



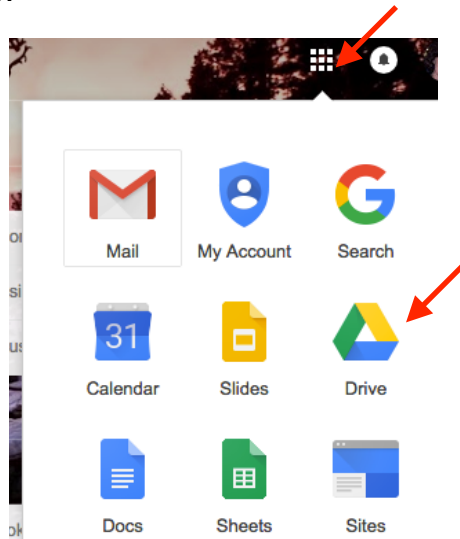
Google Drive Basics



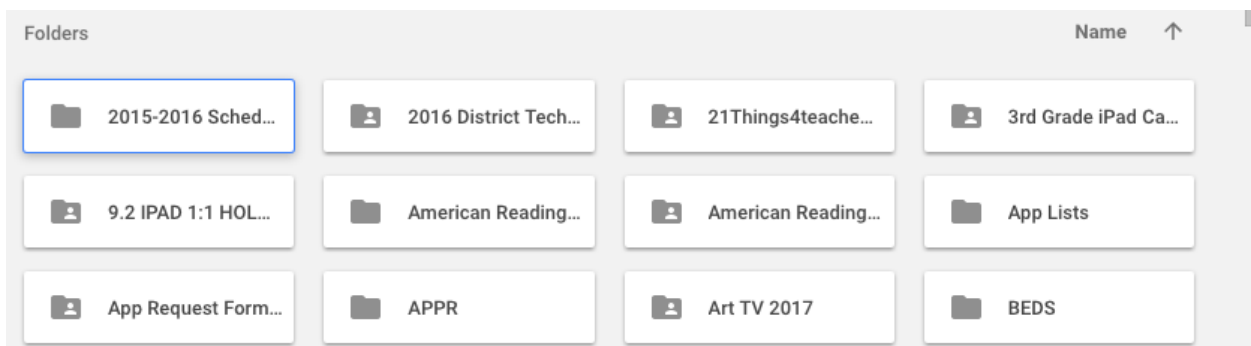
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Accessing your Drive

1. To access Google Drive, open the mail icon on your desktop.
2. Select the waffle in the right hand corner. This is where you find your Google Apps.
3. Select the Drive app.

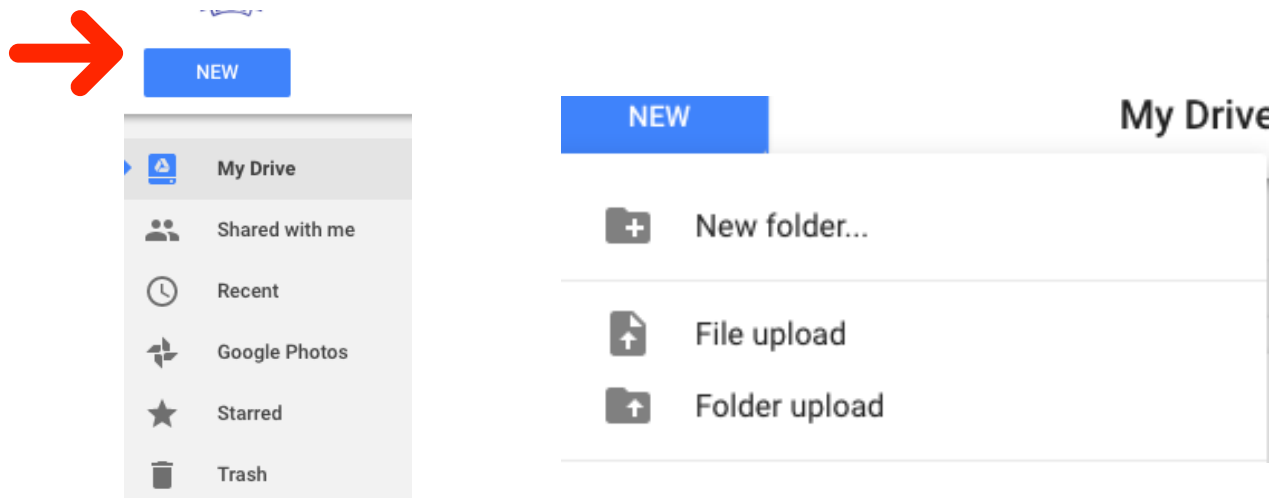


4. A new window will appear and this is where you will organize and store your folders and documents.

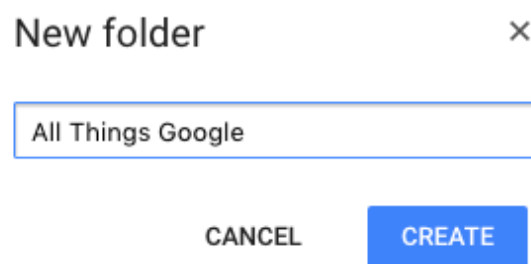


Creating Folders

1. To create a new folder, make sure you select (click once) on My Drive in the left sidebar.
2. Then, tap the New button. Select New Folder.



