

Getting Started

The Google Drive Window



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

Since this tutorial pertains to 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 with 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 **Contentable, Copy, or Compact** from the **Display** **Display** settings.
3. **Contentable**: Change the display view for your Drive.
 - **List View** : Displays the names and types of your files.
 - **Grid View** : 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 column.

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

Click **More**  above to view the expanded list of Left Navigation in **Settings**, **Activity**, **Other Drive**, **All Drive**, or **Trash**.



Working with Files on My Drive

1. Select the item you want to work with.
2. Do any of the following:
 - To move a file from My Drive to another folder, click the **Draggable**  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 share a file with a user, click the **Share**  button. Select **Add user**  from the resulting menu.
 - 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. **Optional**: 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. Do 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** button.
4. Click **Delete forever** in resulting dialog.

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Chester Frew



Goodreads Choice Google Drive Tips:

Optimizing Discovery Systems to Improve User Experience Bonnie Imler, Michelle Eichelberger, 2017-05-24 Two authors with more than 40 years of combined library experience tap into their wealth of knowledge about discovery and user experience sharing proven methods for setting up promoting and teaching their own discovery systems Discovery systems are the new one stop search model for libraries but simply implementing the software doesn't ensure that it will meet your users search needs This book looks at how discovery systems are actually used by examining the findings of several user experience UX studies providing data and observations that will inform your decisions about selecting implementing and enhancing this software This book provides library practitioners who choose administer and interact with discovery systems with insight for establishing or fine tuning a discovery system You will understand how the use and effectiveness of the top discovery systems compare to more traditional databases and web resources get insight into the comparative strengths and weaknesses of the best selling discovery systems and examine the UX research findings of the authors on student response and faculty response You'll also learn about key configuration options that help or hinder search success with these systems and affect content selection linking software setup and interlibrary loan processes The book concludes with recommended best practices for promoting discovery systems including web design placement on the library's website getting coworkers on board and PR ideas

Entrepreneur Lars Tvede, Mads Faurholt, 2018-10-08 Build a world class business with a clear blueprint to success *Entrepreneur* Building Your Business From Start to Success is your guidebook to achieving entrepreneurial success Whether you're an existing business owner seeking to increase your reach or a budding entrepreneur ready to take the next step this book provides invaluable guidance from experts who have made it happen time and time again A simple step by step process will help you translate your ideas into effective business plans raise the capital needed to start and grow your business build a winning team and leave the competition behind Drawing upon their experience founding more than 30 companies the authors share their entrepreneurial wisdom and reveal the real world techniques that lead to success With a pragmatic and personal approach the authors explore the personal characteristics that are vital to achievement managing stress withstanding heavy workloads and coping with potential health concerns are subjects often overlooked in the pursuit of business achievement Addressing the link between business concerns and personal welfare the authors offer suggestions on how to most effectively reconcile entrepreneurial drive with personal well being Build or revitalise a business with proven methods from two globally recognized experts in the field Develop an effective business plan to maximise your probability of success Understand funding markets and raise capital necessary to start or grow your business Grow your business by beating the competition and dominating your market Providing invaluable insight into real world entrepreneurial methods that work this book arms current and future business leaders with the skills knowledge and motivation to create the organization of their dreams

Entrepreneurship and Authorship Ronald

Legarski,2024-08-30 Entrepreneurship and Authorship Navigating the Intersections of Creativity Business and Influence is an essential guide for anyone looking to bridge the worlds of innovative business and creative writing In this comprehensive exploration readers are invited to discover how the principles of entrepreneurship and authorship intertwine revealing unique opportunities to harness the power of both This book delves deep into the core of entrepreneurship offering insights into the entrepreneurial mindset the importance of innovation and the crucial role of risk taking in building successful ventures It examines the historical evolution of entrepreneurship the impact of globalization and the various types of entrepreneurial activities from small businesses to scalable startups and social enterprises Alongside these themes the book explores the nuanced craft of authorship guiding readers through the creative process the challenges of getting published and strategies for building a lasting platform Entrepreneurship and Authorship isn t just for entrepreneurs looking to enhance their creativity or authors aspiring to approach their craft with a business mindset it s for anyone interested in the dynamic intersection of these two disciplines The book provides practical advice real world examples and actionable strategies that empower readers to achieve their goals whether it s launching a successful startup writing a bestselling book or both Readers will learn how to identify and capitalize on entrepreneurial opportunities understand the importance of innovation as a cornerstone of success and navigate the challenges of balancing creative ambition with business acumen Through a blend of theoretical knowledge and practical guidance this book equips readers with the tools they need to thrive in an increasingly interconnected and competitive world Entrepreneurship and Authorship is more than a guide it s an invitation to explore the limitless potential that arises when creativity and business strategy come together It challenges readers to think differently to push the boundaries of what is possible and to create a lasting impact through both their entrepreneurial ventures and their written works

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The cheat sheet was created by the author of the top selling guide [Google Drive Docs In 30 Minutes](#) [The Ridiculously Simple Guide to Google Drive](#) Scott La Counte,2019-08 If you are new to the Cloud and thinking about making the switch to Google or have already made the switch but want to make sure you are using it correctly then this guide will walk you through it It will show you all the basic features to make sure you can get up and running as quick as possible the guide is 2 000 words

Beginner's Guide to Google Drive Barrie Roberts,2020-06-18 Explaining what Google Drive is and how it works Taking you from knowing nothing to using it with confidence This book takes you step by step through the different areas of Google Drive

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client intending to improve your capability Google Drive Made Simple offers clear directions viable tips and key experiences making on the web stockpiling and cooperation an easy and proficient interaction

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