

COURSE CONTENT

CONTENT FOR GOOGLE DRIVE

In order to use Google Drive, you will need a Google account. Google accounts are free, and signing up for one is simple.

In order to create a Google account, you will need to enter some information, including your name, birth date, and location.

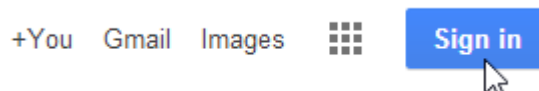
Creating a Google account will automatically create a Gmail email address and a Google+ profile.

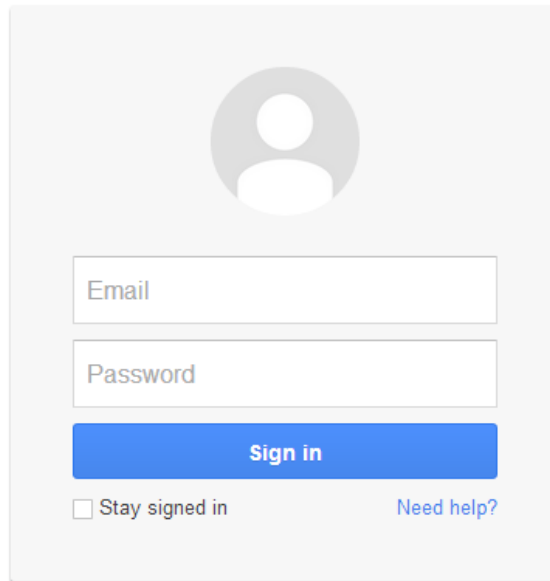
1. CREATING A GOOGLE ACCOUNT

Sign into the Google Drive website with your Google account. If you do not have a Google account, you can create one for free. Google Drive will allow you to store your files in the cloud, as well as create documents and forms through the Google Drive web interface.

Open the Gmail website. Click the blue “Create an account” button below the login box. This will take you to the “Create your Google Account” page.

Creating a Gmail account creates a Google account that you can use to access other Google products and services



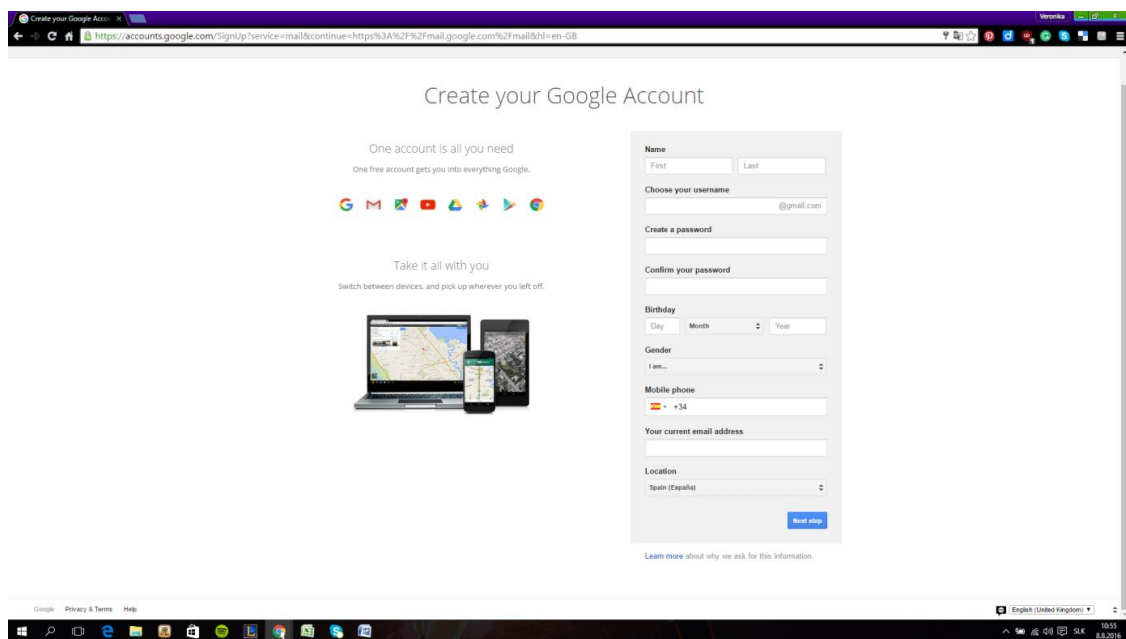


A sign-in form with a grey background. At the top is a circular icon of a person. Below it are two white input fields: 'Email' and 'Password'. A blue button labeled 'Sign in' is positioned below the password field. At the bottom left, there is a checkbox labeled 'Stay signed in'. At the bottom right, there is a link labeled 'Need help?'.

