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Welcome! Your Drive files are just a click away.

Your files will show up in Finder without taking up hard drive space

1 See Drive files in
Finder

- 97 files and 286 folders in My Drive
- 243 shared drives



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2 Sync with Google
Drive
Optional

3 Back up to Google
Photos
Optional



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Google Drive Guide Setup

Jack Reed

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5 The menus 6 How to manage files and folders 7 Moving files around 8 Moving multiple files and folders 9 Sharing files and folders with specific people 10 Sharing files and folders with anyone with a link 11 Starring files and folders Quick Access 12 Changing the colours of your folders 13 Uploading files and folders 14 Converting Microsoft documents 15 Downloading your files and folders 16 Previewing your files 17 Finding your file **Google Drive and Docs in 30 Minutes** Ian

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seamlessly. This means emails, calendars, contacts, files, and many more can be shared among different users in a collaborative environment. Some useful Google apps will be briefly discussed, including Gmail, Google Drive, Google Docs, Sheets, Forms, Slides, Drawings, and Google Site. Others include Google Collaboration Keeps, Calendar, Photos, Contacts, etc. Here is a preview of some of the things you will learn:

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- Accessing Google Apps
- Setting up a Google Drive Account
- Creating folders, Docs, and sheet
- Opening Google Docs From Google Drive
- Opening Google Sheet From Google Drive
- Opening Google Slides From Google Drive
- Opening other apps through Google Drive
- Sharing, Tagging, and Collaborating within Google Docs
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