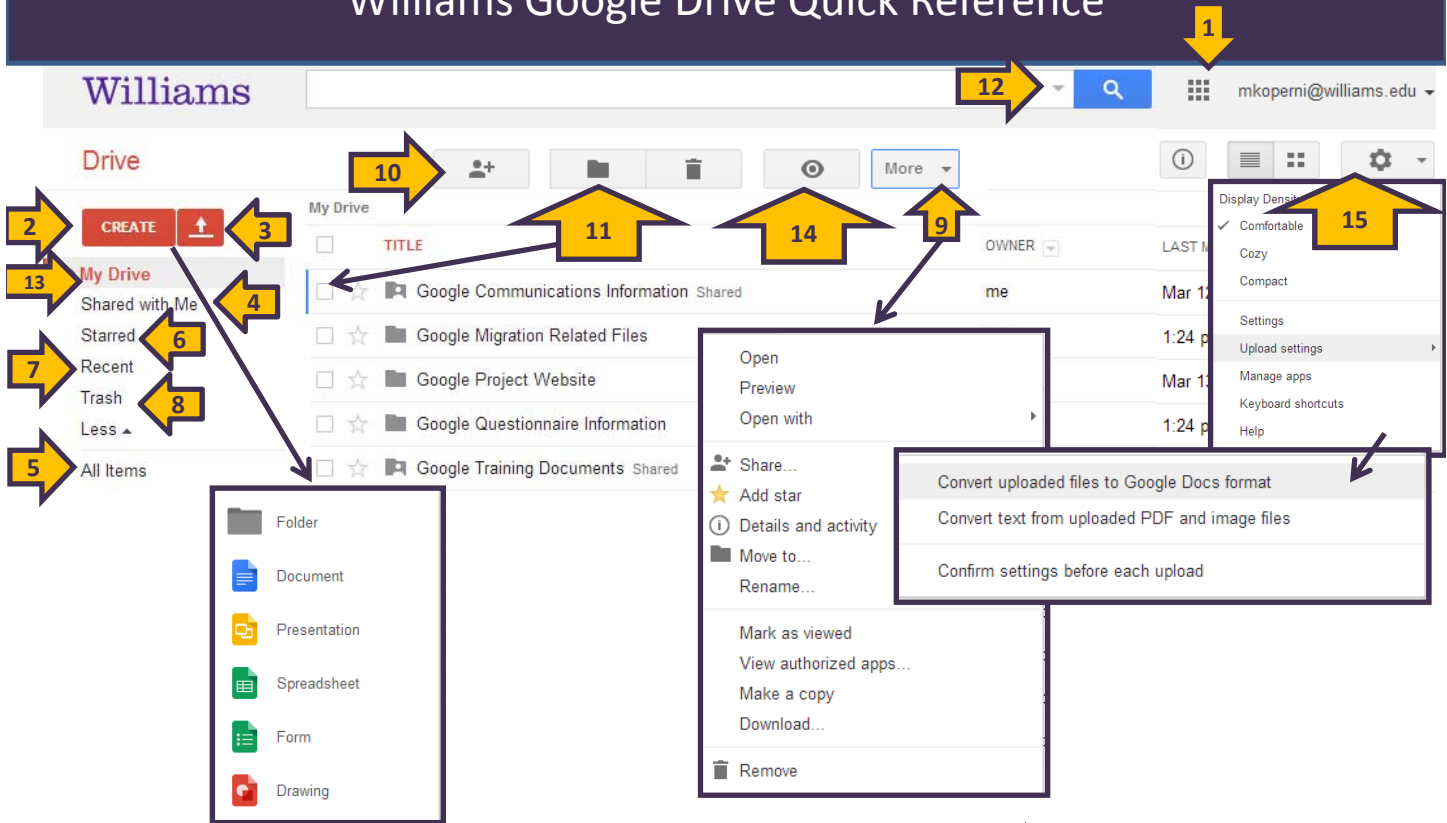


Williams Google Drive Quick Reference



1 Go to Other Google Apps

Click on a link for a Google App to go to another app in a new tab, such as **Mail**, **Calendar**, **Search**

2 Create Folders and Files

Click the **Create** button to create a folder or Google Doc, Slide, Sheet, Form or Drawing

3 Upload Folders and Files

Click the **Upward arrow** button to upload folders or files from your desktop to Drive. You can also drag and drop from your desktop onto the Drive window in your browser.

4 Shared with Me

Shows items that were shared with you 'explicitly'

5 All Items

Shows items that were shared as 'Public' or 'Anyone with the Link'.

6 Starred

Shows all the items you have marked with a star. Stars are like bookmarks or favorites.

7 Recent

The Recent view shows all the private and shared files you have opened in reverse chronological order. This is a great way to find your most current stuff.

8 Trash

The Trash view shows everything you have deleted. To delete an item check the item and click the trash icon that appears. You can only Trash items you own. For items you do not own click More

9 More Actions

Check the box by the item you want to act on. Click **Remove** to take a file out of Drive for yourself, but not remove them for anyone else. Click **Share** to share an item with a person or group. Click **Rename** to rename an item. Click **Download** to download the item to your desktop.

10 Sharing Files and Folders

You can share a folder, just as easily as you share your Google documents. Check the box next to the file or folder you'd like to share. Click **Share** and add the people or Groups you'd like to share the folder with. Once the folder is shared with others, it will have a person icon on it.

11 Moving Files

Check the box by the item (or items) you want to move. Click the icon that looks like a folder: In the **Move to** dialog, select the folder where you'd like to move your items, or create a new folder for them. Click **Move**.

12 Advanced Search

1. In the search box, click the down arrow to see advanced search options. 2. Click any search option to narrow your search. You can repeat steps 1 and 2 multiple times to further filter your results. For example, maybe you know the file you want is a spreadsheet that you don't own. At this point you might already see what you're looking for. If not, type a search query and click the blue search button.

13 My Drive

All the files and folders you've uploaded and Google Docs that you own are in the section called **My Drive**.

14 Preview

Check the box of the item and click the **Preview** icon to view the item.

15 Settings

Every time you upload a file or folder, these preferences will be applied. These settings will apply to all future uploads, but you may change your settings at any time by clicking on the gear icon and choosing "Upload settings".