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Exploring Google Drive

Document Outline

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Overview

Google offers many services and products. They are best known for their internet search engine, google.com. They also have a popular email service called Gmail. This handout will focus on another product of theirs called Google Drive.

Google Drive is a cloud storage platform and suite of applications that are hosted by Google. It allows users to store files remotely, separate from their computer's internal hard drive. Files can be edited and shared with other users for a collaborative experience.

Each account comes with 15GB of free storage. More storage is available to purchase.

Google Account

A Google account is required in order to use the apps inside of Google Drive. You can register any email address (@yahoo, @hotmail etc.) as a Google account. Therefore, you do not need to use Gmail in order to use the other Google Drive apps.

Any email address that is @gmail.com is known as a Gmail account and is automatically a Google account, giving you access to the Google Drive apps.

You can login directly at **drive.google.com** or if you use Gmail, you can log in at **gmail.com** and find the link to Google Drive in the upper right corner.

Google Apps

Most Popular Apps

Docs: Word processing app similar to Microsoft Word or Apple Pages

Sheets: Data spreadsheet app similar to Microsoft Excel or Apple Numbers

Slides: Presentation creation app similar to Microsoft PowerPoint or Apple Keynote

About Docs, Sheets, and Slides

- Can upload and export as Microsoft files with Google Drive
- Share and collaborate in real time with other users
- Google file versions are more compressed than their Microsoft counterparts, so they take up less storage space once converted to Google format

Other Popular Apps

Forms: Build questionnaires, surveys, and quizzes from scratch and gather data

Calendar: Create events, send invites via email, set notifications

Photos: Upload & share photos and video, create albums

Note: photo storage is shared with Google Drive's main storage capacity

Add other compatible apps through Google Workspace Marketplace!

Sharing

- Every file you create will be found under the “My Drive” category
- Documents that other people share with you are in the “Shared with Me” category

- Share files through a URL link or grant access only to specific email addresses
- Control if others can view, edit, or comment on your document

Google Drive for Desktop

- Copy your computer's files to Google Drive
- Automatically sync specific folders on your computer to Google Drive
- Sync the files created in Google Drive to your computer's hard drive as a backup
- If you edit, delete, or move a file on the Cloud, the same change happens on your computer and devices, and vice versa (with internet connection)
- [Full features](#) on Google Drive for Desktop
 - <https://support.google.com/drive/answer/7638428?hl=en>

More Resources

Visit [LinkedIn Learning](#) in the Barrington Area Library Databases for video tutorials on Google Drive!

> www.balibrary.org/online-learning