

THE VIRTUAL TECH CENTER

As part of the library's continuing effort to make resources available we have decided to create a "Virtual Tech Center".

Various self paced presentations will be posted that you will be able to view online or download.

Links will be included to related video clips, websites and handouts.

A evaluation form is included at the end of each presentation so that you can let us know

if you find these presentations helpful and how we can improve.

If you have problems accessing the information or have questions please email

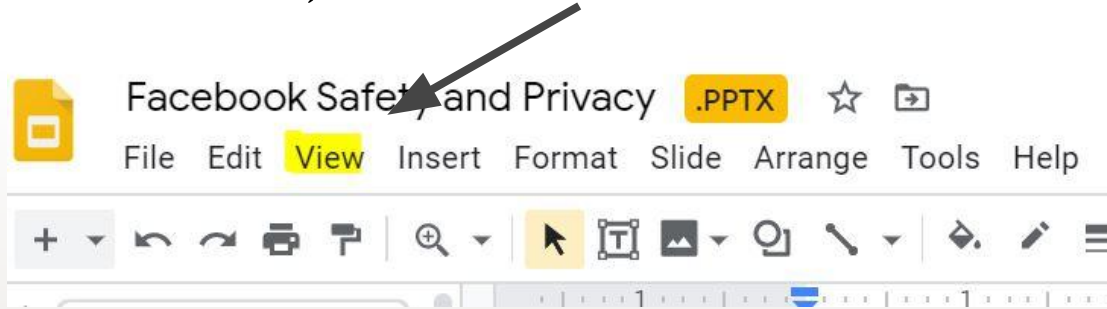
gfjtechcenter@gmail.com.

Before we get started, here are a few tips for navigating this and other presentations:

If you click on a link to view a different site, you can return to the presentation by closing the tab for the new site at the top of your screen:



If you would like to view this presentation as a slideshow, click **VIEW** and then **PRESENT**



You may also scroll through the slides one at a time by pressing the page down arrow on your keyboard, or clicking on each slide in turn.





Meet Google Drive

George F. Johnson Memorial Library Tech Center
August 2020
Mary Ann Karre, Presenter

Welcome to this self-driven class.
In this presentation, we will explore:

- What is Google Drive?
- Why should we use it?
- How do we create files and folders?
- How can we share files and folders?
- How easy is it to sort and locate files?
- Where can we go for more information and other tutorials?

What is Google Drive?

- It is a Cloud storage for documents, photos, videos, presentations, spreadsheets, more....

This means that it can store your documents, spreadsheets, photos, presentations, and more on the Internet - for free.

Anything you store in Google Drive can be opened on any device that can access the Internet!



Google Drive also gives you Office-style tools! For FREE!

- You can create documents with Google Docs
- Spreadsheets similar to Excel with Google Spreadsheet
- Presentations like this with Google Slides
- Plus forms for questionnaires, drawings, and much more!
- There are templates to help you get started
- And you can convert existing files into Google files.



And you can SHARE your drive!

- This also means that you can share everything stored in Google Drive with anyone!
- You can collaborate with anyone in real time!
- - or not! You can also choose to keep all of your Drive private

**You are viewing this presentation from a
SHARED Google Drive!**



But wait!!! There's MORE!!

- Google Drive also has a built-in TRANSLATOR - so you can write and present in ANY language!
- It helps you stay ORGANIZED with folders and sortable results
- It is SEARCHABLE - so you can look for files by name, date, type or even by text included within the document or presentation
- And, you can USE IT ANYWHERE - on a computer, iPad, phone, or any Internet-connected device



Google gives you 15gb of
FREE online storage!

This is used for
GMail, Drive and Google Photos.

But, not everything you save to
Google takes up space!



Items that take up space:

In Google Drive:

Most files in your "My Drive," including PDFs, images, and videos.

Items in your Trash. [Click here to Learn how to empty your trash.](#)

Note: Google Docs, Sheets, Slides, Forms, and Sites **don't** take up storage!

Imported Word, Power Point and Excel documents **do** take up space!

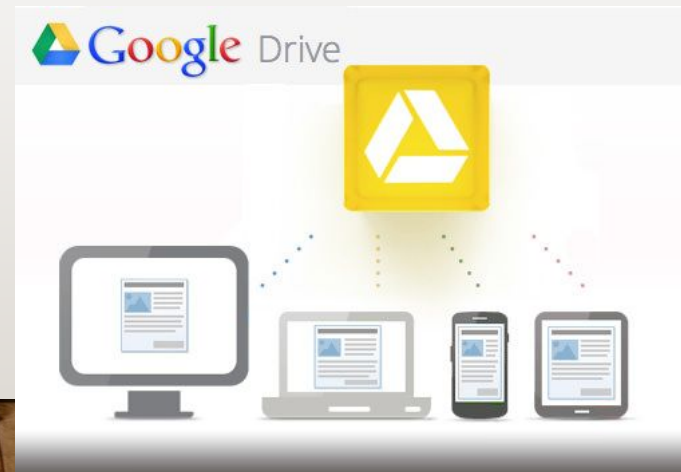
In Gmail: Messages and attachments, including items in Spam and Trash folders.

In Google Photos: Photos and videos stored in "Original quality." Anything stored in "High Quality" is free. [Click here to Learn how to change the size so photos and videos don't use storage.](#)



EVERYTHING IN GOOGLE DRIVE IS ACCESSIBLE!

- You can create and edit from anywhere
- You can work on computer, phone, tablet, iPad
- You can share and collaborate with multiple people
- You can control who sees your work
-





MSRP

\$0.00



Check out this review by PC Magazine

 [View All 11 Photos in Gallery](#)

PROS

Generous free storage space. Excellent productivity-suite collaboration. Includes desktop-to-desktop file-syncing. Many third-party integrations. Cross-platform apps.

