

# **WORKSHOP:** *USING GOOGLE DRIVE*



**Sointula**  
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Dedicated to helping Malcolm Island thrive



# What is it?

Google Drive is a **cloud-based file storage and synchronization service** developed by Google. It allows you to **store, access, and share your files, such as documents, photos, and videos on the internet.** You can **access your files from various devices like computers, smartphones, and tablets** as long as you have an internet connection.

Google Drive also offers collaboration features, enabling you to work on documents with others in real-time and share files easily with friends, colleagues, or teammates.



# What can I do?

## Create folders & files

A folder is directory or container where you can organize and store your files – like a digital filing cabinet. You can give a folder or file a specific name, or rename it at anytime.

## Share folders & files

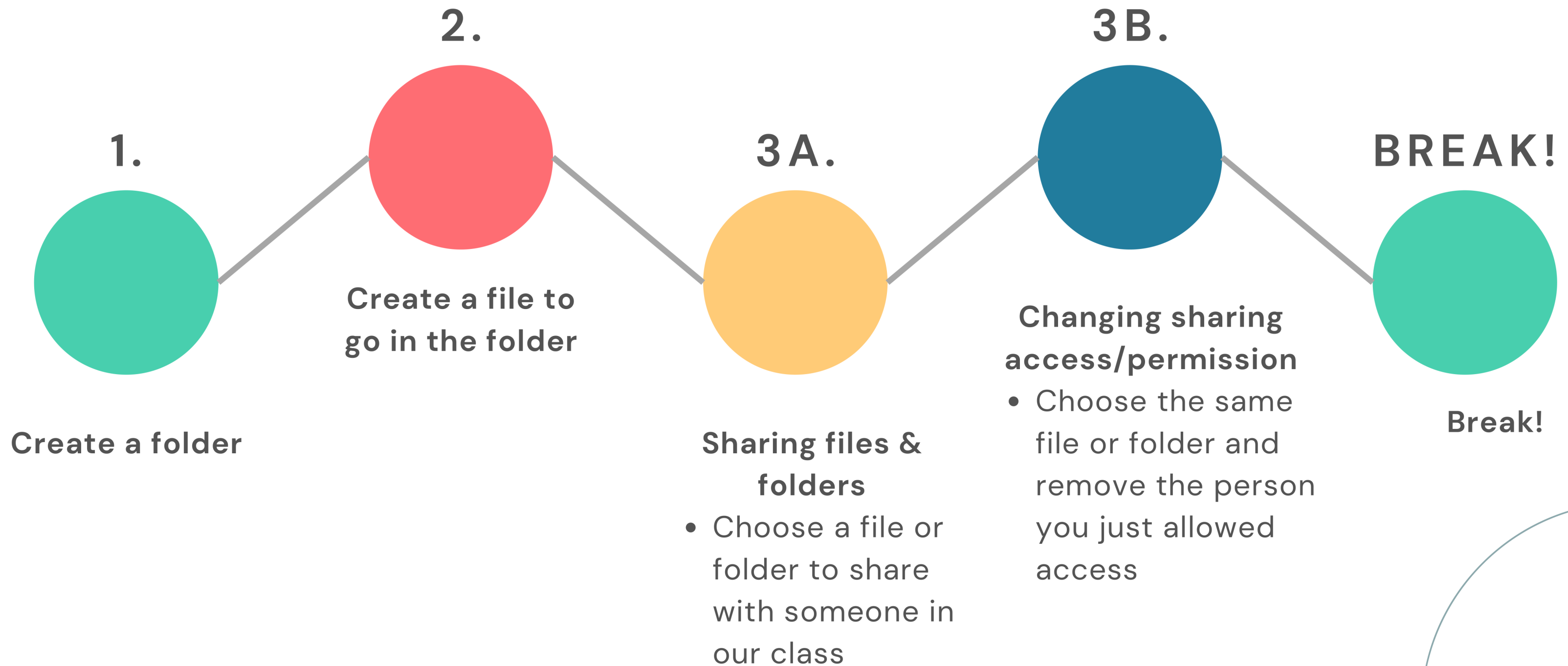
Chose specific files or folders for your friends, family to access (view, comment, edit).

## Organize, search & recover

Create folders within folders, move things around, and recover items from the trash bin.



# First Set of Exercises!



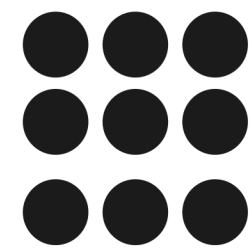
## Pre-Steps:

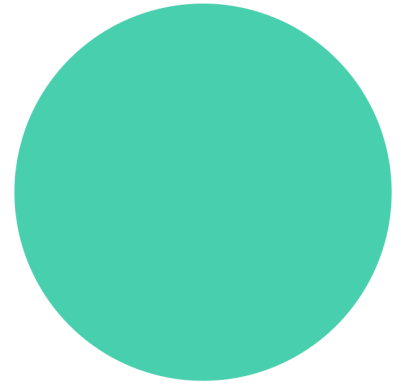
You may need to re-login to Google.

