



Google  
Drive

# **A Complete Handbook for Plainview-Old Bethpage Students and Teachers**

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## Introduction:

Google Drive is a file storage and synchronization service developed by Google. Launched on April 24, 2012, Google Drive allows users to store files in the cloud, synchronize files across devices, and share files. In addition to a website, Google Drive offers apps with offline capabilities for Windows and macOS computers, and Android and iOS smartphones and tablets. Google Drive encompasses Google Docs, Sheets and Slides, an office suite that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more. Files created and edited through the office suite are saved in Google Drive.

Users can change privacy settings for individual files and folders, including enabling sharing with other users or making content public. On the website, users can search for an image by describing its visuals, and use natural language to find specific files, such as "find my budget spreadsheet from last December". A Quick Access feature can intelligently predict the files users need.

Google Drive is a key component of G-Suite, Google's offering for businesses and educational organizations. As part of select G Suite plans, Drive offers unlimited storage, enhanced administrative controls, and greater collaboration tools for teams and domain users.

Google Drive incorporates a system of file sharing in which the creator of a file or folder is, by default, its owner. The owner can regulate the public visibility of the file or folder. Ownership is transferable. Files or folders can be shared privately with particular users having a Google account, using their email addresses. The owner may also set an access level for regulating permissions. The three access levels offered are "can edit", "can comment" and "can view".

As of October 2014, Google Drive has 240 million active users, and as of September 2015, it has over one n





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# Signing-In to Google Drive via a Web Browser



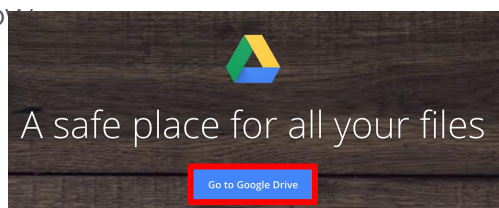
A **web browser** (commonly referred to as a browser) is a software application for retrieving, presenting and traversing information resources on the Internet.

**Examples of web browsers found on desktop computers are:**

Google Chrome, Firefox, Safari, or Internet Explorer

**STEP 1:** Visit [www.drive.google.com](http://www.drive.google.com)

**STEP 2:** Locate the **BLUE “Go to Google Drive”** button in the middle of your browser window



**STEP 3:** Enter your **POB email address** as your username

A screenshot of the Google sign-in page. It shows the Google logo, the text 'Sign in to continue to Google Drive', and a text input field for 'Email or phone'. The email address 'bwiley@pobschools.org' is entered in the field, which is highlighted with a red rectangular box. Below the input field are links for 'More options' and a blue 'NEXT' button.

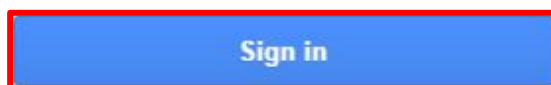
**STEP 4:** Choose **Organizational G Suite Account**

A screenshot of the account selection screen. It shows two options: 'Organizational G Suite Account' and 'Individual Google Account'. The 'Organizational G Suite Account' option is highlighted with a red rectangular box. It includes a building icon, the text 'Organizational G Suite Account', and a description: 'Business account owned by pobschools.org'. The 'Individual Google Account' option includes a house icon, the text 'Individual Google Account', and a description: 'An account that you created through the normal sign-up process'.

**STEP 5:** Enter your **POB account password**

- Choose the option to **“Stay signed in”** if you prefer

**STEP 6:** Click **Sign in**

A screenshot of the password entry and sign-in options screen. It shows a blue circular profile picture placeholder, the email address 'bwiley@pobschools.org', and a password input field with dots. The password field is highlighted with a red rectangular box. Below the password field is a blue 'Sign in' button. At the bottom, there is a checkbox labeled 'Stay signed in' which is checked and highlighted with a red rectangular box, and a link for 'Forgot password?'.

You will be directed to Google Drive upon signing in...