CONS

Consumer desktop utility stores everything locally. Privacy concerns. Productivity software less capable than Microsoft Office. No password-protection for shared files.

BOTTOM LINE

Google Drive is one of the slickest, fullest-featured, and most generous cloud storage and syncing services, with excellent productivity suite collaboration capabilities.

So, how do we start using Google Drive?

First, you need a Gmail account

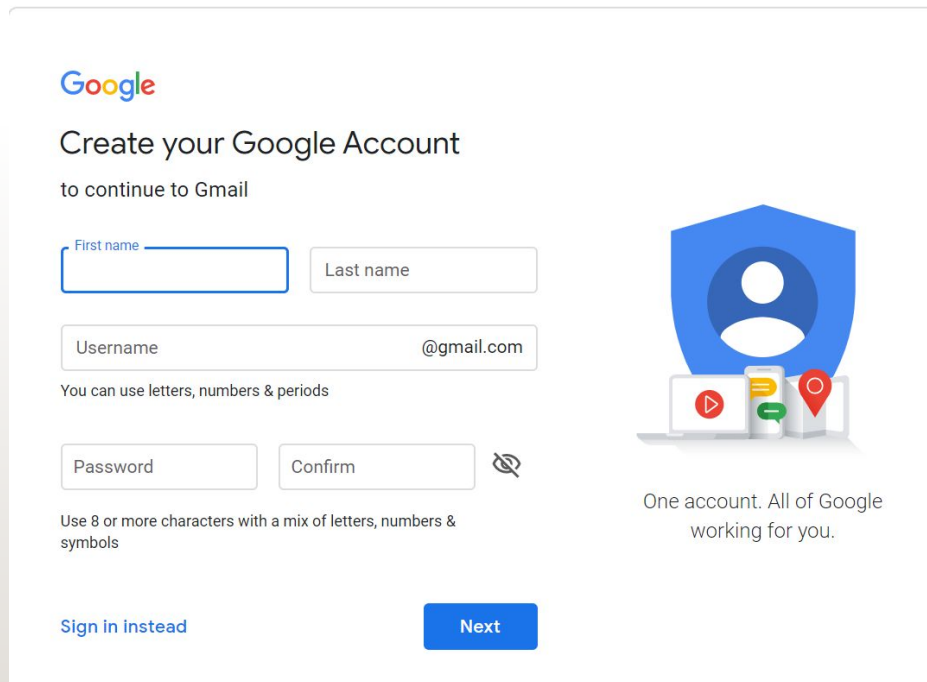
It is FREE

You can have as many as you like

Go to gmail.com from any Internet browser
(Google Chrome works well!)

Type in your name, create a username that
people will see when you send mail, and make
up a password or at least 8 characters.

**WRITE DOWN YOUR USERNAME AND
PASSWORD BEFORE YOU FORGET!**




The image shows a screenshot of the Google Account creation page. At the top left is the Google logo. Below it, the text reads "Create your Google Account to continue to Gmail". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" pre-filled), "Password", and "Confirm" (with an eye icon for visibility). Below the password fields is a note: "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. On the right side of the page, there is a graphic of a blue shield with a white person icon, and below it, a laptop displaying various Google services icons (YouTube, Messages, Maps). Below the graphic is the text: "One account. All of Google working for you."



Kenzie, welcome to Google

 kenziekarre@gmail.com

 Phone number (optional)

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

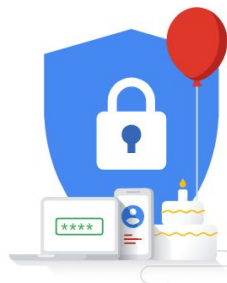
We'll use it to keep your account secure

Month Day Year

Your birthday

Gender

[Why we ask for this information](#)



Your personal info is private & safe

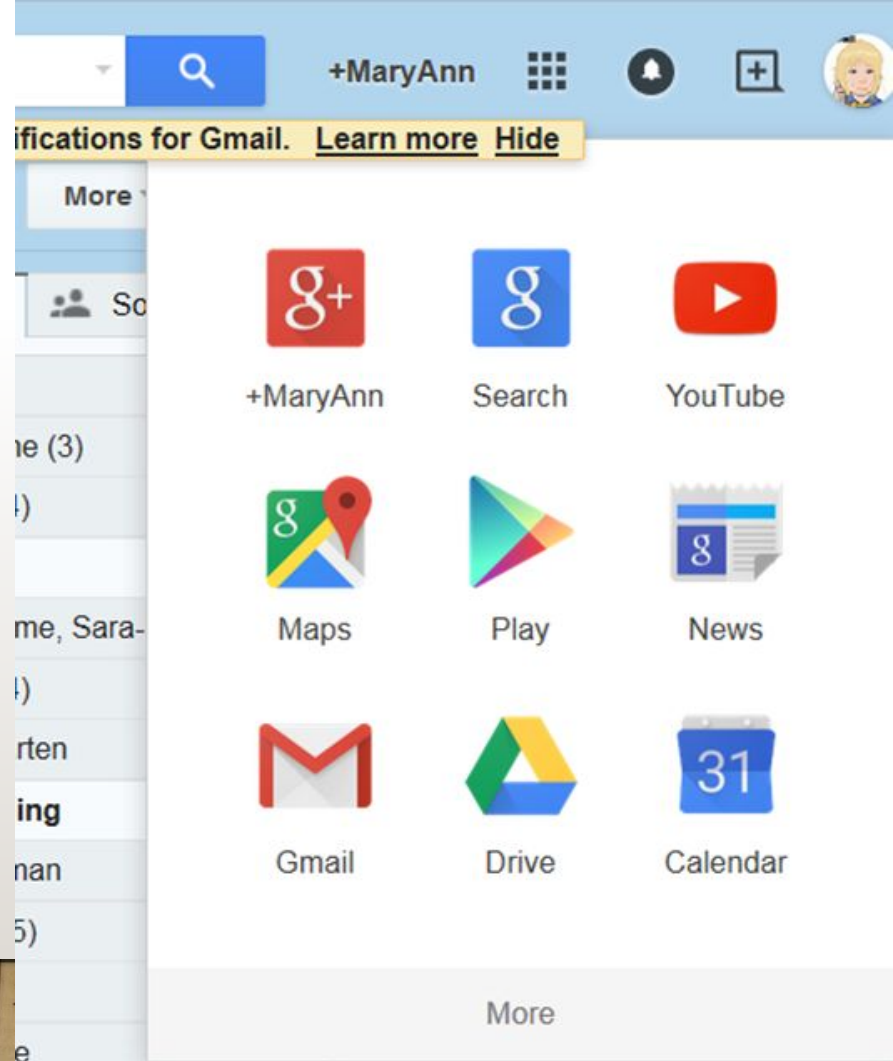
On the next screen, you will be asked to add a cellphone number and an email address.