[Create an account](#)

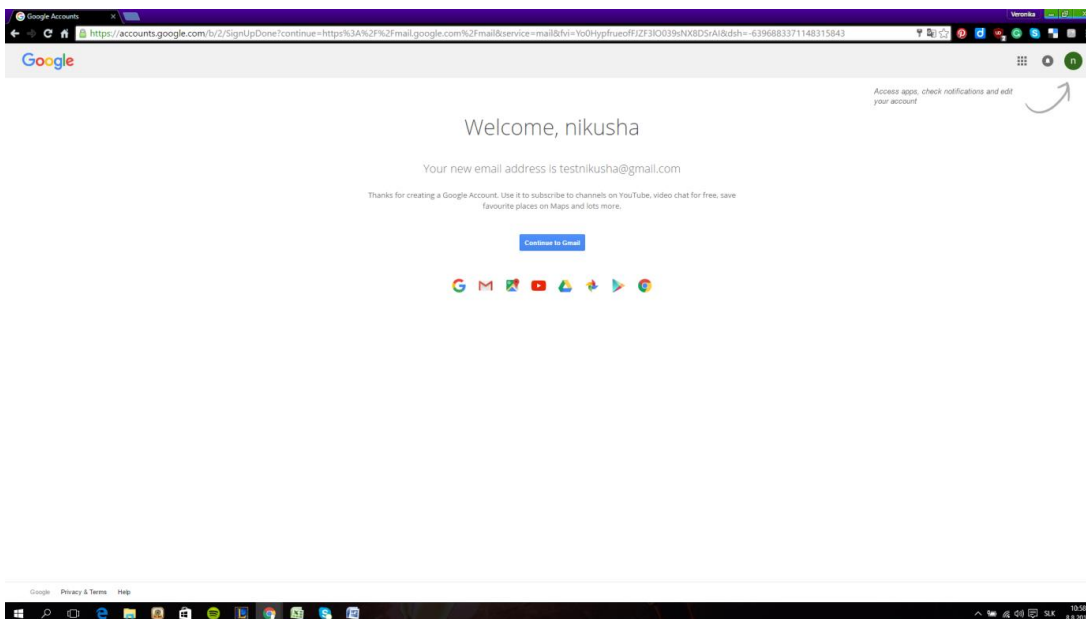
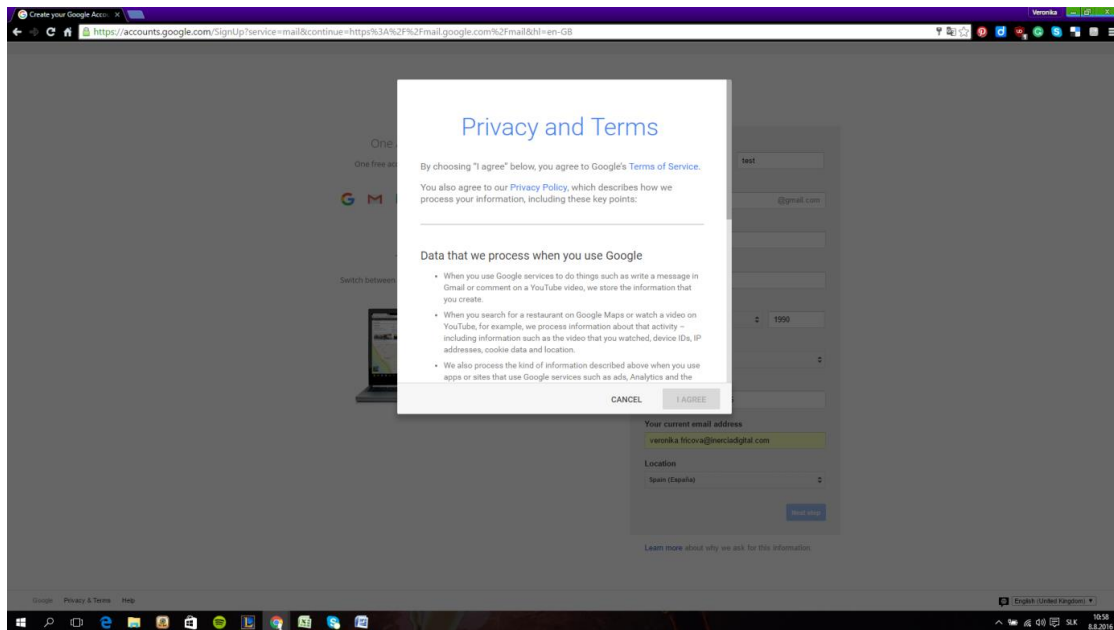


Follow the directions and enter the required information, including your name, birth date, and gender.