# Signing-In to Google Drive via a Chromebook



A **Chromebook** is a laptop running the Linux-based Chrome OS as its operating system. The devices were originally designed to be used primarily while connected to the Internet, with most applications and data utilizing Cloud technology.

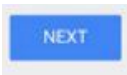
*By signing into a Chromebook, you are essentially signing into Google. If you are already signed in to your Chromebook, disregard the following steps.*

**STEP 1:** Power on your Google Chromebook

**STEP 2:** Type in your **POB username** (the @pobschools.org will already be there)

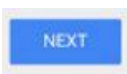
A screenshot of the Chromebook sign-in interface. It features a blue header with the text "Sign in to your Chromebook" and a close button (X) in the top right corner. Below the header, there is a text input field labeled "Enter your email" containing the text "bwiley". To the right of this field, the text "@pobschools.org" is displayed. Below the input field, there are two buttons: "MORE OPTIONS" and "NEXT". At the bottom center, the Google logo is visible.

**STEP 3:** Click



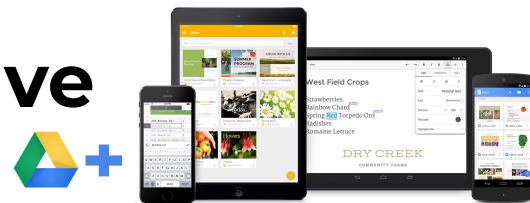
**STEP 4:** Enter your **POB account password**

**STEP 5:** Click

A screenshot of the Chromebook password input interface. It features a text input field labeled "Password" with a series of asterisks (\*\*\*\*\*). Below the input field, there is a link that says "Forgot password?". To the right of the input field, there is a blue rectangular button with the word "NEXT" in white capital letters.

*You have now successfully signed into your Chromebook, and hence, your Google Account. You will not be prompt to sign-in again.*

# Signing-In to Google Drive via a Mobile Device



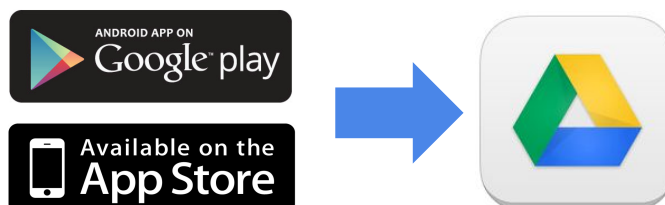
A **mobile device** is defined as a portable computing device such as a smartphone or tablet computer.

## **Examples of mobile devices are:**

*iPhone, Android Phone, iPad, Window Tablet, etc.*

*The following steps may differ depending on the type of mobile-device you are using.*

**STEP 1:** Download the **Google Drive App** from your mobile device app store (Apple App Store, Google Play Store, etc.)