These will help you if you forget your password, or if you want to use two steps to log in for security reasons.

You will also be asked for a birthday to prove that you are an adult (it does not have to be accurate!)

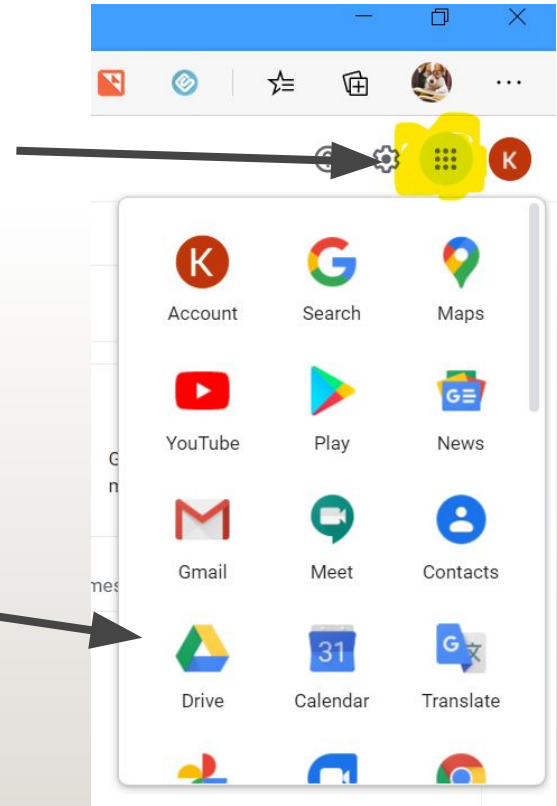
and a gender of your choice, which you can choose not to reveal.

Now you have access to
Google Drive
and lots more Google tools!



To open Google Drive, either type `drive.google.com` in the address bar of any browser, or open Gmail and click on the grid in the upper right corner.

Google Drive is represented by the triangle icon



Let's explore Google Drive!!

Down the left side is a Navigation Panel

From there we can

- start something new
- See the files in My Drive
- See any files that people shared with me
- Open things that I worked on recently
- See files to which I added a star to make them stand out
- Look in the trash
- And see how much storage I have used



0 bytes of 15 GB used

[Buy storage](#)

Across the top is you the Drive Menu Bar. Clicking on DRIVE on the left will take you to home or start page.

In the Search box you can search for something in your Drive by its name, type, or even by words that are included in the document or presentation

You can look for help or view training tutorials with the ?

The cog is the symbol for SETTINGS. Here you can change the look of your Drive, or the way that files are stored when you upload them.

The grid - the square pattern of dots - is your link to many, many other Google tools. You can log in once, then navigate to any Google tool without having to log in again.

Quick Access


Google Suite
GFJ Tech Center
February 2020  

 Google Suite handout.pptx
You opened today

In the center of your screen are your Drive files and folders. The **MOST RECENT** will show up at the top in **QUICK ACCESS**..



To the right, the grid will arrange the files in a tiled arrangement, or you can view a list like below.

| Name ↑ | Owner | Last modified | File size |
|--|-------|-----------------|-----------|
|  Important papers | me | 1:11 PM me | — |
|  Presentations for meeting | me | 1:11 PM me | — |
|  Google Suite handout.pptx | me | Feb 18, 2020 me | 1 MB |
|  Top 5 Things to Check When You Log Into ... | me | 1:14 PM | — |

My Drive ▾



 New folder

 Upload files

 Upload folder

 Google Docs >

 Google Sheets >

 Google Slides >

More >

If you click on the down arrow next to MY DRIVE, you will see a menu that will allow you to add files and folders by making new ones or uploading from your computer.

| Name ↑ | Owner | Last modified | File size |
|--|-------|-----------------|-----------|
|  Important papers | me | 1:11 PM me | — |
|  Presentations for meeting | me | 1:11 PM me | — |
|  Google Suite handout.pptx | me | Feb 18, 2020 me | 1 MB |
|  Top 5 Things to Check When You Log Into ... | me | 1:14 PM | — |

Let's see how we can create a new file or folder:

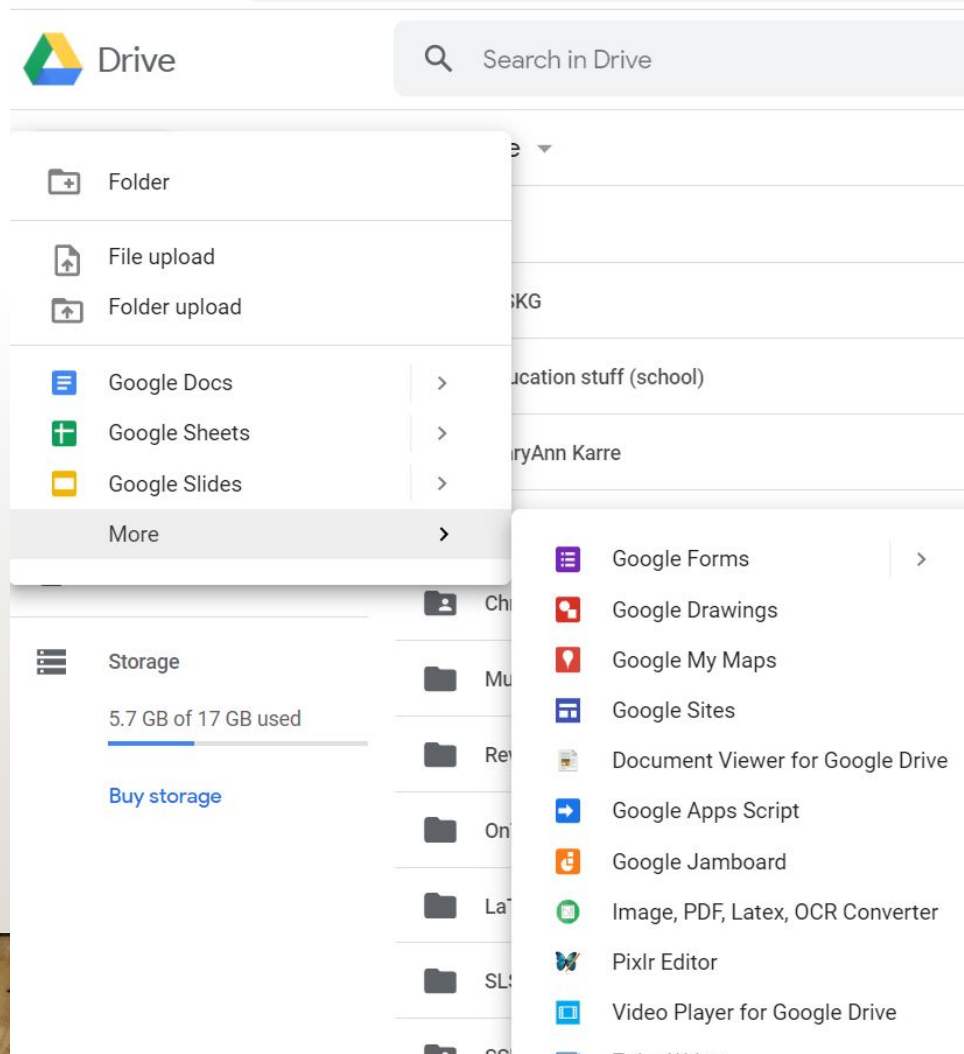
Open Google Drive

Click on NEW in the Navigation Panel

Select what you want to create

Or upload

Note all of the choices under MORE!!!



This video is a good introduction to creating files with Google Drive

GOOGLE DRIVE

CREATE

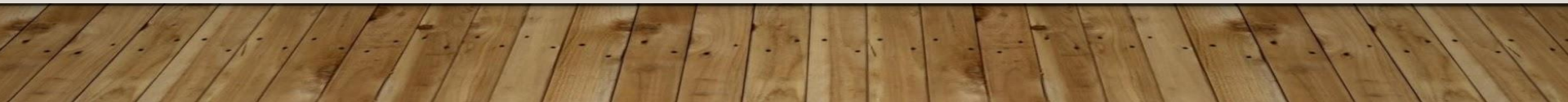
FILES



Google Drive includes Google Docs, which are similar to Microsoft Office documents

You can create new documents, and

- Convert most files types to Google Docs - just upload them to Google Drive and Open them with Google Docs
- Format with options such as paint format, margins, spacing, fonts, add videos and images.
- Collaborate with others and edit, comment or view together - in real time, or share with others who can view or edit.
- **SAVE** instantly and automatically!





Google Docs looks like any processor.

There are formatting tools in the toolbar above.

As you type, Google Drive saves automatically!

You can share with the SHARE button in the upper right

You can rename your document by clicking on “Untitled Document” above.

