



GOOGLE DRIVE DECIPHERED

Before we get into *how* to use **Google Drive** we need to tackle **the cloud** because that is *where* Google Drive makes its home. As I described in Chapter 19, *Picture This*, the cloud is to your computer what mini-storage is to your apartment or house—an off-site location that does its best to protect your belongings. I live in New York City where apartments are small and many people have more stuff than they can fit in their tiny spaces. One option available is to rent space at a mini-storage facility. With that those extra boxes of books, your golf clubs, and Aunt Millie’s china are kept safe and sound under someone else’s roof.

That’s similar to what Google Drive is...an option for storing your documents and photos rather than taking up space on your computer. (This guide is about **Google Drive**, but there are similar services that offer free cloud storage such as **DropBox**. I’ve created a **video** and set of **printable instructions for DropBox** available on AskAbbyStokes.com)



Why Do You Want To Store Things On The Cloud?

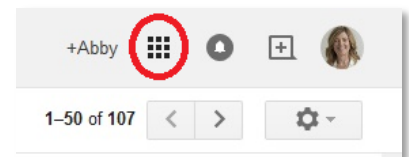
So, your documents and photos live on your computer. All those family recipes you carefully typed up and the photos from that amazing, once-in-a-lifetime trip to South Africa and so on. You love having all of that at your fingertips. **BAM!**—your computer is lost or stolen or a rogue virus deletes everything. That’s why a **backing up your data** is so important. I didn’t mean to be so dramatic, but I did want to get your attention. The cloud offers an additional way to back up what you would hate to lose. (For more detailed information about other methods for backing up visit Chapter 21, *Put It All In Order*.)

Backing up is not the only function of the cloud. It also allows you **access 24/7** to your materials from any Internet-connected device at any time, anywhere in the world. And, If you want to **share documents or photos** with someone else, but they’re too many or too large to email, you can do that with Google Drive too.

How To Begin With Google Drive

To access Google Drive from your computer, you must sign into a Gmail account - which is free. If you need help choosing a safe but memorable password, read through this **step-by-step guide** also offered on AskAbbyStokes.com.

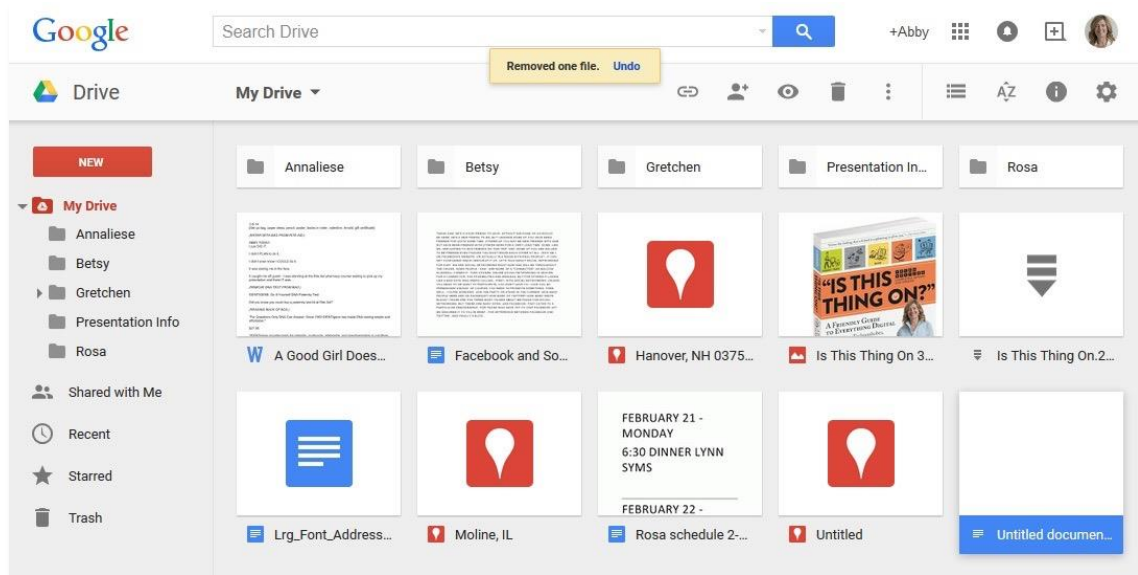
Once signed into Gmail, look at the top right of the window and click on , then click on . You are now in Google Drive.





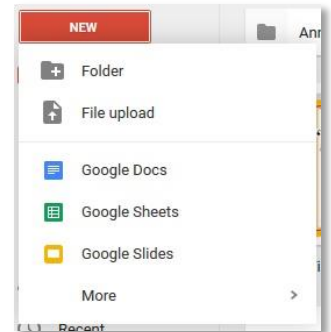
How Does Google Drive Work?

Once you're into your Google Drive account you upload (or move) documents, folders, or photographs from your computer to Google Drive.



To Upload To Google Drive:

- 1) Click on **New** (in red in the upper left corner).
- 2) Click on **File Upload**.
- 3) Find the item you want to move. Click on the item, then click on **Open** in the bottom right.
- 4) Give Google Drive some time to complete the task. The larger the item the longer it will take to upload.



You should now see the item on the Google Drive page. Well done!

Keep Everything Organized

Depending on how many items you choose to bring onto Google Drive you may want to create a folder system. Go back again to Chapter 21, *Put It All Together*, for tips on how to organize and name documents, photos, and file folders. If you don't give an item a solid name and a logical place on your computer it is so much harder to find later on. The ideal name tells you enough about the item that you don't need to open it to identify what it is.