3. When you click on New Folder, name it.



4. Your folder will now appear in your drive and you can begin to store related documents which can be accessed from anywhere, as long as *you are logged into Google Chrome*.

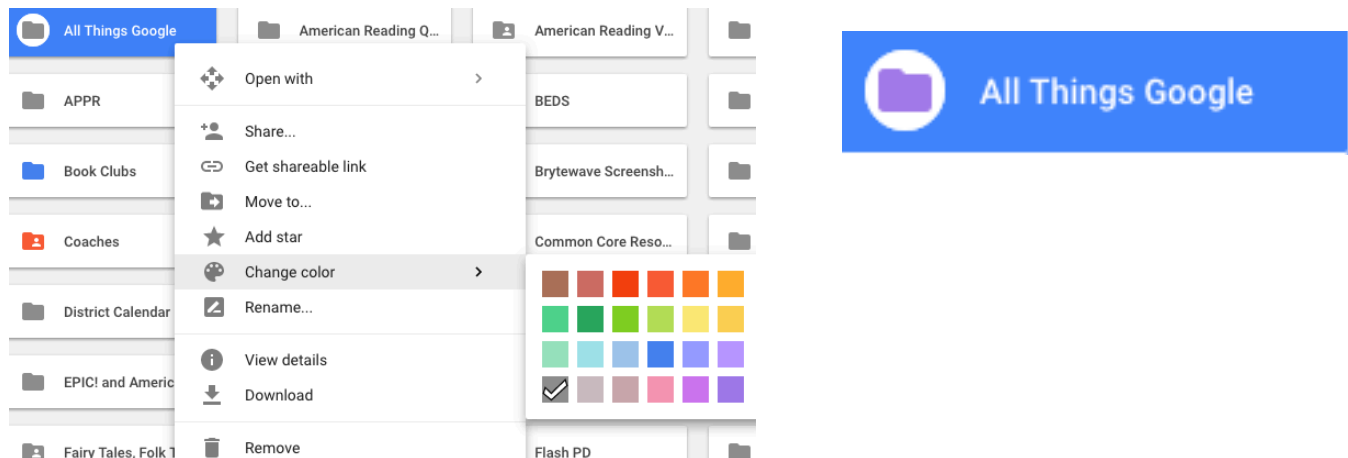
Organizing Folders

Once you have a few folders in your drive, you can organize them in many ways.

Color Coding

The color will change the folder icon, not the entire rectangle.

1. To color code your folders, right click on your folder.
2. A new menu will appear. Scroll to Change Color and select the color.

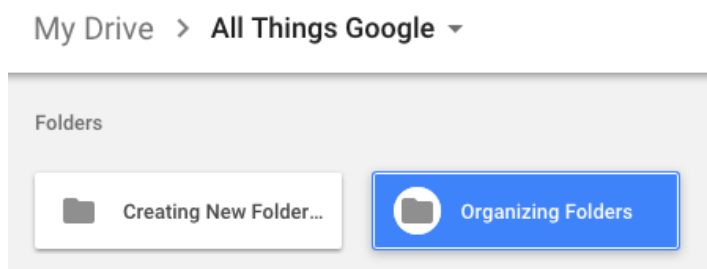


Adding Sub-Folders

1. Click on and open the folder that you want your sub-folders to go.
2. At the top of your Google Drive page you will see the path directory; helping you know which folders you are in.

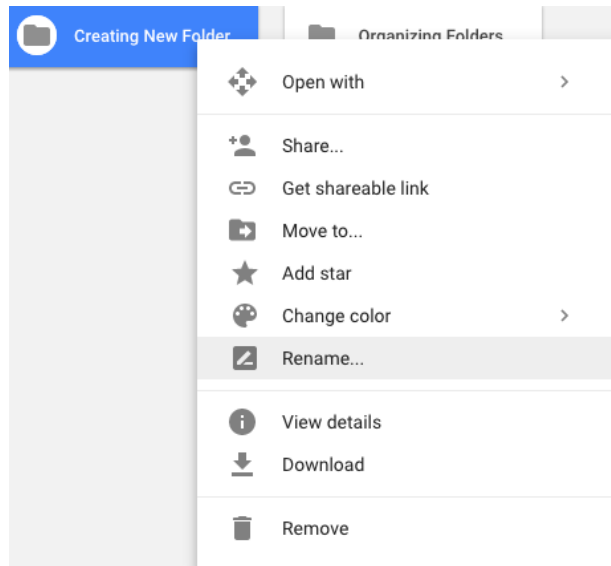
My Drive > All Things Google ▾

3. When you know you are in the correct folder, tap on New (left sidebar), New Folder, and name your folder(s). As you see below, I know have two sub-folders in my All Things Google Folder.