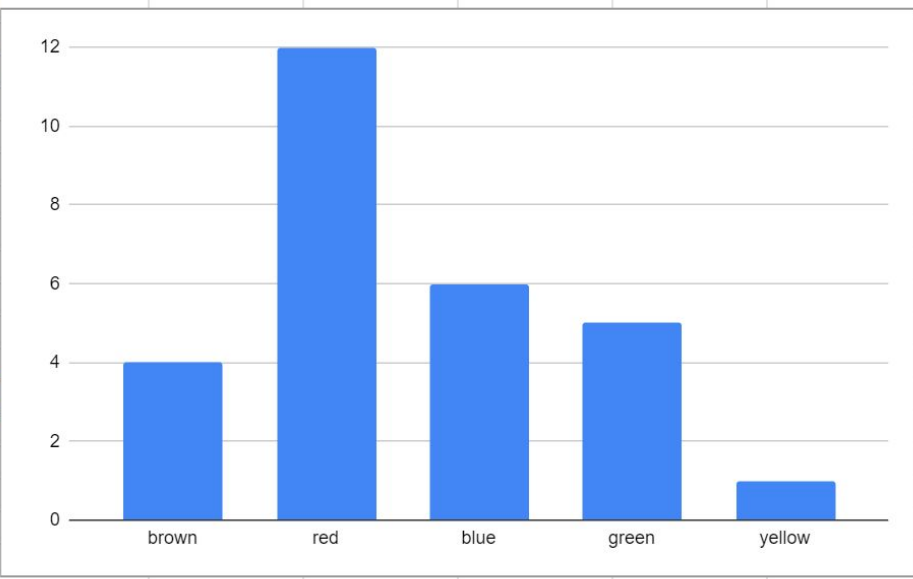




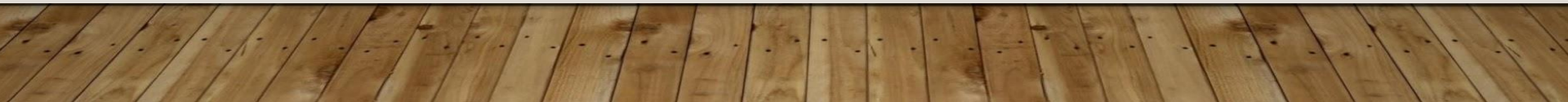
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| 2 | red | 12 | | | | | | | | | | |
| 3 | blue | 6 | | | | | | | | | | |
| 4 | green | 5 | | | | | | | | | | |
| 5 | yellow | 1 | | | | | | | | | | |
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Google sheets looks like Excel, has similar toolbar, and creates charts from data in cells..





Nunito ▾ - 38 + ...

1

Google Slides is just like
Powerpoint

Click to add subtitle

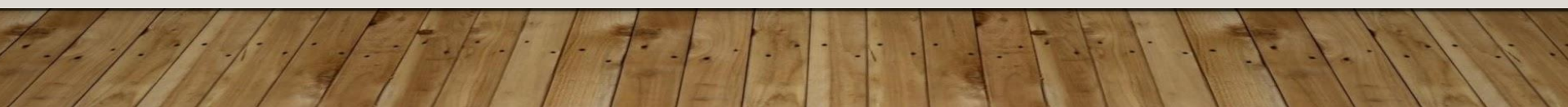
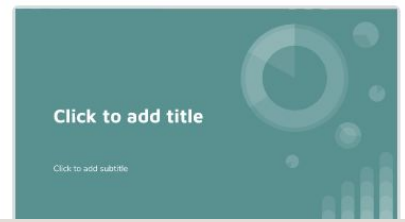
Themes



Focus



Shift



The presentation you are viewing is a Google Slides presentation, which was stored in Google Drive and shared with you!



Google Forms can be used for:

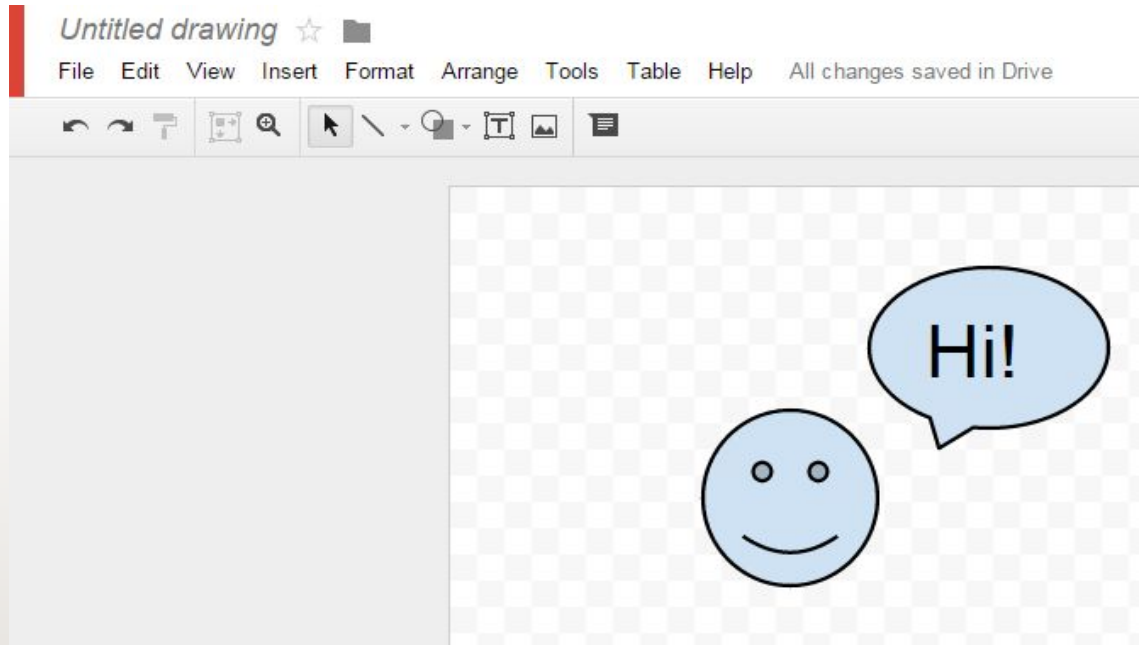
- Polls
- Quizzes
- The survey at the end of this presentation!!