A screenshot of the 'Create your Google Account' page. The page title is 'Create your Google Account'. Below the title, it says 'One account is all you need' and 'One free account gets you into everything Google.' There are icons for Google, Gmail, YouTube, and other services. Below that, it says 'Take it all with you' and 'Switch between devices, and pick up wherever you left off.' There is an image of a laptop, a smartphone, and a tablet. On the right side, there is a form with the following fields: 'Name' (First and Last), 'Choose your username' (with a dropdown menu), 'Create a password', 'Confirm your password', 'Birthday' (Day, Month, and Year), 'Gender' (I am...), 'Mobile phone' (Country code and number), 'Your current email address', and 'Location' (Spain (España)). A blue 'Next step' button is at the bottom right of the form. At the bottom of the page, there is a link 'Learn more about why we ask for this information.'

Review Google's Terms of Service and Privacy Policy, click the check box, then click Next step.

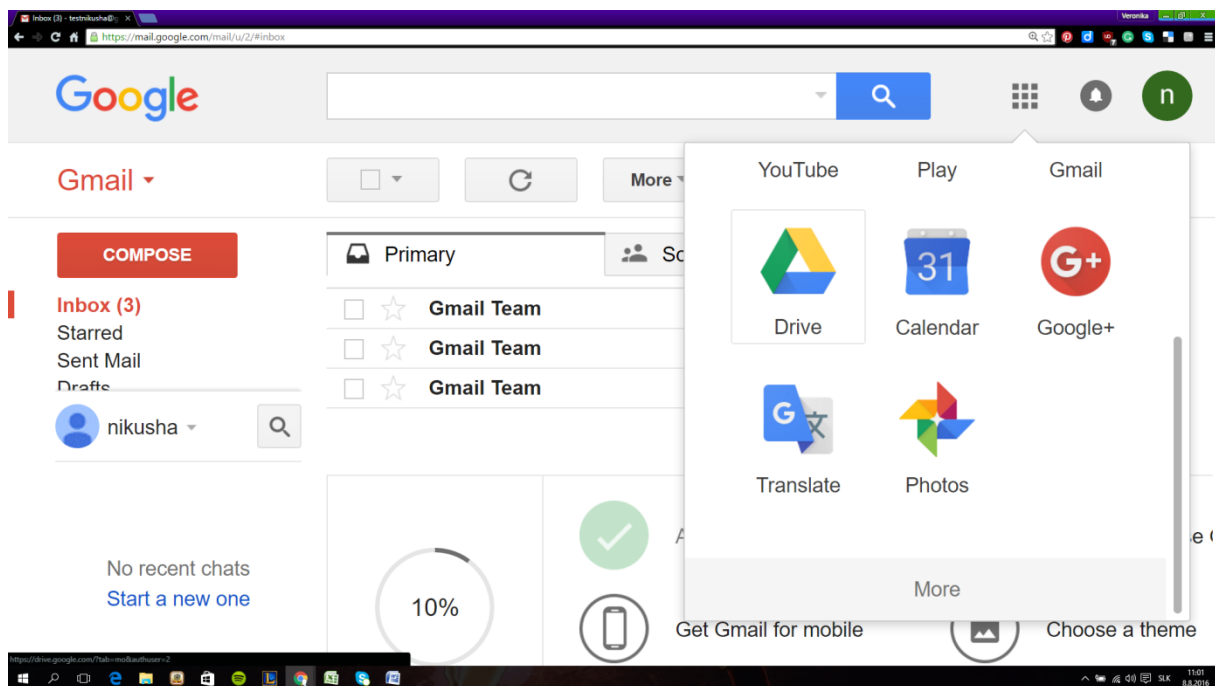


Click Next Step once more. Your Gmail account has been created. You can click the button to return to Gmail, or visit any other Google service. You should be automatically logged in no matter which Google site you visit.

