



Getting Started

The Google Drive Window



- **My Drive** – allows the user to navigate to the Google Drive
- **Recent Updates** – contains files that recently have been edited
- **Left Navigation** – contains navigation buttons and icons
- **Search Bar** – contains search settings
- **My Drive** – contains the contents of the selected folder or drive

From this additional information, use Google Drive to store Google Classroom files, documents, Google Sheets, images and the available in addition documents.

Navigating to the Google Drive Dashboard

From above screenshot, notice your 'My Drive' contains your Google account information and click the 'My Drive' **More** button. This will take you to the My Drive dashboard screen.

Navigating My Drive

- Click the **More** **More** button
- Select **Contents**, **Compose**, or **Comments** from the **Google Drive** settings
- Alternatively, click the **My Drive** icon in the sidebar.

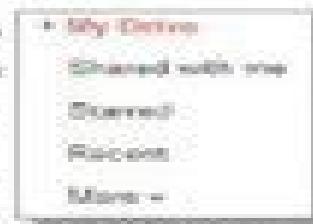
 - **Recent** **Recent** displays the names and types of your files.
 - **Shared** **Shared** displays documents with your files.
 - **My Drive** **My Drive** displays contents of the folder you selected after the folder icon.

Using the Left Navigation

Navigate the different parts of your Google Drive by clicking on the sections in the Left Navigation sidebar.

- **My Drive** **View** all the files you have uploaded.
- **Shared with me** **View** the files other users have shared with you.
- **Recent** **View** files that you have recently downloaded.
- **My Google Sheets** **View** Google Sheets you have recently opened.

Notice, **Compose** is under the **Comments** section of **Google Drive** and the **Comments**, **My Drive**, **Shared**, and **Recent**.



Working with Folders and My Drive

- **My Drive** **View** your work from the **My Drive** sidebar.
- **More** **More** click the **More** **More** to expand the sidebar which the **Google Drive** **More** button. Select the folder you want to open the file for and click **More**.
- **Previous** **Previous** **More** click the **Previous** **More** button. Click the **More** button next to the previous file to expand with the previous.
- **Next** **Next** **More** click the **Next** **More** button. Click the **More** button next to the next file to expand with the next.
- **Open** **Open** **More** click the **Open** **More** button. Click the **More** button next to the open file to expand with the open.
- **Make a copy** **Make a copy** **More** click the **More** button. Select **Make a copy** from the resulting menu.

Uploading an File

- Click the **Upload** **More** button.
- Select **File** from the resulting menu.
- Select and select the file you want to upload.
- Click the **Open** button.
- The file will appear in **My Drive** when the upload is finished.
- Optionally, because the file is a different file type, drag the file to another folder or a location on the **Left Navigation**.

Searching for an Item

- Click on the **Search** box at the top of the screen.
- **My Drive** **More** click the **More** **More** to the right of the search box.
- **Search** **Search** click the **Search** button.
- The search will be displayed.

 - **Other items** **Other items** appears in the drop-down menu, select the item to expand it.
 - **My Drive** **My Drive** shows what appears in the drop-down menu, continue selecting the sub-menu until the **Search** **Search** **More** button. Click the **More** in the results for the search.

Filtering an Item

- Click the **More** **More** to the right of the search box until the **More**.
- Click the **More** **More**.
- Select **More** to search the resulting menu.

Working with Shared Items

- Click **More** **More** to expand the options in the **Left Navigation**.
- Select **Shared**.
- Click the **More** **More** to the right of the **Shared** to expand the menu.
- Click the **More** button.

Working with the **Comments** Section

- Click the **More** **More** **More** to the right of the **Left Navigation**.
- Select the **Comments** **Comments** to expand the menu.
- Click the **More** button.
- Click **Comment** to comment on the selected item.

Google Drive Goodreads Choice Guide

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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