Google Drawings

Make simple

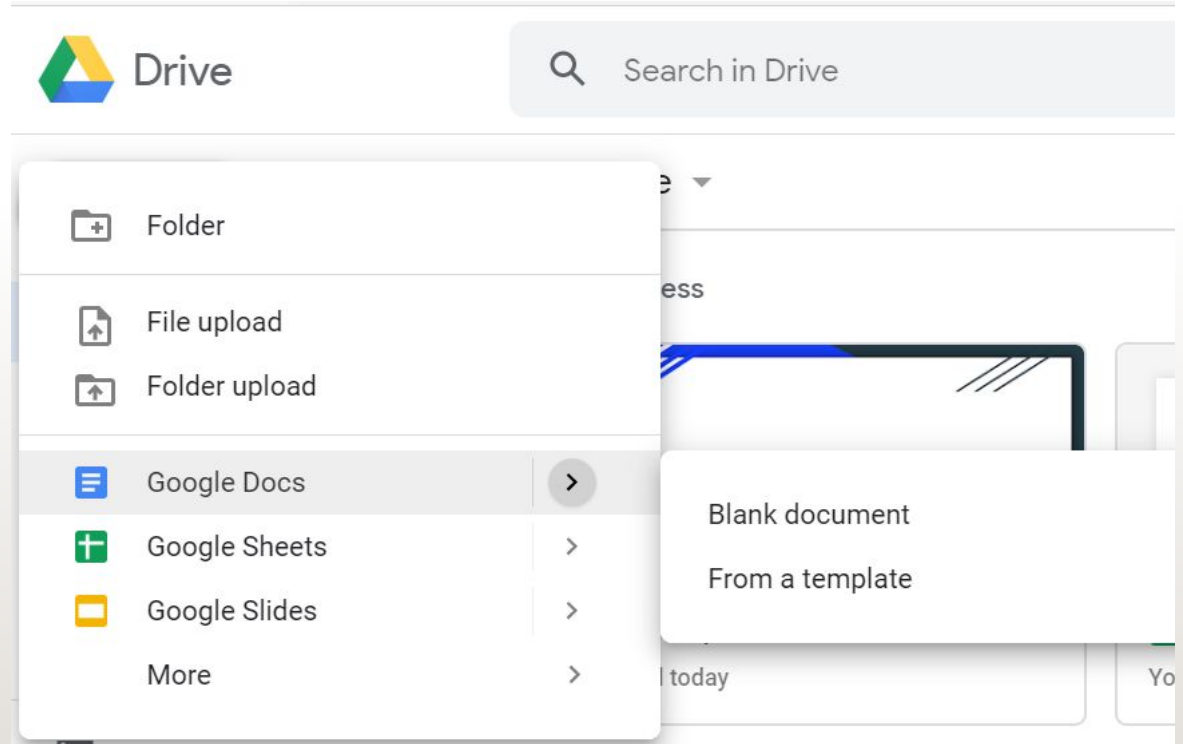
- diagrams,
- flowcharts
- cartoons
- more!



TEMPLATES

Rather than start with a blank file, you can take advantage of the numerous templates that are available for resumes, invitations, posters, to-do lists, budgets, calendars, and more!

Click **NEW** - then use arrow next to the type of file to find templates.



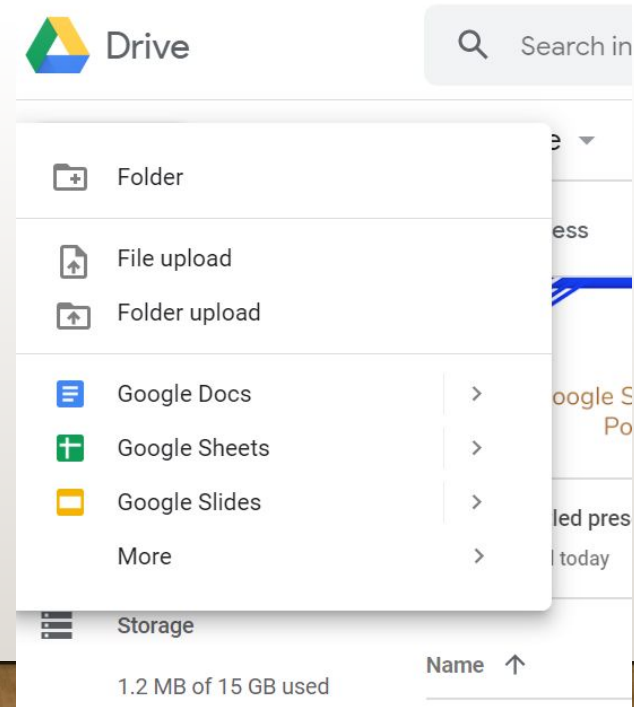
You can **UPLOAD** files that you created with other tools to Google Drive so that you can share, store and sort them

In Google Drive, choose **NEW**

Select whether to upload a file or a folder

Automatically, the files and folders on your computer will be visible

Choose what to upload.



This brief video explains
how to upload files to
Google Drive







GOOGLE DRIVE

UPLOAD

FILES



Once you have files in your Google Drive, you can arrange them in folders, sort them many ways, and search for them using filters.

| Name ↑ | Owner | Last modified | File size |
|--|-------|-----------------|-----------|
|  Important papers | me | 1:11 PM me | — |
|  Presentations for meeting | me | 1:11 PM me | — |
|  Colors | me | 1:34 PM me | — |
|  Google Suite handout.pptx | me | Feb 18, 2020 me | 1 MB |
|  Top 5 Things to Check When You Log Into ... | me | 1:14 PM | — |
|  Untitled presentation | me | 1:36 PM me | — |