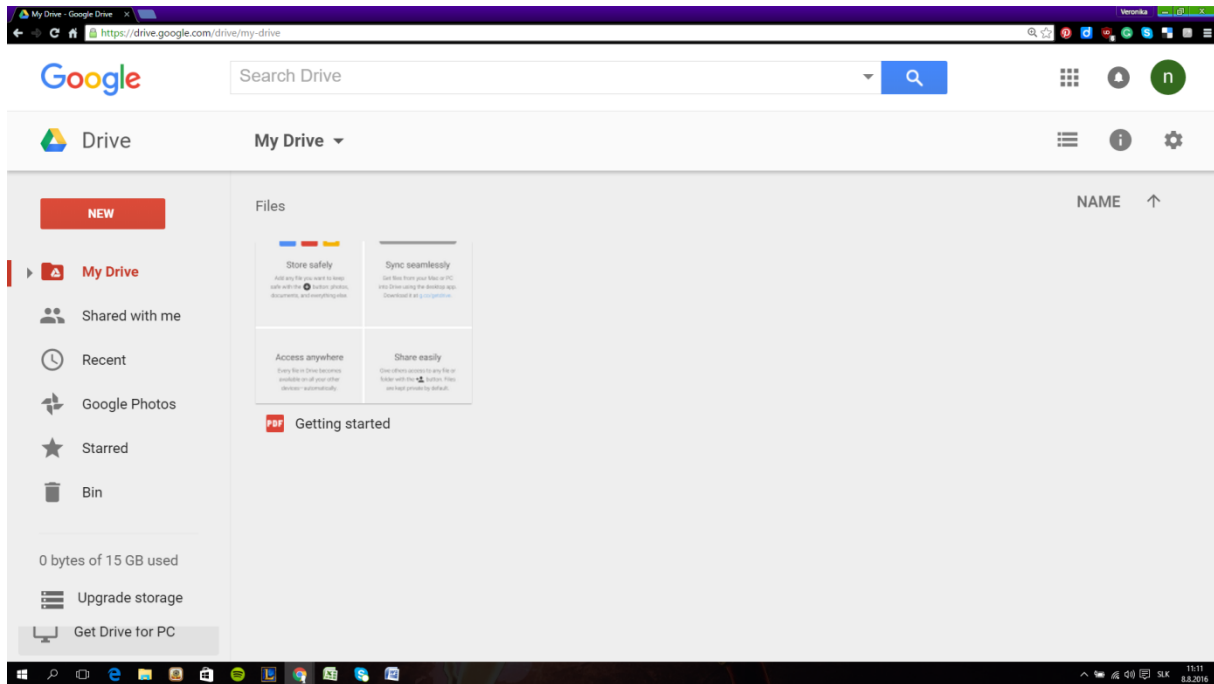
2. Accessing Google Drive

Once you have set up your Google account, you can access Google Drive by going to <http://drive.google.com> in your web browser.

You can also navigate to Google Drive from any Google page (such as Gmail or Google search) by selecting the grid icon near the top-right corner, then clicking Drive.



Your Google Drive may be empty right now, but as you begin to upload and create files you'll need to know how to view, manage, and organize them in the interface



Use the navigation bar on the left side to browse your files.