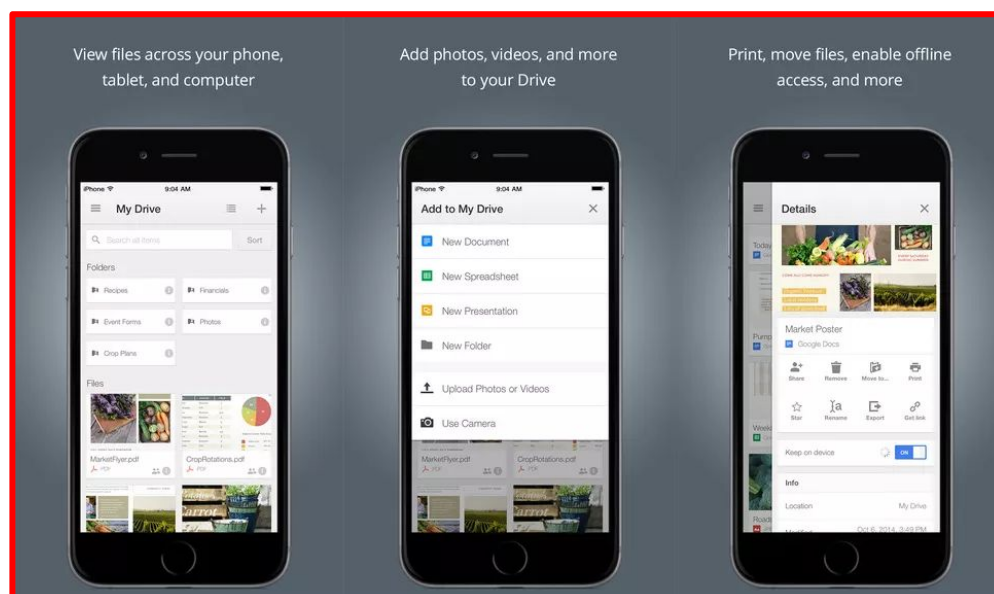


**STEP 2:** Launch Google Drive App

**STEP 3:** Sign-In to your POB G Suite account by entering:

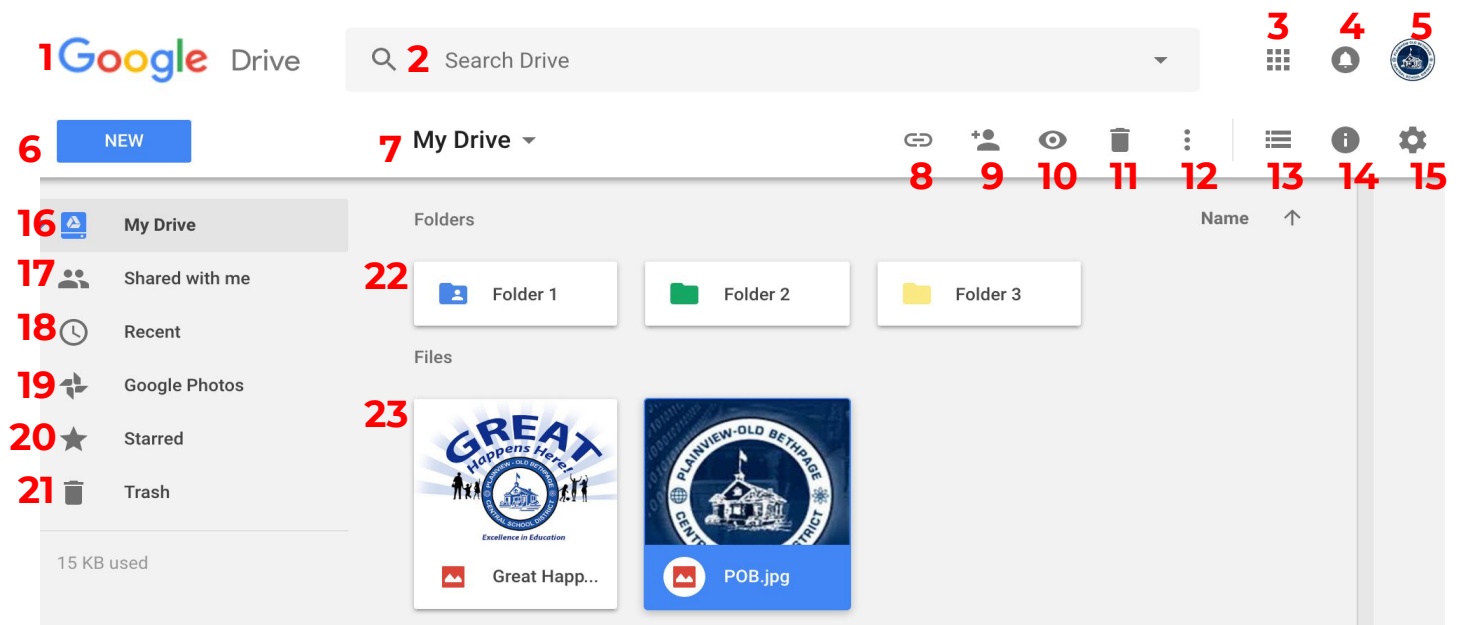
1. **Your POB email address**
2. **Your POB Account Password**

**STEP 4:** Access your Google Drive from your pocket



*If you have a private Google account (@gmail.com) you can choose to sign-in to your private Google Drive account as well from the Mobile-App.*