To add a FOLDER,

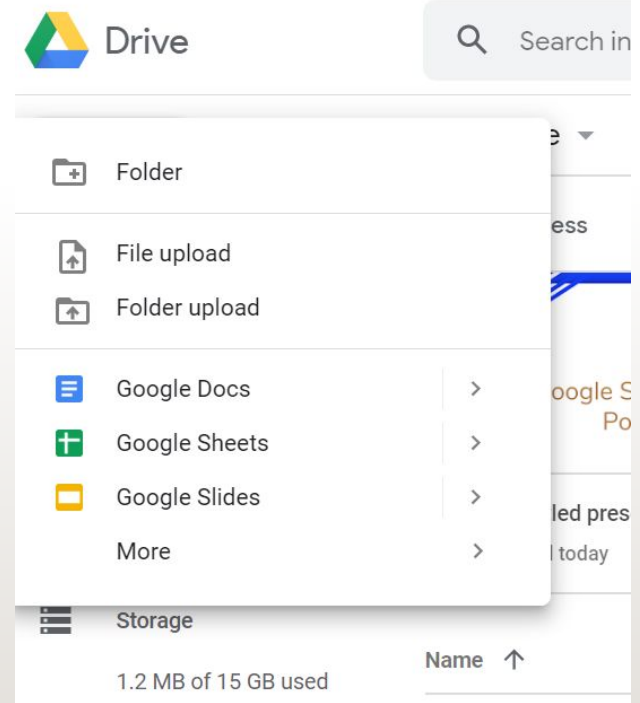
In the Navigation Bar, click NEW

Select FOLDER

Name the folder

Drag files into the folder

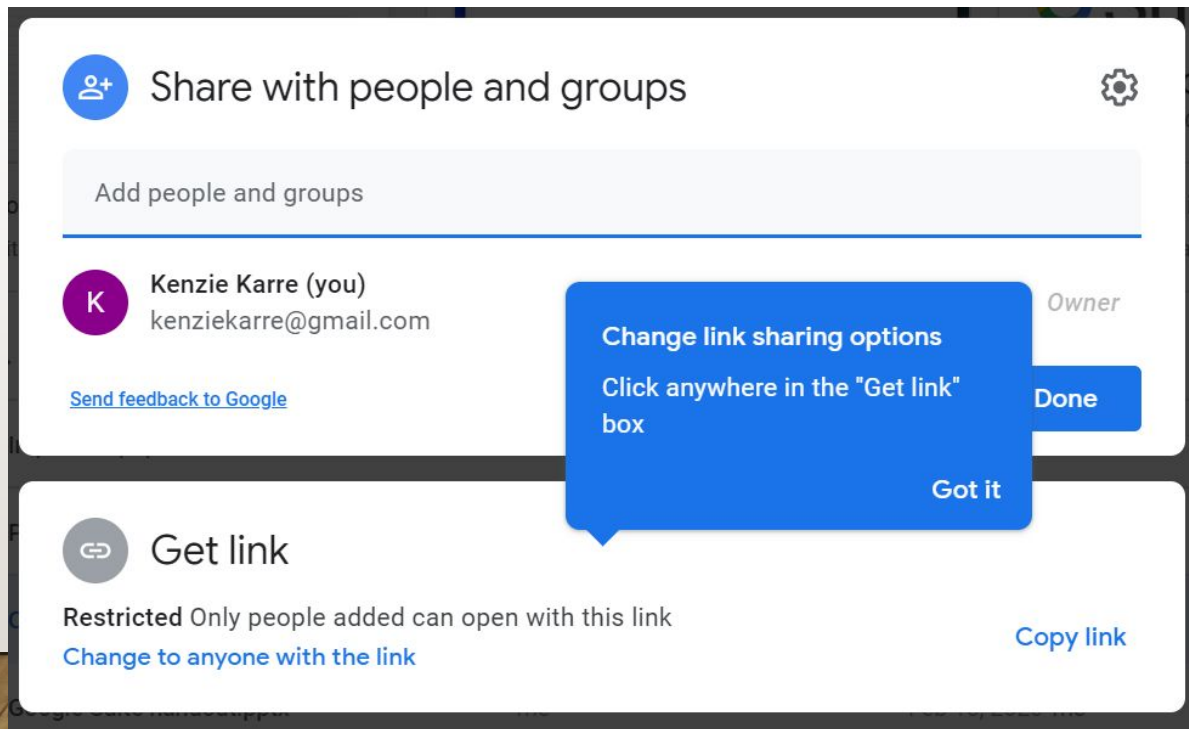
You can have a folder within a folder, too!



This video does a better job than I could of demonstrating how to organize, sort and manage your Google Drive files.



You can also SHARE files and folders with others, and allow them to just view them, or to comment on them, or to edit and change them. They cannot delete a file you share, and you can unshare.



The image shows a screenshot of the Google Drive sharing interface. At the top, there is a header "Share with people and groups" with a settings gear icon on the right. Below this is a search bar labeled "Add people and groups". The main content area shows the user "Kenzie Karre (you)" with the email "kenziekarre@gmail.com" and the role "Owner". A blue callout box is overlaid on the interface, containing the text "Change link sharing options" and "Click anywhere in the 'Get link' box". Below the callout box, there are two buttons: "Done" and "Got it". At the bottom of the interface, there is a "Get link" section with a link icon, the text "Restricted Only people added can open with this link", a link to "Change to anyone with the link", and a "Copy link" button.

Share with people and groups

Add people and groups

Kenzie Karre (you)
kenziekarre@gmail.com

Owner

Change link sharing options
Click anywhere in the "Get link" box

Done

Got it

Get link

Restricted Only people added can open with this link

Change to anyone with the link

Copy link

To learn more about sharing,
view this short video from
GCF Global

GOOGLE DRIVE

SHARE AND

COLLABORATE



That's a lot to remember, right?

The easiest and best way to learn about Google Drive is to use it!

Open Google Drive and create a document. Type anything. Name the file.

Make a folder. Name it.