### Here are two ways:

1) Type `drive.google.com` into your url bar OR

2) If you are already logged in  
click the 3 by 3 dots  
and select drive.

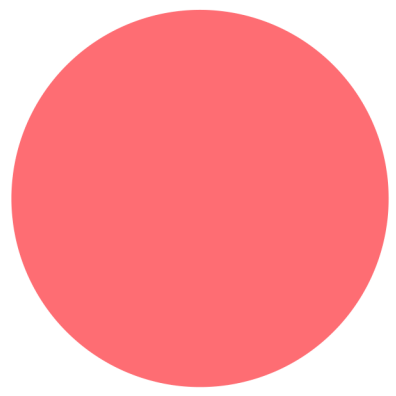




## Step 1: Create a folder

1. Locate **" + New"** Button: In the left-hand menu, find and click on the **" + New"** button. It's usually at the top-left or top-center of the screen.
2. Choose **"Folder"**: A menu will pop up. Select "Folder" from the options.
3. **Name the Folder**: Type in a name (ie: Google Drive Workshop) for the folder.
4. **Press Enter**: After typing the name, select **"Create"**.

That's it! You've successfully created a folder in Google Drive.



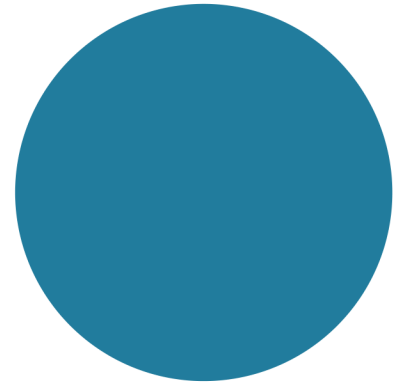
## Step 2: Create a file to go in the Folder we just made

1. Find and click the folder we just made (ie: Google Drive Workshop).
2. At the top-left click on the " + New " button just like before.
- 3A. Two Choices! **Choice 1)** "File upload": If you want to upload a file from your computer select "File upload" and then choose the file from your computer.  
**Choice 2)** If you want to create a new file, select "Google Docs" (or Sheets, Slides, etc.) to start a new file (a new tab may open).
- 3B. Name the New File, if necessary: You can give it a new name by clicking on "Untitled Document" at the top and typing in its new name.
- 3C. Edit and Save: If you're using Google Docs, you can type and edit the document. Autosave should be on, but if it isn't click the "Save" button (usually located at the top left) to save your work.



## Step 3A: Sharing files & folders

1. Locate and open our Test file, or a file you are comfortable sharing.
2. At the top, click "File", then click "Sharing" (The icon looks like a person with a plus sign).
3. Choose Sharing Options: A window will pop up where you can enter email addresses or names of people to share the file with. You can also choose whether this person can view, comment on, or edit the file. Choose someone from the class to send the file to.
4. Add a Message (Optional): You can include a message to the recipient(s) if you want.
5. Click "Send" or "Done": Once you've chosen the sharing settings and added a message (if desired), click "Send" or "Done" to share the file.
6. Confirm Sharing: Google Drive will typically confirm that the file has been shared, and the recipients will receive an email with a link to access the file.



