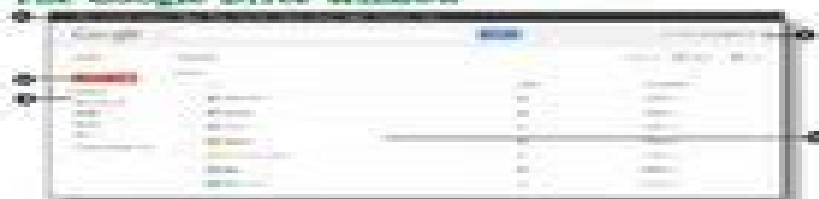


Getting Started

The Google Drive Window



- 1. **Browser Toolbar** – allows the user to navigate to the Google homepage.
- 2. **Actions Button** – contains shortcuts for working with files.
- 3. **Left Navigation** – contains shortcuts to folders and views.
- 4. **Account Menu** – contains account settings.
- 5. **My Drive** – contains the contents of the selected folder or view.

Since you upload performance, use **Google Drive** in the **Google Chrome Web browser**. Some features may not be available in other browsers.

Signing into Google Drive Online

Enter drive.google.com into your Web browser's address bar. Enter your account information and click the **Sign In** button. This will take you to the **My Drive** main screen.

Viewing My Drive

1. Click the **Settings** button.
2. Select **Comfortable**, **Cop**, or **Compact** from the **Display Density** settings.
3. Optionally, change the display view for your Drive:
 - **List View** (L): displays the names and types of your files.
 - **Grid View** (G): displays a picture-like view of your files.

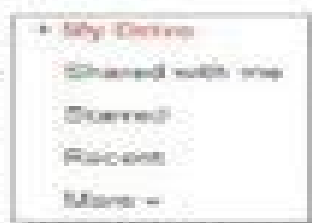
Hover over the **View** button and select the view to which you would like to view the files.

Using the Left Navigation

Navigate the different parts of your Google Drive by clicking on the sections in the **Left Navigation** section:

- **My Drive**: View all the files you have uploaded.
- **Shared with me**: View the files other users have shared with you.
- **Starred**: View files that you have specially designated.
- **Recent**: View files that have been recently opened.

Click **More** to view the expanded list of **Left Navigation** for finding **Activity**, **Other Drive**, **All Drive**, or **Trash**.



Working with Files on My Drive

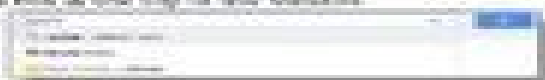
1. Select the item you want to work with.
2. On any of the following:
 - To move a file from **My Drive** to another folder, click the **Organize** button. Select the folder you wish to move the file to and click **Move**.
 - To preview the file, click the **Preview** button. Click the **Close** button when you are finished with the preview.
 - To work with a file, click the **More** button. Select **Add link** to create the web link and share.
 - To open with a different app, click the **More** button. Select **Open with** from the resulting menu.
 - To make a copy of a file, click the **More** button. Select **Make a copy** from the resulting menu.

Uploading a File

1. Click the **Upload** button.
2. Select **Files** from the resulting menu.
3. Locate and select the file you want to upload.
4. Click the **Open** button.
5. The file will appear in **My Drive** when the upload is finished.
6. Optionally, to move the file into a different location, drag the file to another folder or a location on the **Left Navigation**.

Searching for an Item

1. Click on the **Search** box at the top of the window.
2. Begin entering the file name of the item you want to search for.
3. On any of the following:
 - If the item you want appears in the drop-down menu, select the item to open it.
 - If the item you want does not appear in the drop-down menu, continue entering the file name and click the **Search** button. Click the file name in the results list to open it.



Deleting an Item

1. Check the box next to the item you want to delete.
2. Click the **Remove** button.
3. Select **Move** to trash from the resulting menu.

Recovering a Deleted Item

1. Click **More** to expand the options in the **Left Navigation**.
2. Select **Trash**.
3. Check the box next to the item you want to recover.
4. Click the **Restore** button.

Permanently Deleting Items

1. Click the **Trash** shortcut in the **Left Navigation**.
2. Select the item you wish to permanently delete.
3. Click the **Delete Forever** button.
4. Click **Delete Forever** to confirm deletion.

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Sir Arthur Herbert Dyke Acland



Google Drive Goodreads Choice Guide:

The Collection Program in Schools Marcia A. Mardis, 2016-02-25 This thorough treatment of collection development will serve school library educators and students as well as practicing school librarians providing quick access to information that is both immediately useful and helpful as unforeseen situations arise Our digitally rich world changes quickly and contains more information resources than ever before as a result school librarians are tasked with the enormous challenge of curating a diverse high quality and up to date collection for teachers students and administrators to use This new edition of The Collection Program in Schools gives school librarians the tools to develop and maintain a collection in a constantly changing environment often with reduced budgets and to ensure that students can use virtual libraries and have access to all modern media and learning resources The book logically progresses in its coverage of national and state policy concerns to community needs to the process of collection building and maintenance Topics covered include key education trends affecting collections such as digital textbooks and other non print resources instructional improvement systems STEM priorities and open education resources the use of school libraries as makerspaces media type considerations for a range of users Common Core State Standards and Next Generation Science Standards and the principles of curation acquisition description organization promotion evaluation and maintenance This guide is ideal for use in many graduate level school librarian preparation courses including classes on school library collection development and school library management

Marketing and Social Media Lorri Mon, Christie Koontz, 2025-09-18 Marketing and Social Media A Guide for Libraries Archives and Museums is a much needed guide to marketing for libraries archives and museum professionals in the social media age This book is both an introductory textbook and a guide for working professionals on developing a comprehensively planned marketing campaign that integrates social media into a holistic marketing strategy Beginning with mission goals and objectives readers will put together working knowledge of the essential components for planning a marketing campaign Chapters cover how to do a strengths weaknesses opportunities and threats SWOT analysis identify and involve stakeholders a 4 step marketing model market research market segmentation market mix strategy and evaluation The final chapter From the Social Media Manager s Perspective Putting it all Together guides readers through first days on the job of taking over an organization s social media marketing efforts and the steps to be taken in the first days weeks and months that follow including promotional and assessment activities Throughout the book chapters include examples from marketing campaigns key terms and discussion question activities which can be developed into classroom or workshop assignments Illustrative case study examples from libraries archives and museums are embedded throughout the chapters The new edition provides more extensive examples from all three types of institutions as well as other relevant nonprofit and government organizations and features updated coverage of social media technologies techniques and practices *A Guide to the Choice of Books for Students [and] General Readers* Sir Arthur Herbert Dyke Acland, 1891

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