



## Google Drive

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### What is Google Drive?

- **Google Drive** is a **file storage** and **synchronization service** developed by **Google**.
- **Google Drive** allows users to store files on their servers, synchronize files across devices, and **share files**.
- In addition to a **website**, **Google Drive** offers apps with offline capabilities for **Windows** and **macOS** computers, and **Android** and **iOS** smartphones and tablets.
- **Google Drive** encompasses **Google Docs**, **Google Sheets**, and **Google Slides**, which are a part of an **office suite** that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more.
- Files created and edited through the office suite are saved in **Google Drive**.

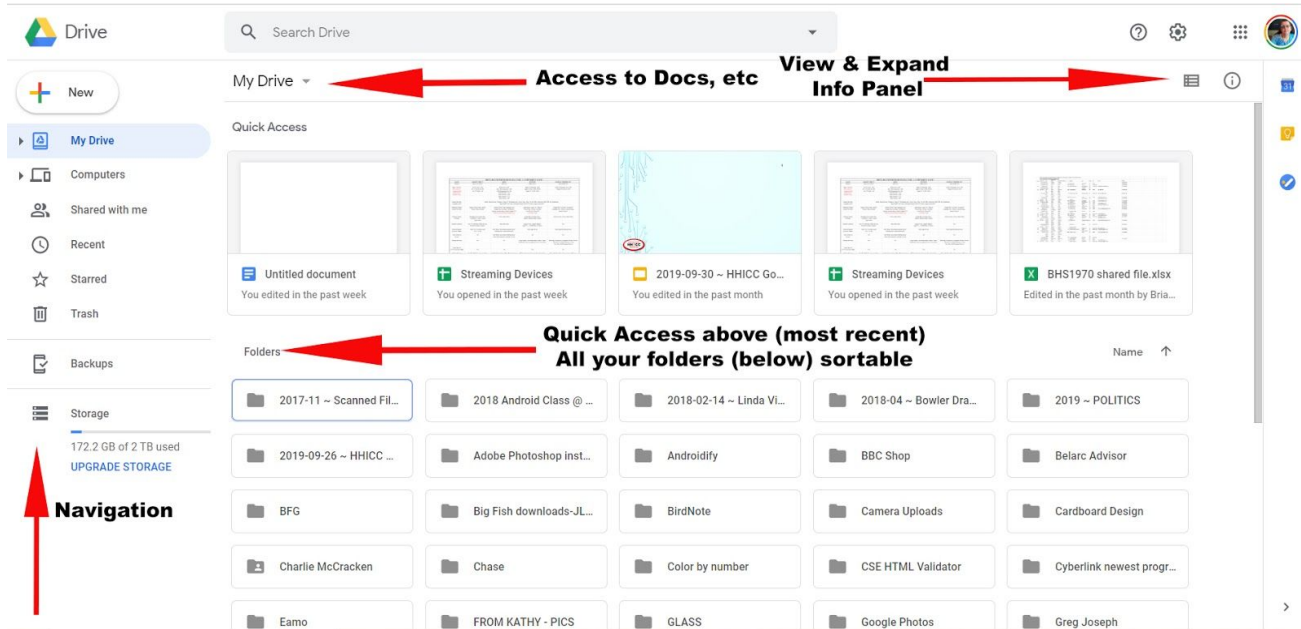
### How do I use Google Drive?

- You get 15 GB of space in your **Google Drive** for free. You can purchase more space as needed. (subscribing to Google One, the all-encompassing service from Google will increase your storage space.)
- In your web browser (Edge, Chrome, Firefox or Safari) go to:  
<http://drive.google.com>
- If you haven't signed into your Google account, you will be asked to
- You can use **Google Drive** as strictly a backup to the cloud on-demand .... Or
- You can also download Backup & Sync and, in the same vein as One Drive or iCloud, you can either drag files into your Google Drive folder OR specify which folders to back up to Drive in the Cloud.

[https://www.google.com/intl/en-GB\\_ALL/drive/download/backup-and-sync/](https://www.google.com/intl/en-GB_ALL/drive/download/backup-and-sync/)

## How do I work with Google Drive?

When you first get to view **Google Drive** online the layout is:



Navigation Pane ~ Access to areas of **Google Drive**. Including:

- Create a new Docs, Sheets or Slides
- View of "My Drive"
- What computers are active and using **One Drive**
- Shared folders
- Recent files
- Starred files/folders
- Trash
- Storage view

Along the top

- My Drive has a dropdown menu that allows you to:
  - Create a new folder
  - Upload files or folders
  - Access to Docs, Sheets, Slides & more

Below My Drive

- Quick Access ~ most recently opened files
- Folders



On the right side along the top

Icon to change the view of your folders

Icon to view Details of a specific document or recent Activity

## Backup & Sync

Let's get **Google Drive** to your computer in order to utilize the backup capabilities

In your browser, search for Google Backup and Sync or

Type this in [https://www.google.com/intl/en-GB\\_ALL/drive/download/backup-and-sync/](https://www.google.com/intl/en-GB_ALL/drive/download/backup-and-sync/)

Once you've downloaded this app, you'll be able to use Google Drive as your cloud backup.

Let's work with Google Drive a bit.

Here are some sites to get more information:

[What is Google Drive?](#)

<https://www.lifewire.com/google-drive-4165788>

[Explore the storage features of Google Drive.](#)

<https://www.google.com/drive/using-drive/>

[How to Organize your Google Drive](#)

<https://www.howtogeek.com/436287/how-to-organize-your-google-drive/>

[How to Assign Tasks in Google Drive](#)

<https://www.howtogeek.com/443532/how-to-assign-tasks-in-google-drive/>

[Google Drive and Photos have split. What do you need to know?](#)

<https://www.howtogeek.com/425020/google-drive-and-photos-are-splitting-what-you-need-to-know/>