Renaming Folders

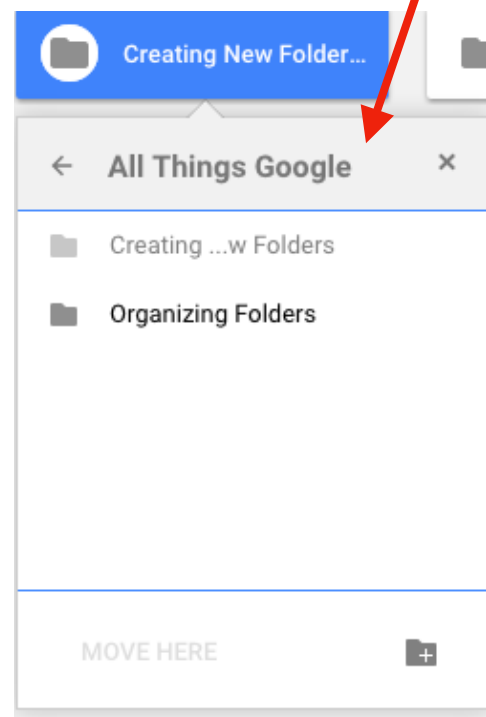
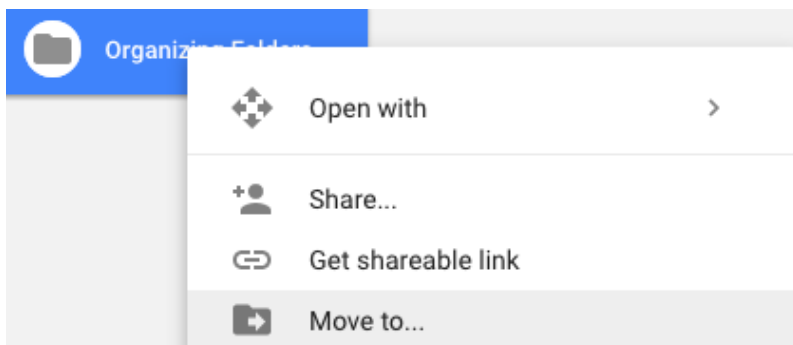
1. To rename a folder, right click on your folder to open the menu. Scroll down and select rename.
2. A box will appear to type in the new name.



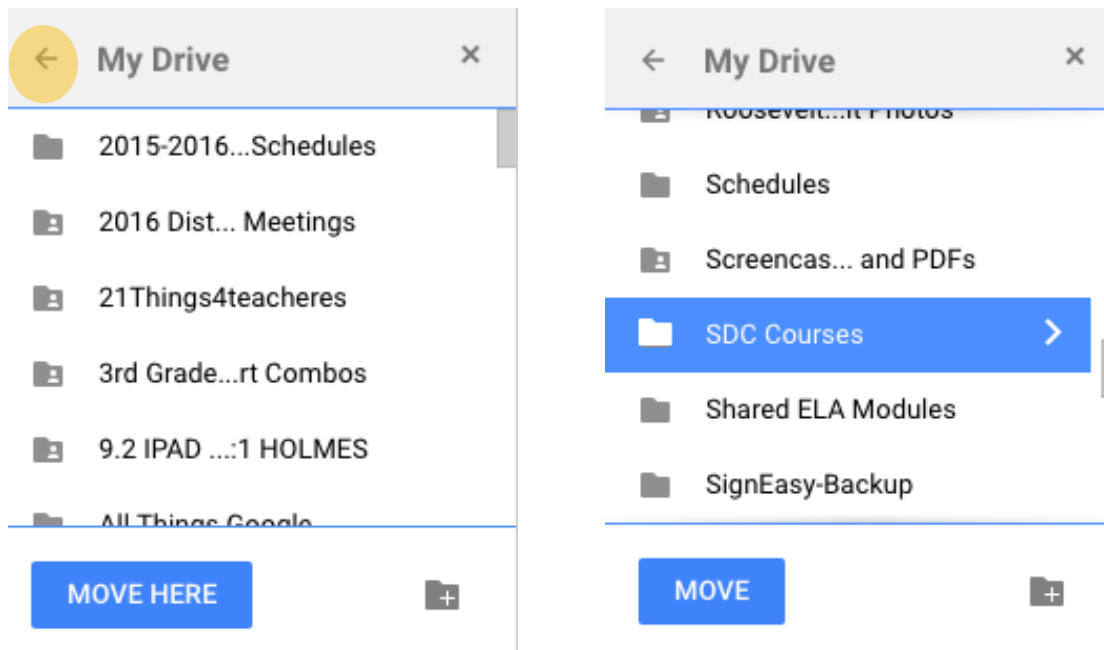
Moving Folders

If you want to move your folder to another location in your drive:

1. Right click on the folder you want to move.
2. Select Move to...
3. A new window will appear that will show your current location in drive.

