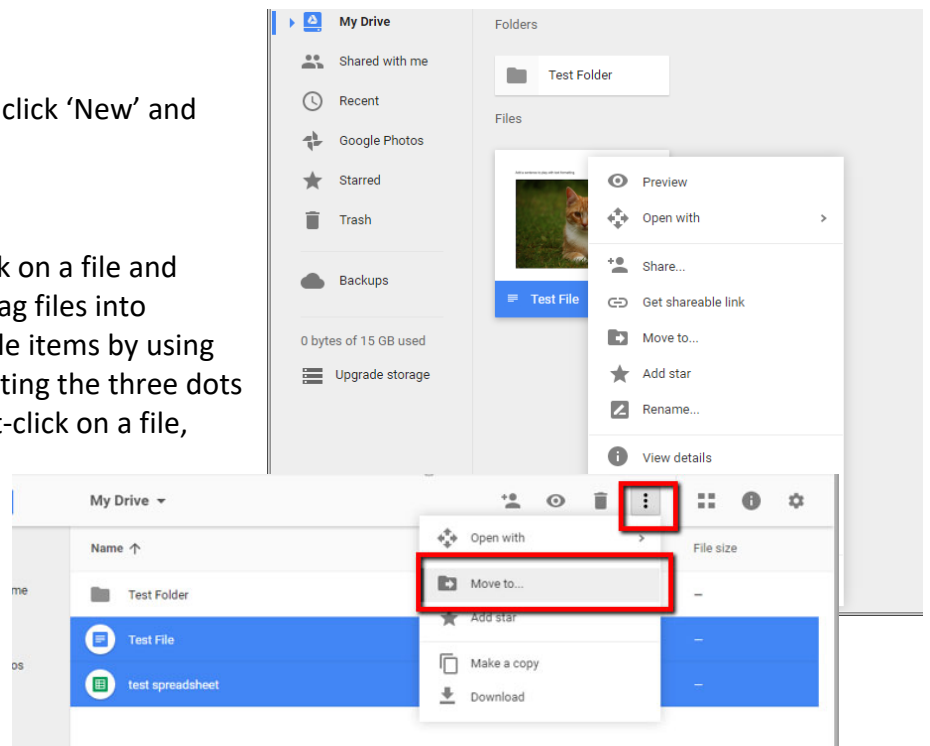


## Folders

- To create a new Folder, click 'New' and then 'New Folder'.

## Adding Files to Folders

- You can either right-click on a file and move it into a folder, drag files into folders, or select multiple items by using ctrl+click and then selecting the three dots in menu bar. If you right-click on a file, you'll see other options for renaming, copying, deleting and more:

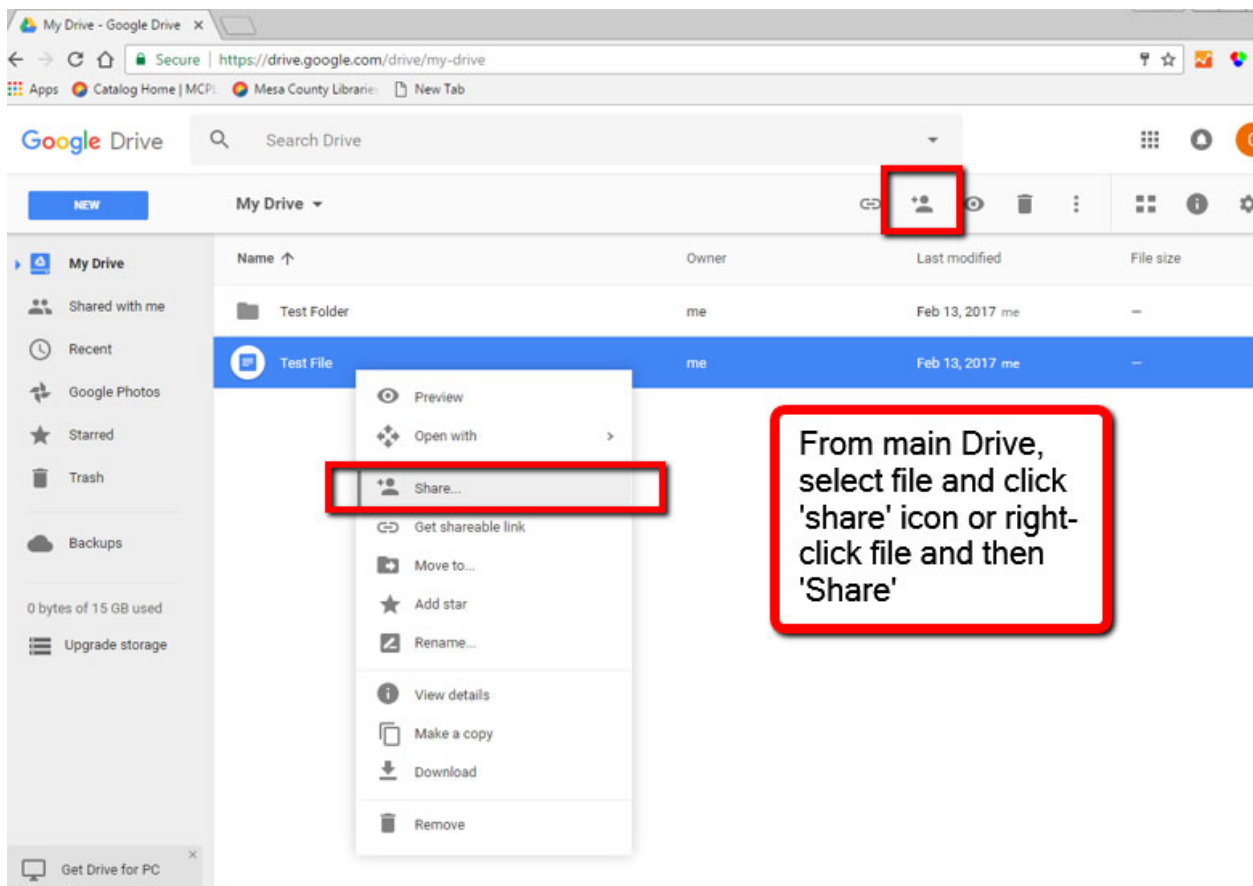


**Practice: Create a new folder and call it 'Test Folder'. Right-click and move the file into the 'Test Folder' OR Drag the 'Test File' into the 'Test Folder'.**

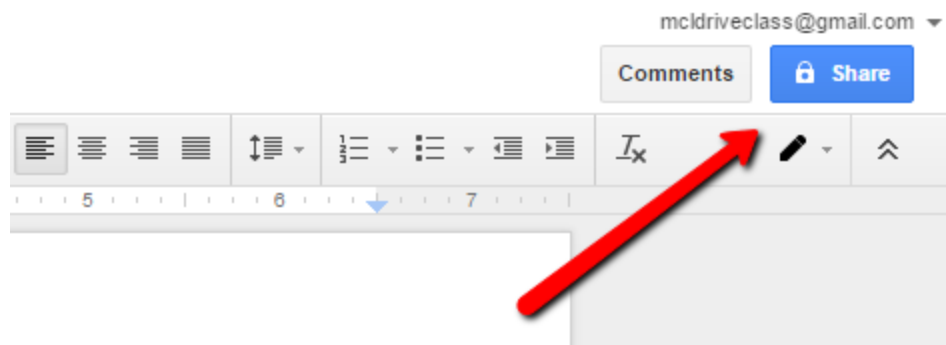
### Sharing

- One of the best things about Google Drive is how easy it is to share files and folders with others.
- There are many ways to share: from within your open document, or from the document list in Drive.
- You can share entire folders and all the contents within, and/or individual files.

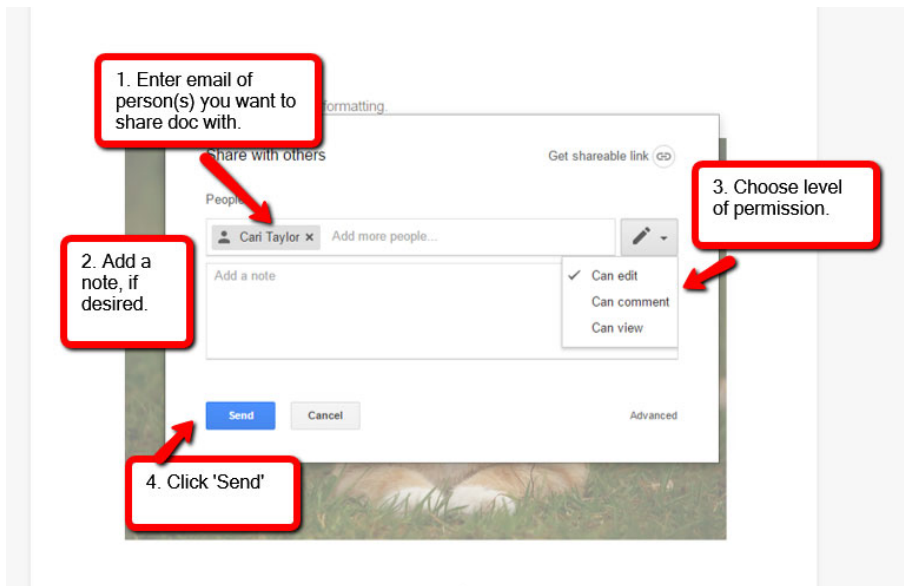
### From Drive:



### From within the Document:

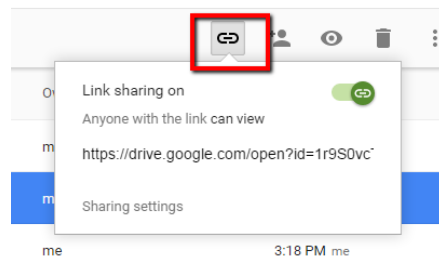


## Sharing Options



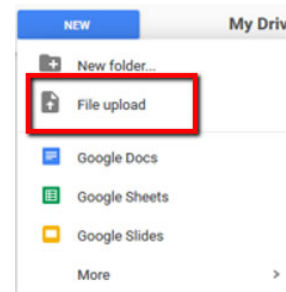
## Link Sharing

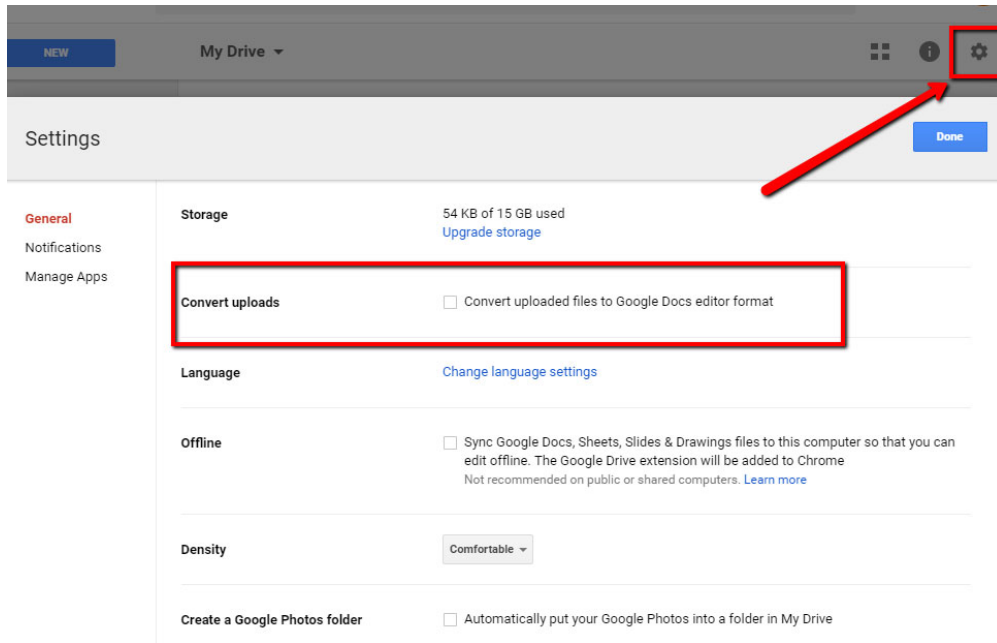
- This option allows you to easily get a shareable link without having to share with specific people. You can use advanced settings for more options:



## Uploading Files

- You can upload files from other programs to store in your Drive—including Word, Excel, jpegs, and even music files.
- Just remember that non-Google Drive file types will take up storage.
- You can edit Microsoft Office files and retain their format (new feature).
- To upload a file, click on 'New' and then 'File Upload'.
- Find your file on your computer and click 'open'.
- In the Settings area, you can change how files are converted when you upload them—choose to keep them in their original format, or convert to a Google format.





### Downloading Files

- To download a file from Drive, right-click on it and select 'download'.
- If it's a Google Doc file, it will download as a Word document.

### Deleting Files

- To delete a file, right-click on it from Drive and select 'Remove'.
- To delete multiple files, use 'ctrl+click' to select the files, and then click the trash can icon in the menu bar (can also do this for single files):