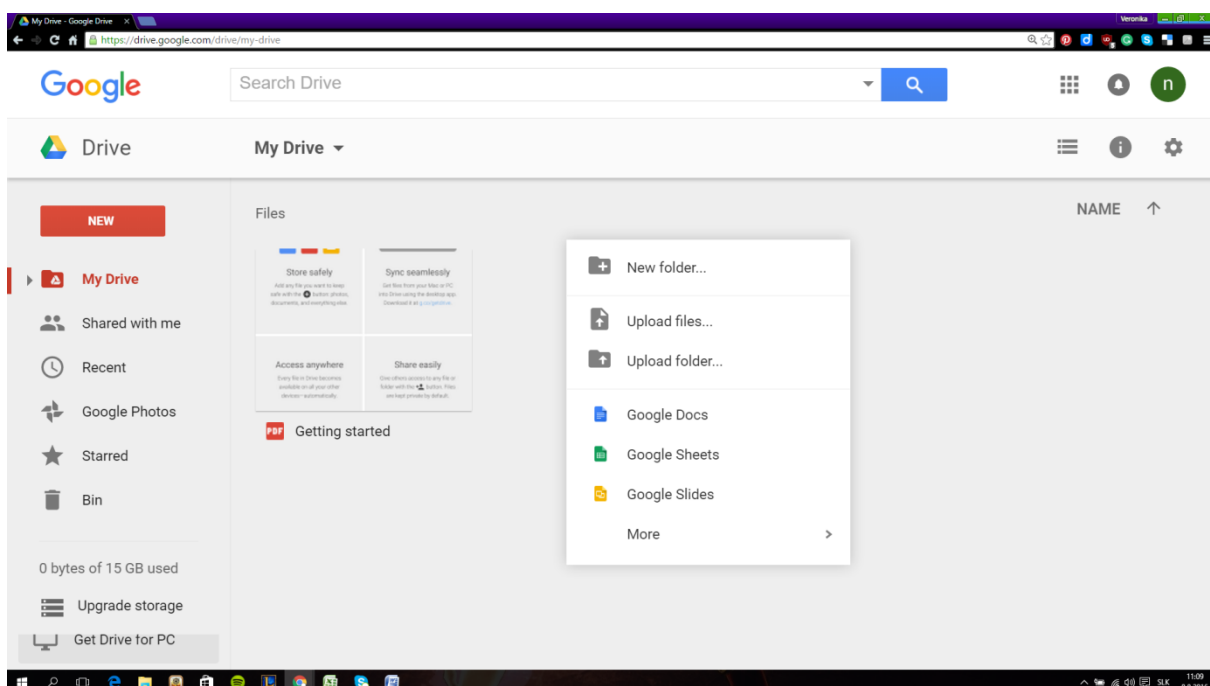
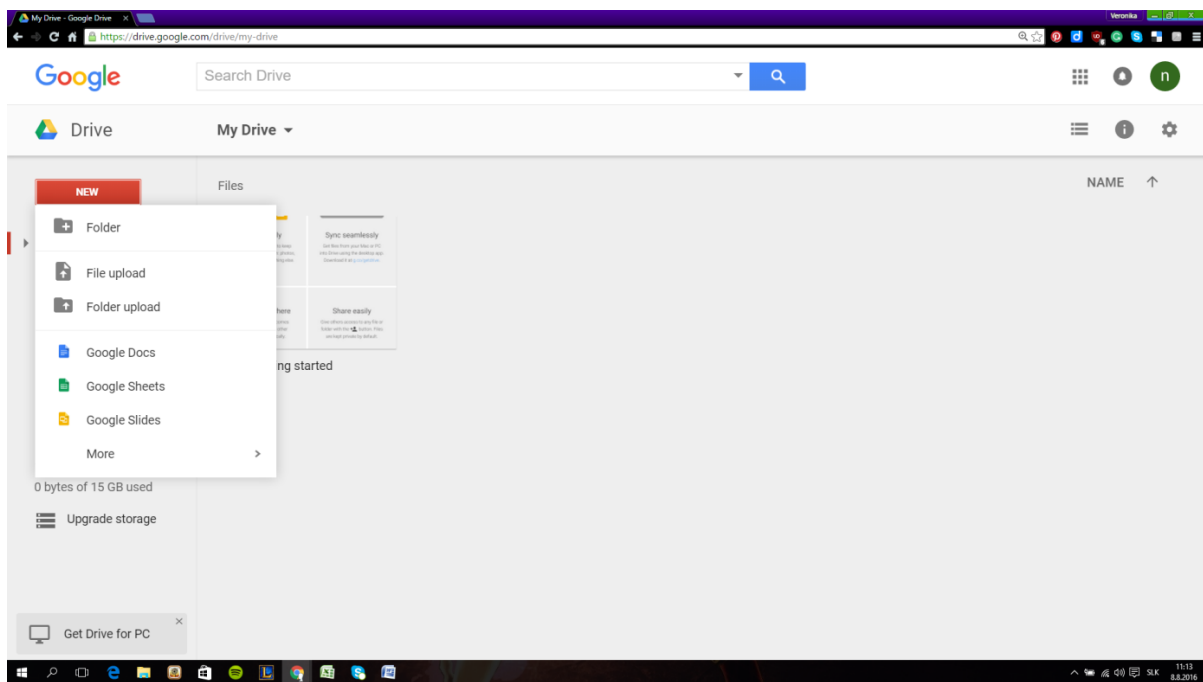
- “My Drive” is where all of your uploaded files and folders are stored.
- “Shared with Me” are documents and files that have been shared with you by other Drive users.
- “Starred” files are files that you have marked as important, and
- “Recent” files are the ones you have most recently edited.

3. Add files to your drive.

There are two ways to add files to your drive. You can create Google Drive documents, or you can upload files from your computer.

To create a new file, click the NEW button, or you can use right click (see picture).

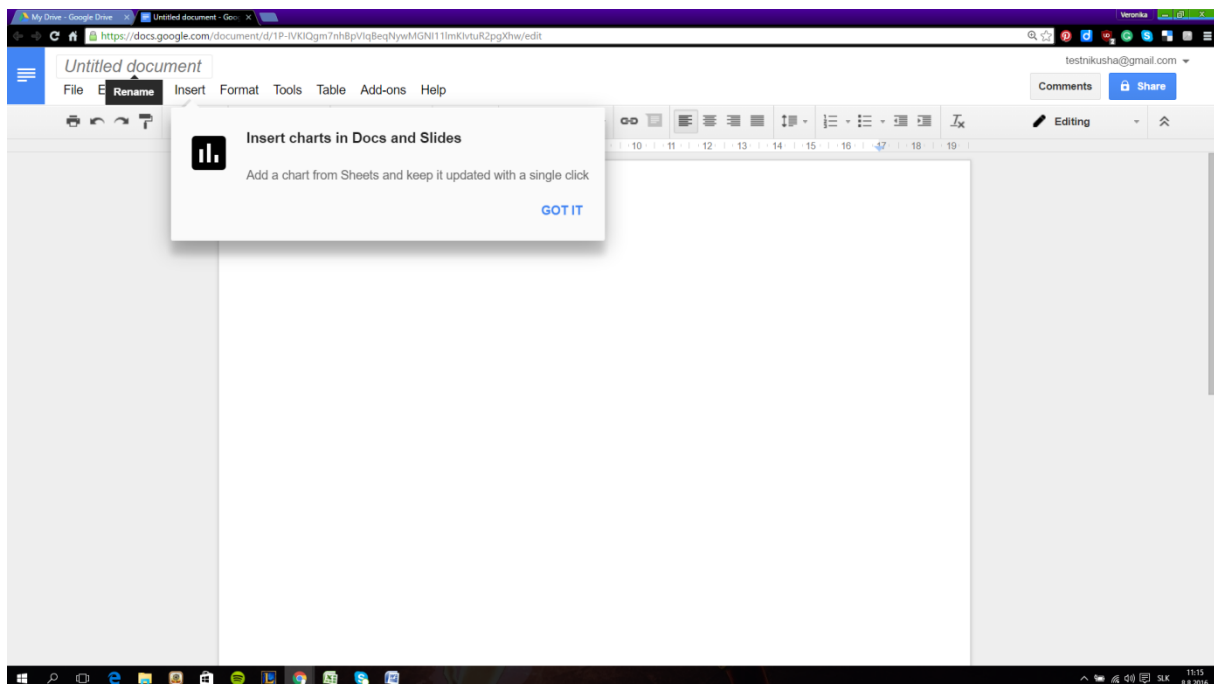
Click the NEW button (or use right click). A menu will appear that allows you to choose what type of document you want to create.