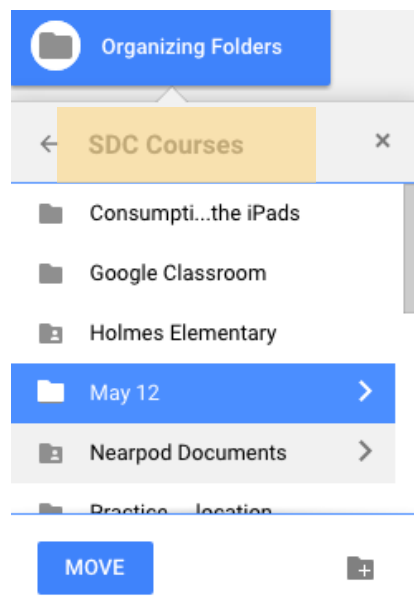


4. Use the back button to navigate to see your Google Drive Folders.
5. Select the folder you want to move to. Select **Move**.



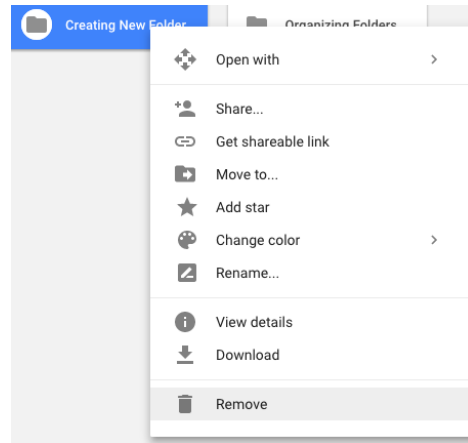
6. To move the folder or document into a sub-folder, double click on the main folder to open, select the sub-folder to highlight, select **Move**.

Note: Under the yellow rectangle shows the folder I am currently in.

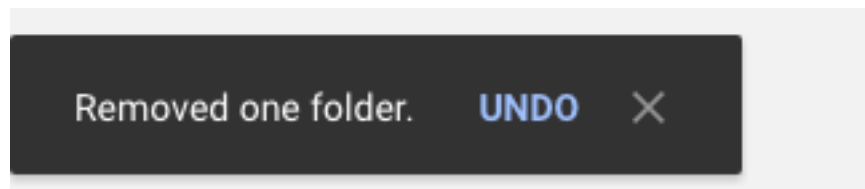


Removing and Deleting Folders

1. To remove a folder from your drive, right click on the folder and choose Remove from the menu.

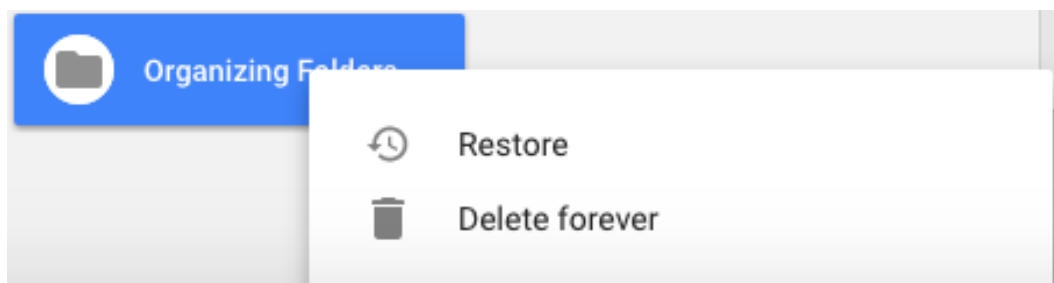


2. When you remove a folder, it automatically puts it in the trash bin (left menu bar). IF you did not want to do this, you have 30 seconds to undo your action. At the bottom left of your screen, tap UNDO and it will put your folder back.



3. Your folder is now in the trash, which you can access from the left sidebar. When you click on and open the trash, you will find everything that you have removed.

- To **permanently delete** the folder, document, or photo, right click and then select Remove Forever. This will remove it from the drive and there is no way to get it back.
- If you want to put the folder, document, or photo back to its original place, select **Restore**.