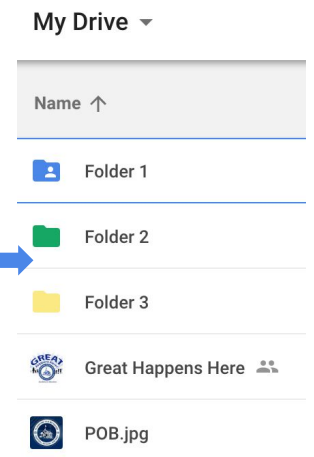
# Google Drive Interface



Your **Google Drive** can be arranged in either a **GRID VIEW** or a **LIST VIEW**. Since Google Drive is “**device-agnostic**”, it looks and feels the same on every device/platform.

The following items can be found on **ANY** Google Drive:

1. **Google Drive hot-button**
2. **Google Drive search bar**
3. **App Menu** (AKA- Waffle Button)
4. **Notifications**
5. **Your Account** (used to sign-out, change profile picture, and/or switch accounts)
6. **New Button** (used to create new files/folder, and upload files/folders)
7. **Drive Navigation Menu Bar**
8. **Sharable Link Button**
9. **Share Button**
10. **Preview Button**
11. **Trash Button**
12. **Options Button**
13. **List/Grid View toggle switch** - Grid View shown above, List View
14. **Information Button**
15. **Settings**
16. **My Drive**
17. **Shared with me**
18. **Recent**
19. **Google Photos**
20. **Starred**
21. **Trash**
22. **Folder**
23. **File**



