

Getting to Know All About DRIVE

In 2012 Google Docs became Google Drive and is now a suite of resources. Google Drive and the resources in Drive allow for real-time collaboration.

Here are a few pointers to remember:

Drag & Drop – You can drag and drop items from your desktop.

Search Drive – Allows you to search all of your Drive

Apps Icon – Click on “More” and “Even More” to find apps such as Google Scholar, Google Books, Bookmarks, Blog Search, Image/Video Search, etc.

Settings – Here is where you will find “Keyboard Shortcuts”

View Details (white lower case i in a black circle) – For everything in Drive, see type of file, who can use it, when it was updated. Click on a folder who see details for that folder.

Sorting Option – Sort by alphabetical or when modified, edited, or opened

List View – View by your preference – list view (linear) or pane view (visual)

Click on “**NEW**” or right click anywhere to add new file/folder or to upload file/folder

Right click on any **folder** in your drive to:

- Share (Allow others to view or edit. Enter names or emails to limit who you would like to include.
- Get link - Get sharable link to: share on social media sites, email students or staff, or post on teacher website.
- Add star – This way you can find your favorites, most often accessed docs, or upcoming assignments
- Change color
- Rename
- View details
- Download

In left column, you have folders that will show your **starred**, **recent**, and **shared** docs/files

Click on the “**New**” button to create new folders, files, docs, sheets, and slides. Click on “**More**” under “New” to create forms, drawings, and to download templates.

Click on “**From Template**” to load the Template Gallery. Click on “**Public Templates**” and then search in the search box. You can narrow by: usage, type, or category. One of the categories is “Students and Teachers”. Any templates you download will be stored in “**Templates I’ve Used.**” Why reinvent the wheel?

You can even submit a template of your own.

Don’t forget to download the **Google Drive app** from the app store. Find it in Google Play or iTunes. In Droid you can create as well as view or edit. Hopefully Apple will follow.