4. Create a new file.

Once you have selected your document type (by right click or click the NEW button), you will be taken to your blank document. If you chose Presentation or Form, a wizard that will help you configure the feel of your document will greet you

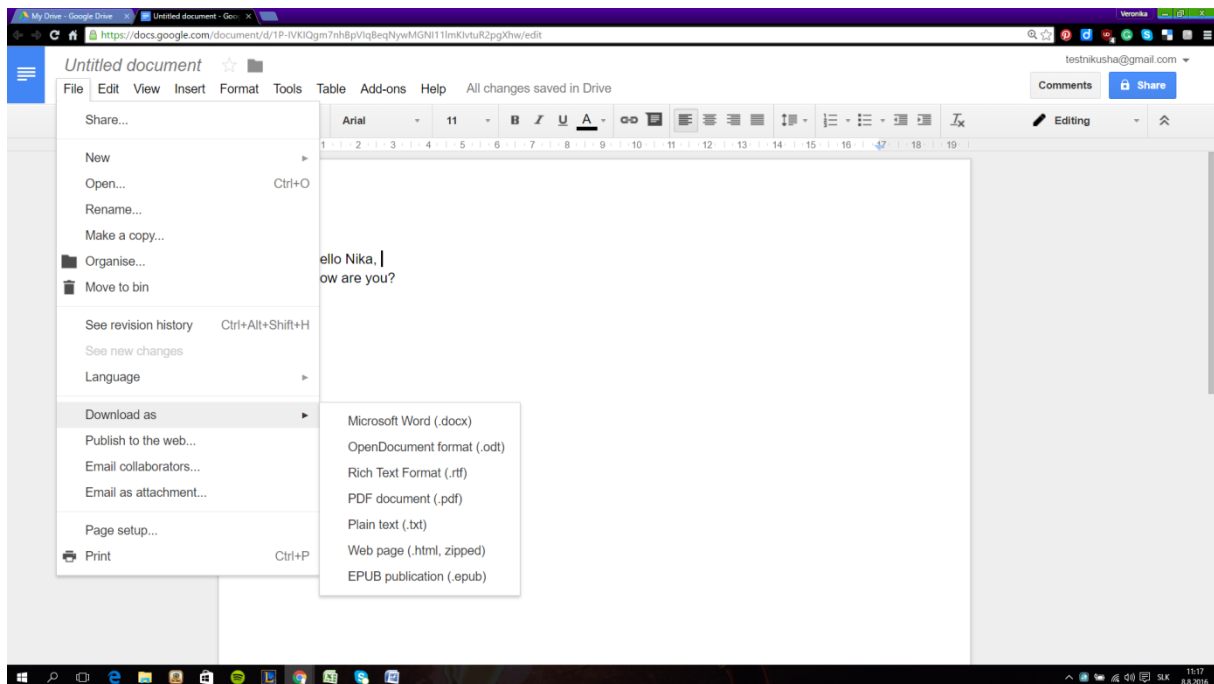
Name the file. At the top of the page, click the italic grey text that says “Untitled <file type>”. When you click it, the “Rename document” window will appear, allowing you to change the name of your file.



Edit your document. Begin writing your document as you would in its commercially equivalent. You will most likely find that Google Drive has most of the basic features, but advanced features you may be used to are not available.