Uploading and Downloading

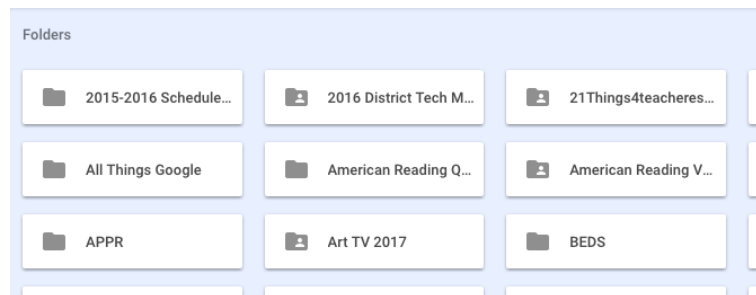
Uploading and downloading folders and documents into or out of the drive works the same for files and folders. There are two different ways you can upload and download. Google Drive will accept Microsoft products (such as Word and Powerpoint), photos, audio clips, video, and pdf files.

Please note: If you are a Mac user and use programs like Pages, Keynote, Numbers, though you can store in Google Drive, the documents will **NOT** open in Google Drive. You will need to convert to Word or Google Docs before you upload it you want to be able to edit the documents. If you do not need to edit, you can convert the documents to a pdf.

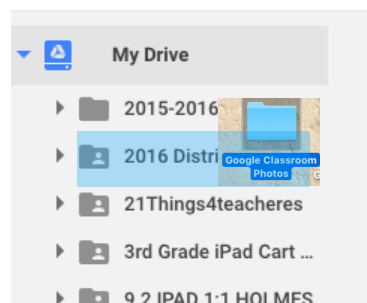
Drag and Drop

Folders: You can move a folder into your main drive or within another folder (creating a sub-folder). Since you are uploading an entire folder, there is no need to create a new folder in your drive as it automatically moves in as a folder.

1. Open your Google Drive. If you are moving it into your main drive page, drag the folder over until you see your entire drive page highlighted in blue. Let go.
2. Your folder and files inside the folder are now in your drive.



Another option for drag and drop: Once you are in your drive, you will notice your drive folders in the left sidebar. You can simply drag and drop a folder from your desktop into a sidebar folder. It will highlight the folder in blue once it is ready to drop.



Drag and Drop Files

Dragging and dropping files such as audio, pdf, documents, and photos works the same as folders. Make sure you select the folder that you want your file to go.

Uploading folders/files

You can upload folders/files from within Google Drive if you do not like the drag and drop method.

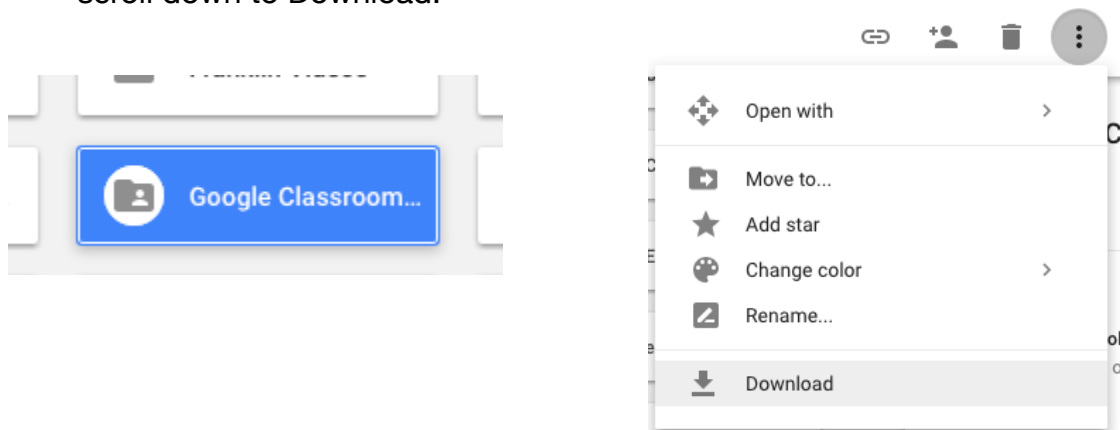
1. Select the location in your drive where you want your folders or files to go.
2. Select the New button on the left sidebar.
3. Choose either Folder Upload or File **Upload**.
4. A window will appear that shows where you want to upload from. Locate and select desired folders/files and click Upload.

Downloading Folders from the Drive

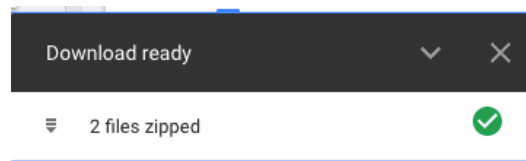
To download folders/files from the drive, you need to be sure that you have compatible software to open the files. For example, if you are trying to download a Pages document (Mac computers), onto a Dell laptop, it will not open because there is no software to open it.

With that said, most photo types (.jpg), pdf documents, audio documents will open on your devices.