**3B: Changing sharing access/permission.** Choose the same file or folder and remove the person you just allowed access

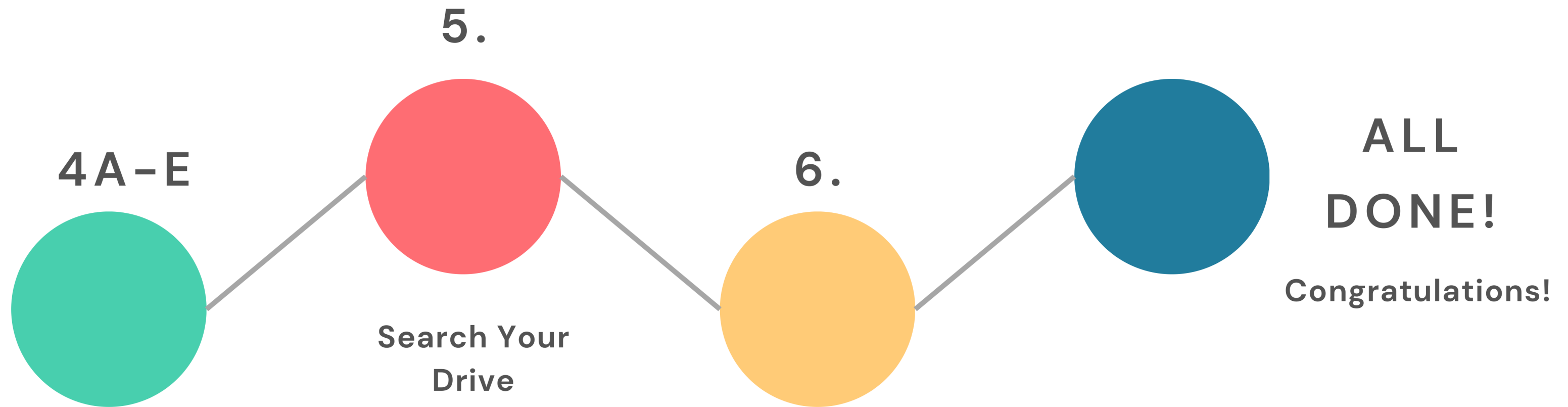
**Short Cut:**

1. Locate for your file (unopened) in the folder.
2. Click **the three dots** on the right of the file line.
3. Click **"Sharing"**.
4. Find the person's name you want to change or remove.
5. Click the **icon (it's a down arrow symbol)** next to the person's name.
6. A dropdown menu will appear with options: choose to change the permission level or remove the person entirely.
7. Click **Save** to confirm the changes and/or removal of a person.

**Directly from inside a file:**

1. To change or remove the sharing permissions, find and open the file.
2. At the top right, click **File**, scroll the drop down and click **Sharing**
3. Repeat steps 4 to 7 from above.

# Second Part of Exercises



## Organize Your Drive

- Move files and folders
- Rename files and folders
- Add subfolders
- Use the starred feature
- Drag and drop files and folders

## Recover files and folders

- Let's delete and recover an item



## Step 4A-E: Organize Your Drive

### 4A: How to move files or folders.

1. Click the three dots, and a dropdown will appear.
2. Click Organize, and then select Move.
3. Decide where you want to move it.

### 4B: How to rename files and folders.

1. Click the three dots, and a dropdown will appear.
2. Click rename, type your new name and select okay.

### 4C: How to add subfolders

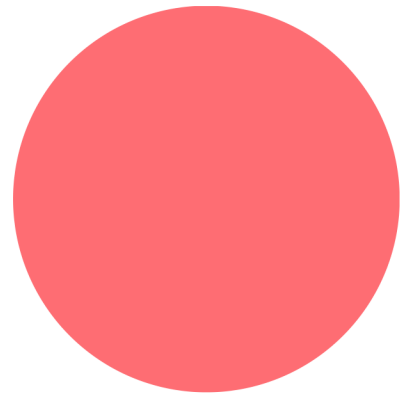
1. Open the folder. At the top you'll see the pathway "My Drive-> Folder Name". This lets us know we are looking inside a folder.
2. At the top left click +New and select New Folder

### 4E: How to drag and drop files and/or folders

**Tip:** Open the folder on Google Drive, so it's ready for your file. Click and drag your file into the drive. Google will react saying "drop file to upload". Release your hold/click

### 4D: What is the starred feature?

Good for quick finds. Acts like a bookmark or favorites folder. Hover your mouse to the left of the three dots. Select the star icon.



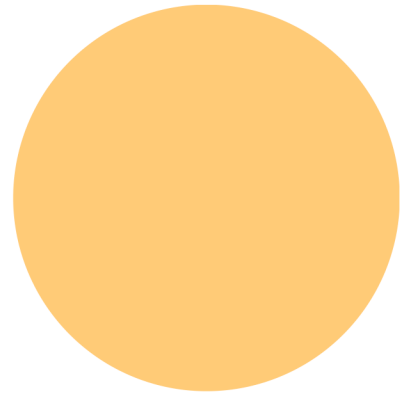
## 5. Search Your Drive

### **Exercise 5A: Let's search for a file (search and sorting options)**

#### Tips:

- You will always find the search bar at the top of your screen.
- After typing in your search word, a suggestion list will appear with files. If you select a file from this list, your file will open in a new screen.
- You can search all results by entering your search term and hitting enter/return on your keyboard.
- Advance search: select the advance search symbol that appears on the right of the search bar. This provides ways to search by type of file (ie: images, words, owner, shared to).

Let's try it out!



## 6. Recover files and folders

- Let's delete and recover an item

1. Let's put our file in the trash! **Click the three dots** to the right of your file, and select **Trash**
2. On the left-hand side of your google drive, select **"Trash"** in the menu.
3. In the Trash, you'll see a list of deleted files. Look for the file to recover, or use the search bar at the top to make it easier.
4. Find the file, and **Click the three dots on the right of the file.**
5. select **"Restore."** This action will move the file ***back to its original location in Google Drive.***
6. Confirm Restoration: Google Drive will typically confirm that the file has been restored and return it to its previous location.
7. Double-check to ensure the file is back where you want it in your Drive.