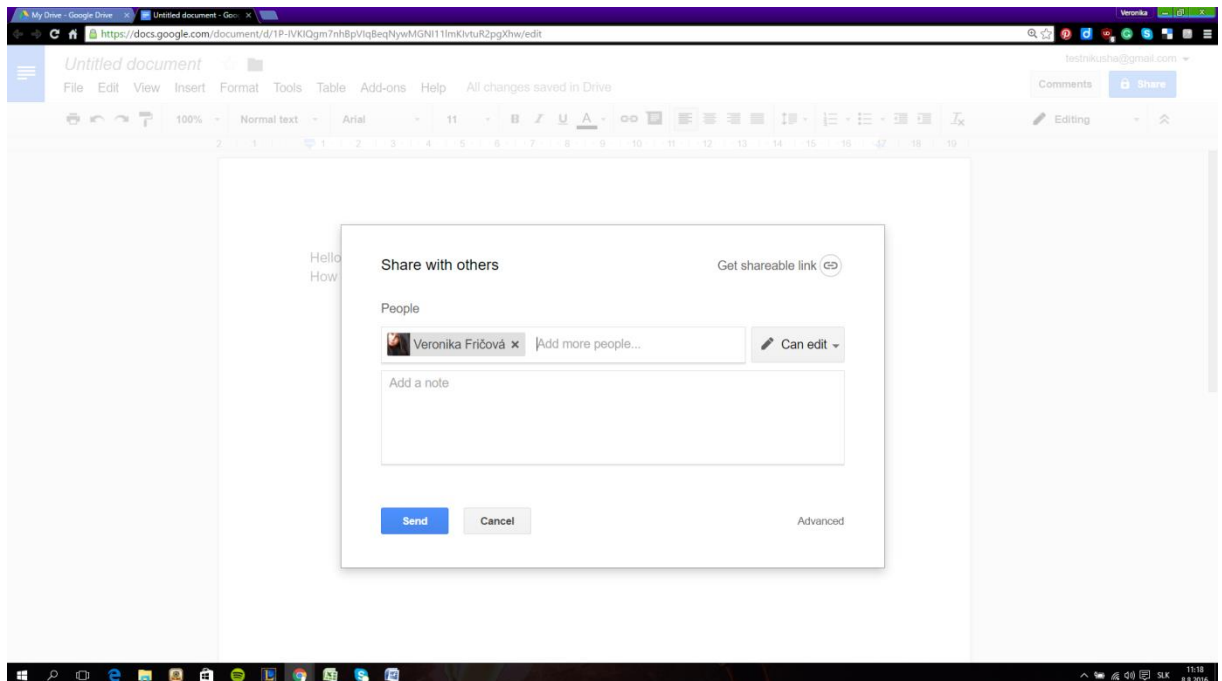
Export and convert the file. If you want to make your file compatible with similar programs, click File and place your cursor over “Download As”. A menu will appear with the available formats. Choose the format that best suits your needs. You will be asked to name the file



and select a download location. When the file is downloaded, it will be in the format you chose.



5. Share your document.

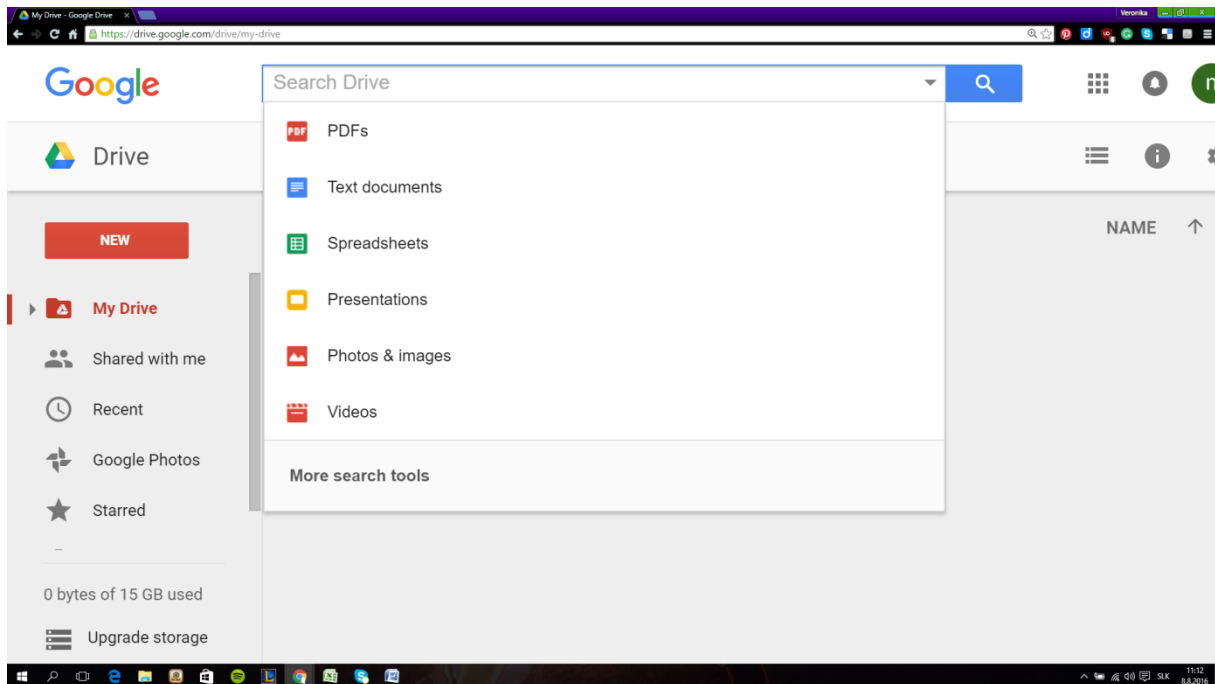
Click File and select Share, or click the blue Share button in the upper right corner to open the Sharing settings. You can specify who can see the file as well as who can edit it.



