

Life in the Clouds: Google Drive Cloud Storage and Workspace



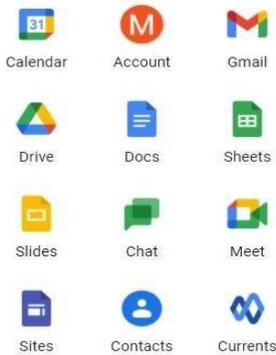
After today's workshop, you should be able to:

- Distinguish between a cloud work space and a cloud storage space
- Understand which Google Services correspond to which MS Office services
- Be able to upload documents and other items to your Google Drive
- Use Google Drive to create, edit, and share documents

Cloud Work Space vs. Cloud Storage Space

You must have a Google Email account (@gmail.com) to use Google Drive, but once you do, Google Drive offers a different way to think about cloud tools: it isn't just a storage place. Google Drive offers both **cloud work** and **cloud storage** space. In addition, Drive is compatible with MS Office Suite software, so you can upload and download documents from Drive to Office Suite, or vice-versa.

Corresponding Software/Cloud Services MS Office Integration



Google Drive can be a great workspace, but it is not MS Word. If you love Word, you can still upload and download docs from and to Drive. This is also the same for all MS Office products in their corresponding Google Drive versions:

- **MS Word:** The corresponding option is **Google Docs**
- MS Excel corresponds with Google Sheets
- MS PowerPoint corresponds with Google Slides
- Google Drive also has Google-based options that are similar to other software and apps outside of the MS Office suite.

File Management

Google Drive allows users to create folders, subfolders, and move documents around by dragging and dropping.

Creating Folders

- Log into your Google Account. From your email homepage, open up the menu on the right with the 3x3 dot square, next to the Settings and Help menus.
- Choose the Google Drive icon. It is the 3-colored triangle.
- Click on the New button on the Main Menu
- Click on the Folder option at the top
- Type the new folder name then click Create



When in Google Drive, Folders will always appear at the top of the list, and won't be mixed in with other files.

Uploading Files into Google Docs:

- Create a document in MS Word (or choose an already existing file).
- Log into your Google account, and open up Google Drive.
- From Google Drive, click the “New” button, just under the header on the left.
- Click on “File Upload”. This will allow you to look through your computer and find the file you’d like to upload.
- Click on the document



This should work for all file types.

Editing documents

All of the programs in Drive are modeled after the corresponding programs in MS Office. If you have created a Google Doc in Drive, and you’d like to use Word to finish it up and make it look its best, you can download it to your computer. The formats may not be exactly the same between the two programs, so be aware that you may have to make some changes.

- From the open document in Google Drive, click on the file menu. You’ll see the Download option.
 - Hover over the Download option, and you will see a number of different choices. Choose the file type you prefer.
- Don’t forget to re-upload the document (as a .docx, to preserve the formatting) when you’re done.

Sharing Files

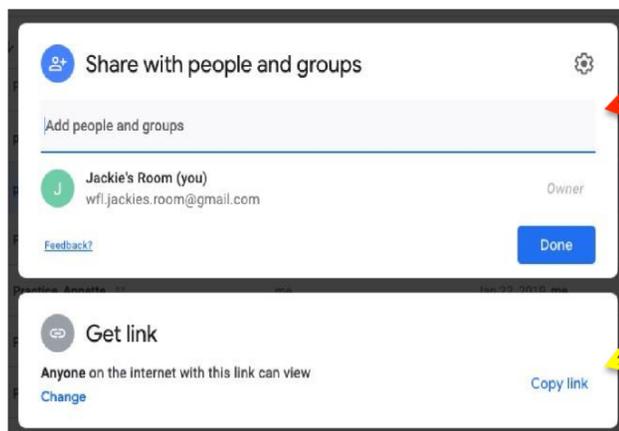
Sharing options are available in three locations:

- From the File menu of an open document or file, you can choose to email the file □ At the top of open document on the right side you will see a SHARE button
- From the main Drive page, you can access sharing options of selected documents.

You may need to use Google Drive to share any file containing lots of images, due to the size of images and the memory constraints most email platforms have .

To share a file directly:

- Right-click the item in Drive and choose Share (or click the Share button at the top right of the document). You should see the following window:



1. Type in the email address, name of a person in your Contact list, or Group. Click Enter when finished typing
2. Type out a message (optional)
3. Click on Send

1. Click on **Copy link**
2. Paste generated URL into an email or message box and send
3. If you do not want everyone who has a link to see the item, simply click on **Change** under *Anyone on the Internet with this link can view* and choose Restricted. When the item is Restricted only people you have manually added will be able to view the link