1. Click (but do not open) on the folder you would like to download. It will highlight in blue.
2. At the top right of the drive window, select the icon that has three vertical dots and then scroll down to Download.



3. The contents in your folder are now downloading. A box in the lower right corner will appear and tell you what is downloading and when it is complete.



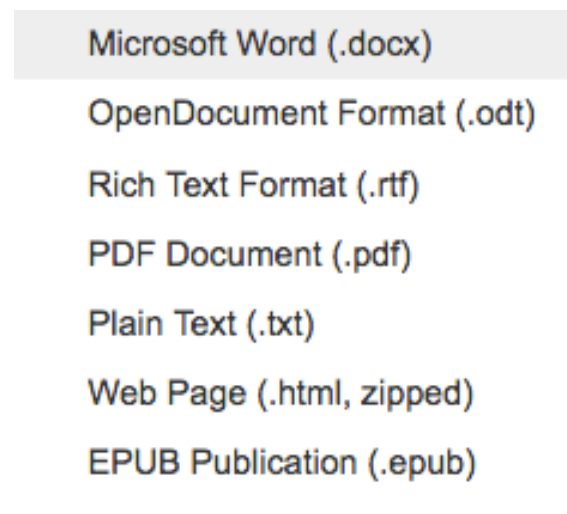
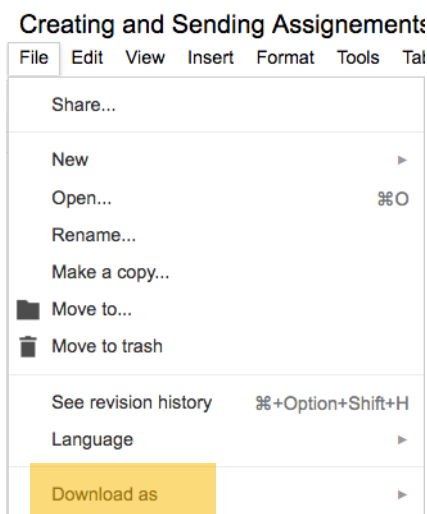
- Your downloaded files will appear as a zip file in your download folder on your desktop/ laptop.
- Go to your download folder and from there you can open them and relocate to your desired location.

Downloading Files from the Drive: Method 1

1. Select the file you would like to download until it is highlighted.
2. Select the 3 vertical dots in the upper right corner of your drive.
3. Choose download
4. If it is a Google Doc, it will automatically download as a Microsoft Word document (as long as you have that software on your computer).

Downloading Files from the Drive: Method 2

1. Click twice on the file to open it.
2. Select File in your toolbar and scroll down to select Download as...
3. A new window will appear, giving you options. You will mostly likely want to choose MS Word or PDF document.



Downloading PDF Files from the Drive

If you are downloading PDF files from Google Drive, you can use Method 1 or Method 2. If you use Method 2 where you open the document, the file will open with a black window behind it.

In the top right you can choose the down arrow to download the file to your computer.



Regardless of the download method you choose, all folders and files downloaded to our computer will be found in your download folder.

Search Feature

The search feature is an easy but powerful tool in drive if you are locating a specific item.

1. When you are in drive, place your cursor in the Search field.
2. Press the down arrow. You will see a lot of filters to help you.
3. Type in what you know and press the Search button.