1. Click a file or folder.
 - a. Google Drive: In the top right, click Share .
 - b. Google Docs, Sheets, and Slides: In the top right, click Share.
2. In the top right of the "Share with others" box, click Get shareable link.
3. Next to "Anyone with the link," click the Down arrow .
4. Click More...
5. Select "On - Public on the web". Anyone can open the file on the Internet by searching or using the link.
6. Click Save.
7. Choose what level of access people with the link have: view, comment, or edit.
8. Click Done.
9. If you are using an account through work, school, or another group, you may not be able to share files or folders publicly.

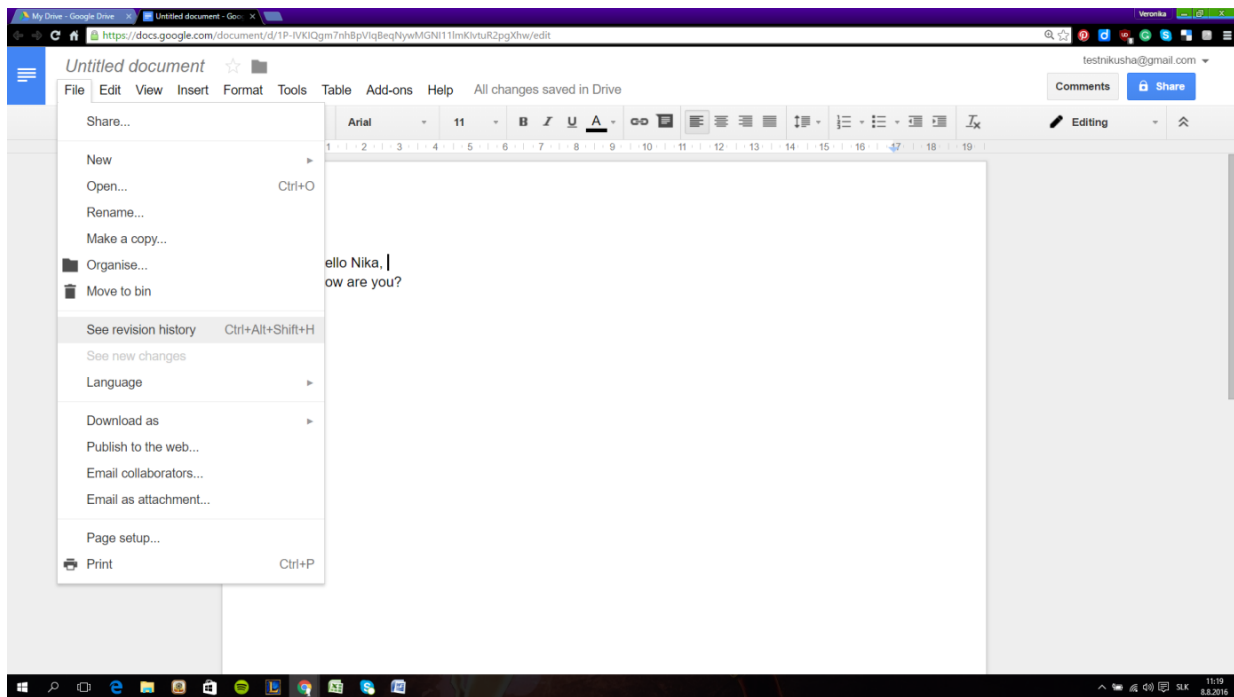
6. Search for files.

You can search through your Google Drive documents and folders using the search bar at the top of your page. Google Drive will search through titles, content, and owners. If a file is found with the exact term in the title, it will appear under the search bar as you type so that you can quickly select it.



7. Revision of History

Revert to an older version of a document. If you've made a bunch of changes to a document and realize you need to revert back to your old version, you can use the Revision History tool to browse through old copies. Open the document and click the File menu. Select "See revision history" and a frame with a list of your revisions will open on the right side of the page



Google Drive contains:

- Google docs
- Google sheets
- Google slides
- Google forms
- Google drawings
- Google maps and more.