# Google Drive

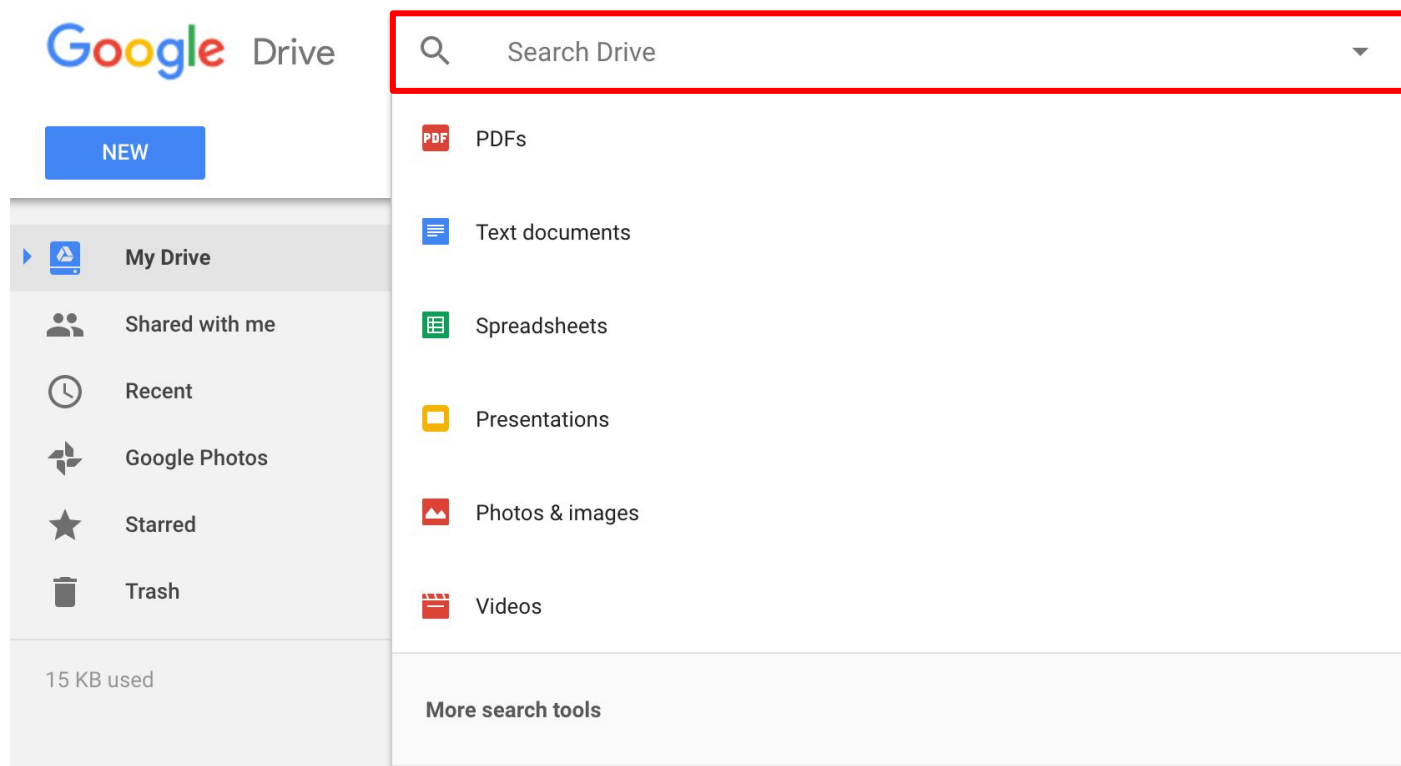
## Search Bar

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*You can find files in Google Drive, Docs, Sheets, and Slides by searching for:*

- File title
- File contents
- Items featured in pictures, PDF files, or other files stored on your Drive.