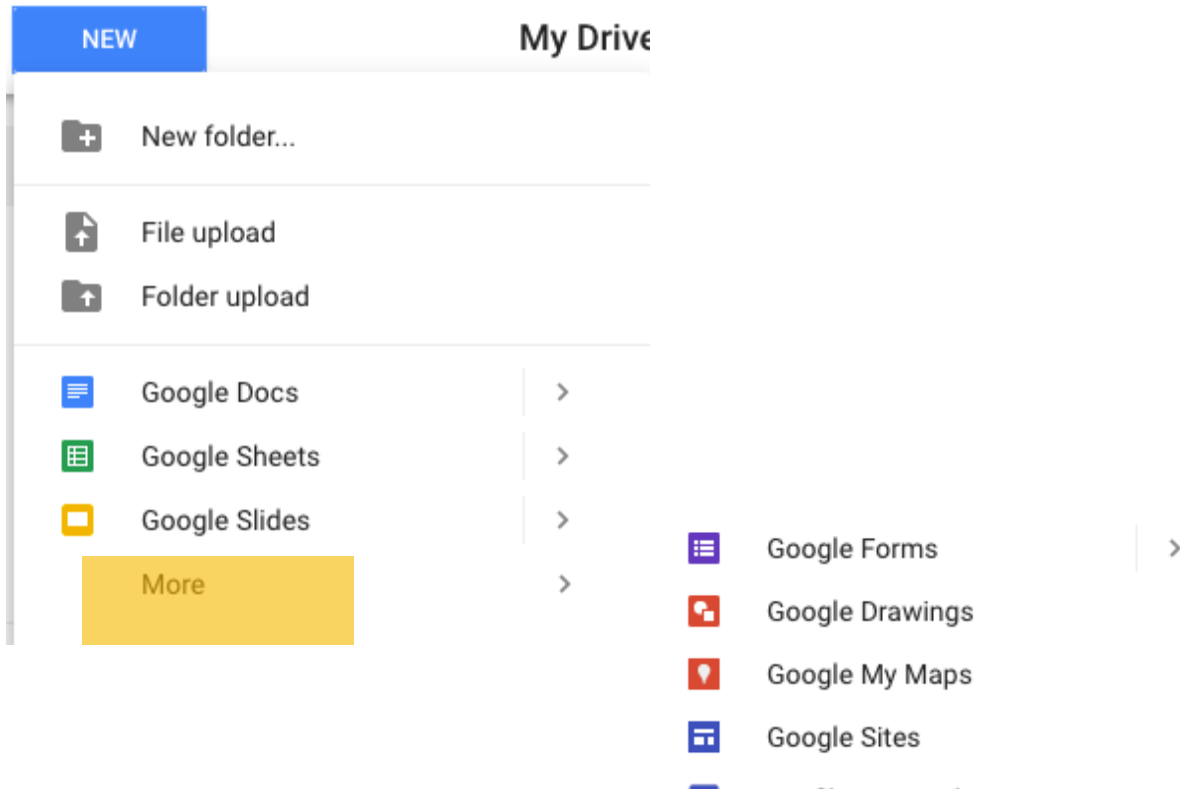
Any results will automatically appear.

Type	<div><input type="checkbox"/> Presentations</div>	
Owner	<div>Specific person...</div>	<div>jchimera@ktufsd.org</div>
Location	<div>ANYWHERE</div>	
	<div><input type="checkbox"/> In trash</div>	<div><input type="checkbox"/> Starred</div>
Date modified	<div>Last 7 days</div>	
	<div>RESET</div>	<div>SEARCH</div>

Creating a New Doc, Sheet, Slide, or Form

If you are already in your drive and you want to quickly start a new doc, sheet, slide, or form:

1. In your drive, tap the New button.
2. Select which you want to create and it will automatically open for you.
3. If you do not see what you are looking for, choose More.
4. Select from next menu.

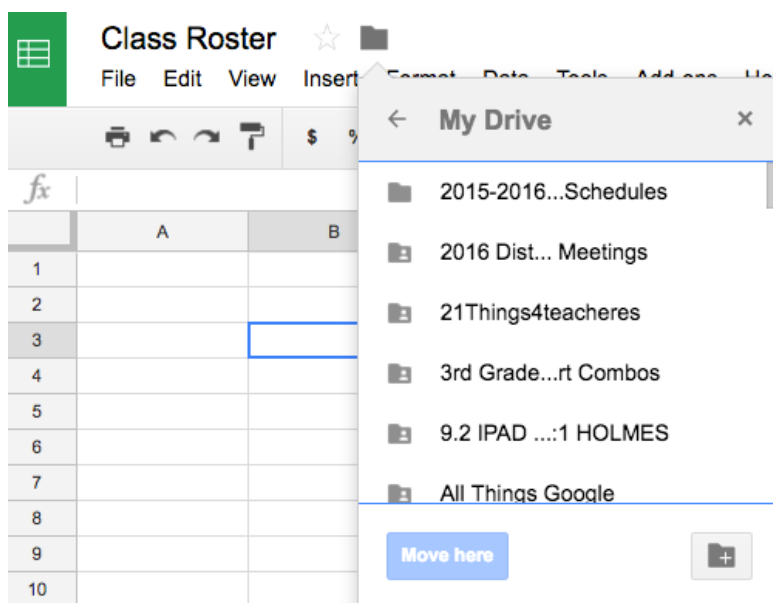


Organizing New Docs, Sheets, Slides, and Forms

Create a New File from within Drive

Google automatically saves your documents, so there is no need for you to do so. If you open a document from within drive, you will want to organize it in your drive.

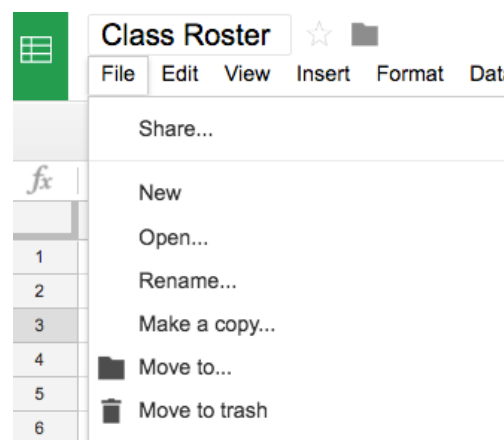
1. Name your file and then tap on the grey folder next to the title.
2. A list of of your drive folders will appear. Select the folder you want to store your file.
3. You can also create a New Folder by clicking on the folder with the plus sign at the bottom right of the window.