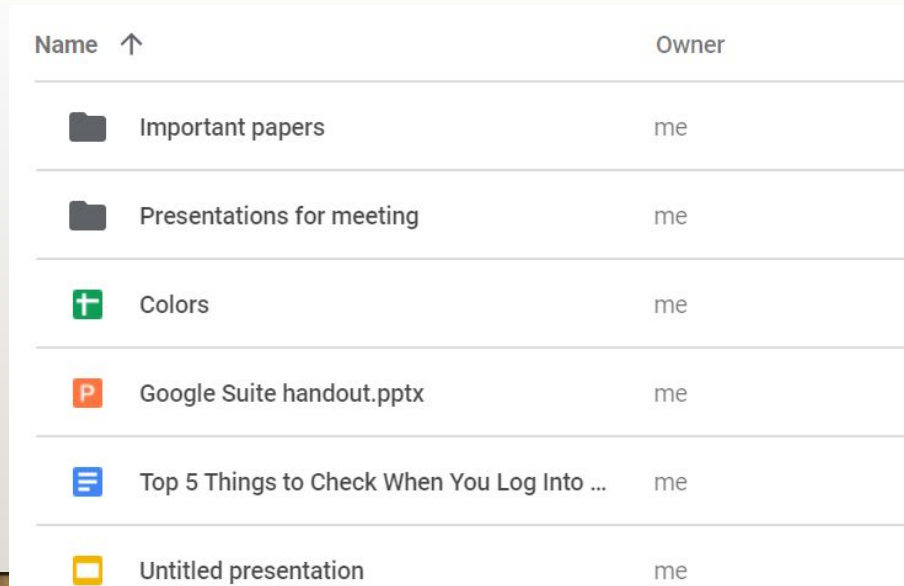
Drag the document into the folder

Upload something from your computer.

Make another folder. Name it.

Put the new file in the new folder.

Now you have a start!!



A screenshot of the Google Drive interface showing a list of folders and files. The list is sorted by name and includes the following items:

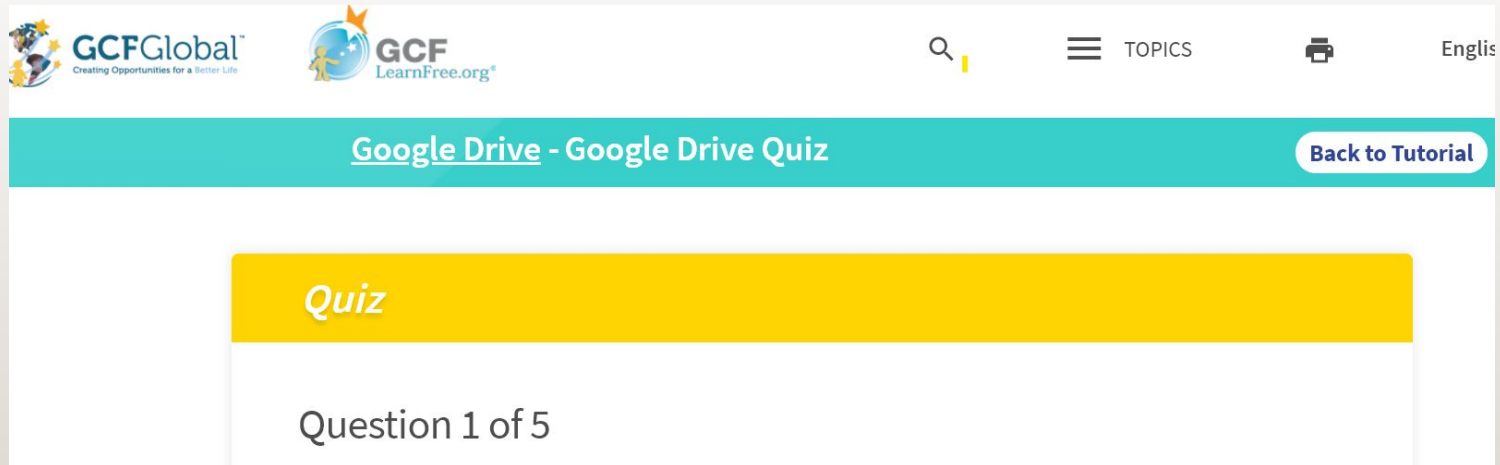
| Name | Owner |
|---|-------|
| Important papers | me |
| Presentations for meeting | me |
| Colors | me |
| Google Suite handout.pptx | me |
| Top 5 Things to Check When You Log Into ... | me |
| Untitled presentation | me |

This video is
a good
review of all
that we have
seen in this
presentation



If you feel that you have learned a lot, you can take this QUIZ, thanks to the folks at GCF Global

edu.gcfglobal.org/en/googledriveanddocs/google-drive-quiz/1/



The screenshot shows the top portion of a web page. At the top left, there are two logos: 'GCFGlobal' with the tagline 'Creating Opportunities for a Better Life' and 'GCF LearnFree.org'. To the right of these logos are navigation icons: a magnifying glass for search, a hamburger menu icon labeled 'TOPICS', and a printer icon. Further right, the text 'Englis' is partially visible. Below the navigation bar is a teal header bar containing the text 'Google Drive - Google Drive Quiz' and a white button with rounded corners labeled 'Back to Tutorial'. Underneath the header bar is a yellow rectangular box with the word 'Quiz' written in white. Below the yellow box is a white box containing the text 'Question 1 of 5'. The bottom of the image shows a wooden floor texture.

This video is a bit older, but still is useful as a review.



We have gathered MANY tutorials, videos and useful links to help you learn more about Google Drive. You can find, download or print them all at

pin.it/2FPpodH



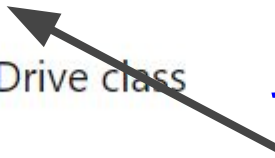
Google Drive



Save

docs.google.com

Handout for Google Drive class



Just click on a saved image to see what it is about, click on the link to open it.

We're ready to help!!



If you have any questions about Google Drive
or problems with this presentation, please email us
gjtechcenter@gmail.com

We are happy to answer your questions, and will try to
respond within 48 hours.

We hope you enjoyed this
introduction to Google Drive.

Please help us improve our classes by filling out this
[VERY brief survey!!](#)

You can return to the GFJ Virtual Tech Center
when you finish the survey.

Check out our other workshops and watch for new ones!