*You can also sort and filter search results.*

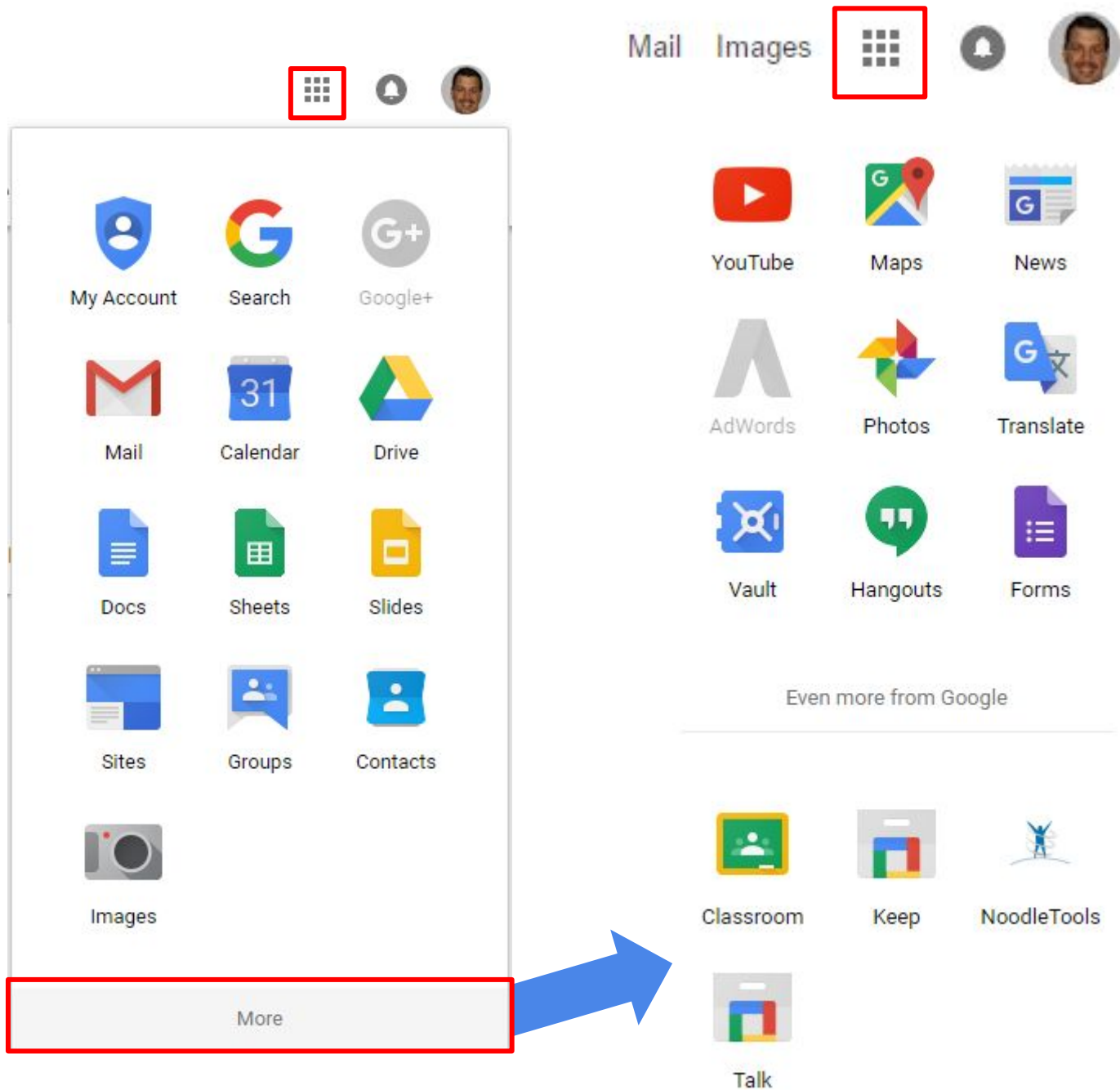


# Google Drive

## App (Waffle) Menu



From Google Drive, you have the ability to navigate to any other Google App from the main Google Drive screen. Locate the **“waffle-menu”** in the upper right of your browser, near your account picture or icon.



**Additional Google Apps found within the “Waffle-Menu” are:**

*Google Search, Google Sites, YouTube, Google Forms, Google Classroom, etc.*

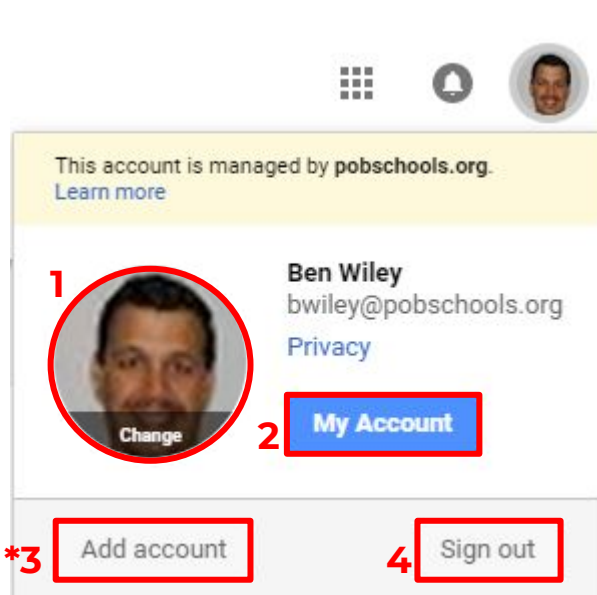
# Google Drive

## Account Menu

Google

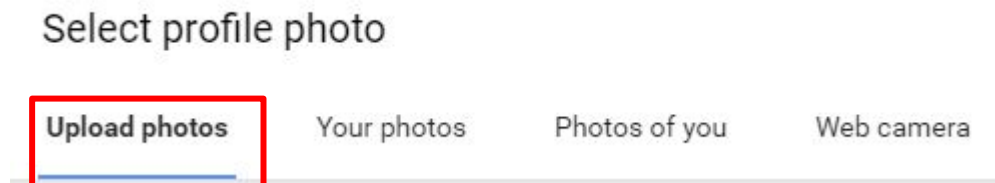
My Account

Along with your App menu and Google Drive notification button, you are able to access your **“Account Menu”** directly from your profile picture or account icon located in the uppermost right corner of your Google Drive.



When you click on your profile picture or account icon, you will be directed to additional options.

1. **Change Photo/Icon**
2. **Access “My Account” Info**
3. **Add Account**
4. **Sign out**



Upon selecting to change your profile picture, you will be prompted to **upload** a new photo from your computer or Google Drive.