Move to Trash

To move a newly created file to the trash

1. Select File from Menu
2. Select Move to Trash



Sharing Files and Folders



How to Share

One of the benefits of Google Drive is sharing files/folders with colleagues and students that will allow you to collaborate on the same document. Students can also share with each other for the same purposed.

1. Click on (or open) the folder or file you want to share.
 2. Tap on the share icon at the top of the screen.
 3. Add the name of the faculty/staff or student you want to share with. You can also add a group if it is in the Kenton ML or if it is a group in your Gmail contacts.
 4. If you are sharing with students, you will notice that their email appears. The format is like this: anthonyju26@student.ktufsd.org.
- If you see more than three digits in their email, this is NOT what you want to select. It should be two digits only (graduation year).


Share with others


Get shareable link 


Link sharing on [Learn more](#)

Anyone at Kenmore Town of Tona... with the link can vi... ▼	Copy link
https://docs.google.com/a/ktufsd.org/document/d/1BhvnRXOYGI681R7BxZGZt30P1	

People

 Joi Chimera x

 Franklin_Elementary_Faculty x



Patrick P|

"PATRICK PENGELLY" <pengellypa24@student.ktufsd.org>

"Patrick Pfohl" <pfohlpa16@student.ktufsd.org>

Shared with Julianna Sciolino

Send

Cancel

Advanced

To set sharing preferences, click on the pencil next to the box with the names.

- Can edit: Allows recipients to reorganize, delete, and move folders. Recipients can also work on the same files you created if you are using Google Docs, Sheets, or Slides. Changes are saved automatically.

- Can comment: Recipients can view and comment on files, but can not edit or organize.

- Can view: Recipient can view without the ability to edit, organize, or comment.

If you want to share via a link instead (to place on a website or share via email)

1. Select the arrow in the top rectangle (where it says copy link).
2. A new window will appear, giving you choices. Select the radio button next to the option that you want.
3. By default, these are set to view. Tap more at the bottom to change view to edit or comment.
4. Save
5. It will take you back to the original window. Tap copy link.
6. The link can now be copied into an email or a web page.

Share with others

Get shareable link

Link sharing on [Learn more](#)

Link sharing

- ☐ **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☐ **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- ☐ **On - Kenmore Town of Tonawanda Union Free School District**
Anyone at Kenmore Town of Tonawanda Union Free School District can find and access.
- ☒ **On - Anyone at Kenmore Town of Tonawanda Union Free School District with the link**
Anyone at Kenmore Town of Tonawanda Union Free School District who has the link can access.
- ☐ **Off - Specific people**
Shared with specific people.

Access: Anyone within Kenmore Town of Tonawanda Union Free School District [Can view](#)

Note: Item can still be published to the web. [Learn more](#)


[Learn more about link sharing](#)

Changing Share Settings


You can change the share settings for anyone you have shared with.

1. Tap on the file or folder you want to change share settings.
2. Tap on the share icon.
3. Select Advanced in the bottom right corner of the box.
4. Click on the down arrow next to the person's name.
5. Select the new share setting.
6. You can also set an expiration date for the setting to be removed.

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone at Kenmore Town of Tona... with the link can vi...  Copy link

<https://docs.google.com/a/ktufsd.org/document/d/1BhvnRXOYGI681R7BxZGZt30Pj>

People


Enter names or email addresses...

Shared with Julianna Sciolino


Done

Advanced

Who has access

 Anyone at Kenmore Town of Tonawanda Union Free School District who has the link can view [Change...](#)

 Judy Anthony (you) janthony@ktufsd.org is owner

 Julianna Sciolino jsciolino@ktufsd.org

Is owner
☒ Can edit
 Can comment
 Can view
 Set expiration...
 Comment and View access only

Invite people:

Enter names or email addresses...

Owner settings [Learn more](#)

- ☐ Prevent editors from changing access and ad
- ☐ Disable options to download, print, and copy for commenters and viewers

Done

Receiving Shared Folders/Docs

When someone shares a file or folder with you, you will either:

- Receive an email with a link.
- Locate it in Shared with Me in Google Drive.

To move your file from Shared with Me to your Google Drive.

1. Select Shared with me in left sidebar.
2. Select file or folder to move to your drive.
3. In upper menu, if you have the rights to this file/folder, you will see the Google Drive icon with a plus sign. (Add to My Drive)
4. Select Organize to then put the file/folder where you would like.

When your file/folder is moved from Shared with Me to My Drive, you will still see the changes made to it.

