



Life in the Clouds: Google Drive: Cloud Storage and Workspace

- A simple definition of cloud tools might be: “a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer.”

After today’s workshop, you should be able to:

- Distinguish between a cloud work space and a cloud storage space
- Use Google Drive to create, edit, and share documents
- Practice file management within Google Drive, including creating folders and moving docs
- Understand Drive integration with MS Office suite, including uploading and downloading documents

Cloud Work Space vs. Cloud Storage Space

Google Drive offers a different way to think about cloud tools: Drive isn’t just a storage place, instead, Drive offers cloud work and storage space. Working in the cloud means that you don’t need to have any software on your computer, instead, you’ll be using cloud-based software. In addition, Drive is compatible with MS office suite, so you can upload and download documents from Drive to Office Suite, or vice-versa.

Creating, Editing, and Sharing Documents

Getting started: You’ll need a few things to get started with Google Drive: an internet connected computer, and a Google account.

Creating a document: Click on the new button, or the google docs option. Once there you’ll be in the live editing and workspace.

TASK: Create a document. Give your name as the title. Include two sentences and a list.

Editing documents: You’ll find that the workspace is fairly self-explanatory. If you are familiar with using MS Office Suite, you’ll be pretty comfortable using the programs. All of the programs in Drive are pretty closely modeled after the corresponding programs in MS Office.

TASK: Use the editing ribbon in Docs to bullet your list.

Sharing documents: There are many ways to share documents in Google Drive. Think about taking a tiered approach to sharing: some documents might be shared best by just allowing others to see the content, others might work better if you share editing. You can share documents in a number of ways, including:

- Sharing a link
- Emailing a PDF
- Granting other users permission to log on to see the document
- Granting other users permission to make comments on a document
- Granting others permission to be editors of documents

Sharing options are available in a three locations: from the File menu, you can choose to email the document as a PDF, at the top of open document on the right side you will see sharing options, and from the main Drive page you can access sharing options of selected documents.

TASK: Choose a sharing method, and share your document with mklecam@minlib.net

File Management

Google Drive allows users to create folders, subfolders, and move documents around by dragging and dropping. Under the Create button, you'll see the option to create a folder as well as document.

TASK: Create a folder, name it after yourself, and move your document into your folder.

MS Office Integration

Integration with MS Office: The Google Drive can be a great workspace, but it's not MS Word. If you love Word, you can still upload and download docs from and to Drive.

To upload, create a doc in MS Word, and click the ↑ arrow in Google Drive. You'll pull up a window which will allow you to look through your computer and find the .docx you'd like to upload. Click on the doc, and you're done.

TASK: Open Word to create a two sentence doc. Save the doc to the My Documents folder. Upload the file to Google Drive.

If you've created a doc in Drive, and you'd like to use Word to finish it up and make it look its best, you might want to download the doc to your computer. To do this, from the open document, click on the file menu. You'll see the Download option. Hover over the Download option, and you'll see a number of different choices.

TASK: Open your document, select Download, and download your doc as a .docx. This will open your document in Word.

Once you've downloaded a doc and edited it in Word, you'll need to Upload and replace it your Drive. MS Office files work more like Dropbox, using a local editing tool and a cloud storage tool.