Google

My Account

My Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you.

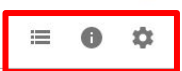
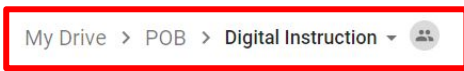


Welcome, Ben Wiley

**\* While on Google Drive, you can add a private Google Account in order to toggle between the two while working.**

# Google Drive

## Main Menu



As you navigate through your Google Drive, the **navigation menu** will follow you.

This gives you the ability to quickly “**jump**” back to previous files and/or folders within your drive.

### 1. List View / Grid View Button

- This button will toggle the icons in your Google Drive between a **LIST VIEW** and **GRID VIEW**

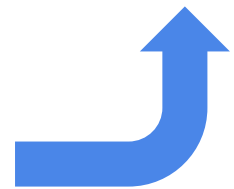


### 2. Information Button

- This button will give you relevant information about your files and folders, such as document size or date of creation

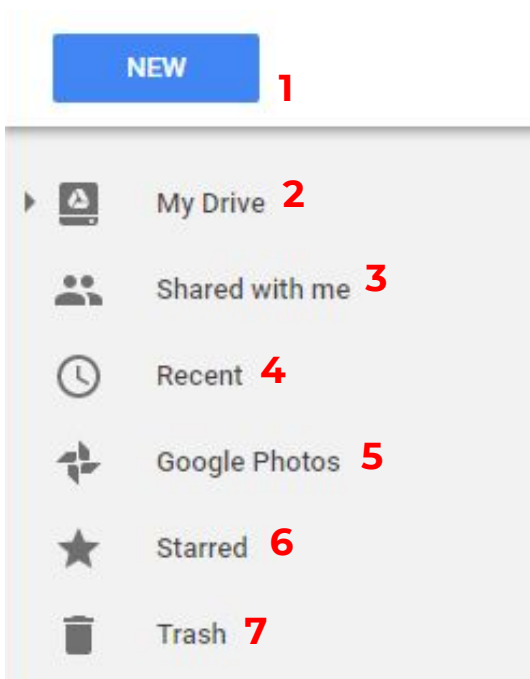
### 3. Setting Button

- This button will provide you with all Google Drive settings, including ‘**HELP**’.



# Google Drive

## Sidebar Menu



- NEW Button**- button used to create new documents as well as upload files/folders to your Drive (*explained in more detail in the Creation of a New File section*)
- My Drive Folder**- The location of all files/folders YOU have created/uploaded
- Shared with Me Folder**- The location of all files/folders OTHERS have shared with you
- Recent**- Most recently accessed files/folder can be found here
- Google Photos**- Area where any/all photos are stored
- Starred**- Important files/folders have have chosen to “star” can be found here
- Trash**- All “removed” files/folders can be found here

# Google Drive

## Creating a Folder

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To create a NEW folder in Google Drive, follow these simple steps:

1. Click on the NEW button within Google Drive



2. Choose NEW FOLDER from the drop-down menu
3. Name Folder
4. Click CREATE

## Renaming Folders

To rename folders that already exist, follow these simple steps:

1. RIGHT CLICK on a folder within your Google Drive you wish to rename
2. Choose RENAME from the drop-down menu
3. Change name
4. Click OK

## Folder Menu

By RIGHT CLICKING on any folder a menu bar appears with a number of options:

1. **Move to**
  - Use this option to move your folders to new places within your Drive
2. **Changing Icon Color**
  - Choose from a variety of colors to assign to your folders
3. **Sharing a Folder**
  - Choose this option to share the contents of your folder with someone else. You can set permission levels to CAN VIEW ONLY or CAN ORGANIZE, ADD, OR EDIT
4. **Get Sharable Link**
  - Use this option to share your folder via a link
5. **View Details**
  - Click this option to view when your folder was created, size, and history of edits
6. **Download**
  - Choose this option to download all contents of your folder as a Zip file onto your computer
7. **Remove**
  - Choose this option to remove (delete) your folder from your Google Drive