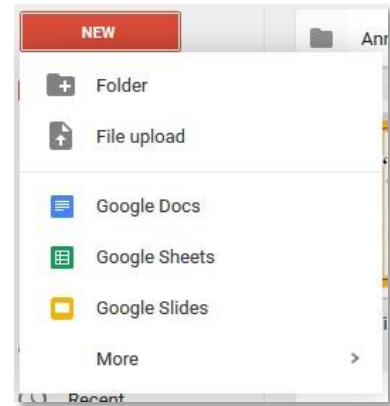


To Create A Folder:

You can create a folder by clicking on **New** again.

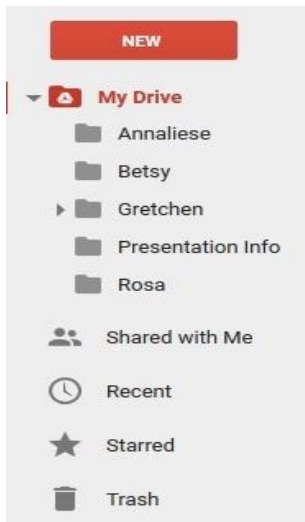
Then click on **Folder**.

Type in the name you want to give the folder and click **Create**.



Who, What, & When

The ideal name for a document or photo tells you who it is of or to, what the content is about, and when it was taken or written. For example: *Mom Xmas pajamas 2015* or *Dr. Farley test results 5-12-13*.



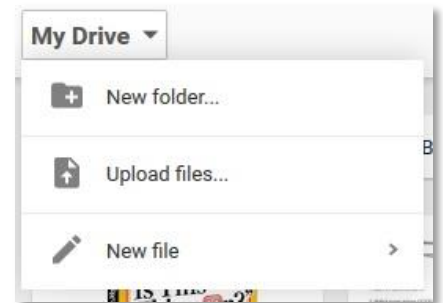
Once you've created a folder it will appear in the sidebar along the left.

If you don't see a list of folders, click on the arrow to the left of **My Drive**.

That menu also allows you to zero in on what items have been **Shared** with you and the most **Recent** items.

As is often true with websites and the computer, there is more than one way to accomplish a task.

You can also **Upload Files** and create a **New Folder** if you open the **My Drive** menu by clicking on the down arrow to the right of **My Drive**.

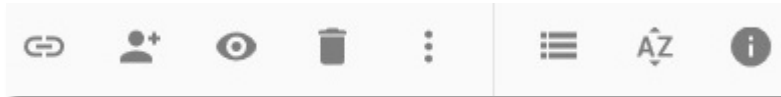




What Are Your Options?

Once you have a document, photo, or folder on Google Drive there are several actions you can take.

If you *single click on a document or photo* a new set of actions will appear in the top right corner:



Get Link = gives you a link to the document or photo that you can send to whoever you want to share the item with.



Share = is another way of sharing the document or photo, but in this case you would type the recipient's email address and it would be sent directly from Google Docs.



Preview = let's you see the item without actually opening it up.



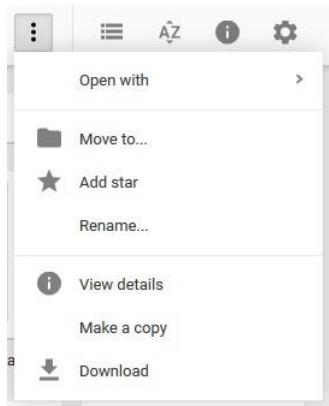
Trash = is just what it sounds like – where things you have deleted go.



View = gives you a choice about how you would like to view your documents and photos.



Sort = let's you choose what order you would like the items to appear in



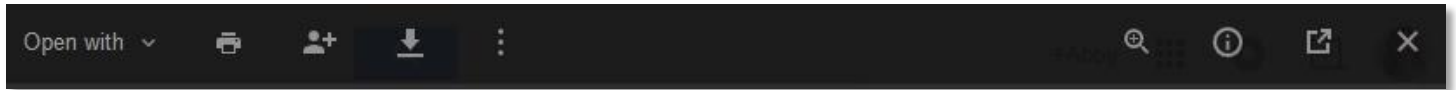
This set of stacked dots opens up the **More Menu** where you can **Move** items, **Rename** them, and **Download** (or move) them onto the computer that you're visiting Google Drive on.

“IS THIS THING ON?”



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If you *double click on a document or photo* it will open and a new set of actions will appear across the top:



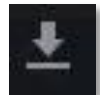
Let's review each of these features:



Print = directs the Google Drive to print the document or photo.



Share = is yet another option of sharing the item.



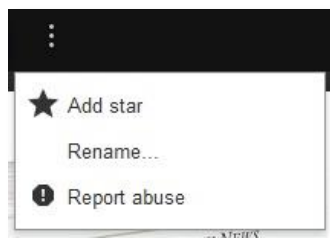
Download = let's you move them onto the computer that you're currently using



Zoom = is where you click to make the image larger on the screen




Pop Out = opens a new tab for what you're viewing



This set of stacked circles brings you to another **More Menu** where you can **Rename** the item among other things.

Play Time!

That should be enough to get you started with Google Drive. If, along your journey, you get stuck or have any questions, feel free to email me at abby@AskAbbyStokes.com.

P.S. Google Drive  can also be accessed on a tablet. It's preloaded on Android tablets and can be downloaded on any other tablet.