



# Google Drive

# Overview

- 10am Google Drive presentation
- 1030am Refreshments
- 11am One on One session with Google Volunteers
- 1230pm Google Guest Speaker

# Presentation Overview

- Backup principles
- How does Google Drive work
- What you need to use Google Drive
- How to access Google Drive from your computer
- App window overview
- Uploading documents from your computer
- Sharing documents
- Frequently asked questions
- Resources

# Backup Principles (Onsite & Offsite)



Backup data to an external HDD and store **onsite** in a safe and secure place.

Backup data **offsite**.



# How does Google Drive Work?



# What you need to use Google Drive.

- 1) Google Account ie Gmail Account



- 2) Device ie Computer, Smartphone or Tablet



- 3) Internet Connection (Wifi or Mobile Data)



# How to Access Google Drive from your Computer

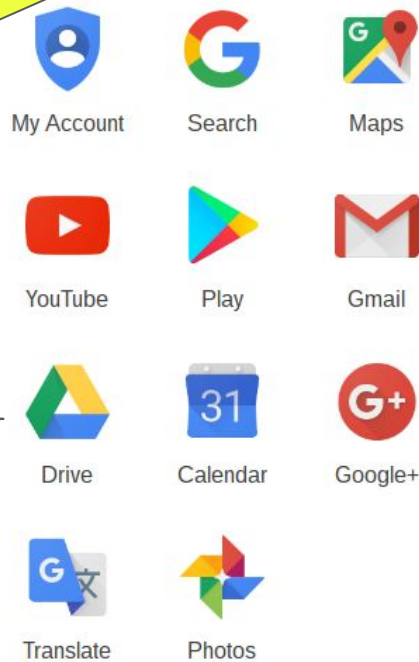
Google

Gmail

1) Open your Gmail

2) Click on Google Apps icon

3) Click on Google Drive icon



# App Window Overview

Google Drive



Search Drive

Search bar



NEW

My Drive

List/grid view



Settings

My Drive

Shared with me

Recent

Google Photos

Starred

Trash

Backups

269 MB of 15 GB used

Upgrade storage

Quick Access

Find just what you need  
Get timely suggestions  
throughout your day with Quick  
Access

TURN OFF GOT IT

Backing up your Computer

Backing up your Computer  
You edited this month

Leo's Slide Show

Untitled presentation  
You edited this month

Attachments Procedure

- 1) Compose
- 2) Enter email address
- 3) Enter Subject

Attachments Procedure.docx  
You modified

Folders



Teaching



Teaching Notes

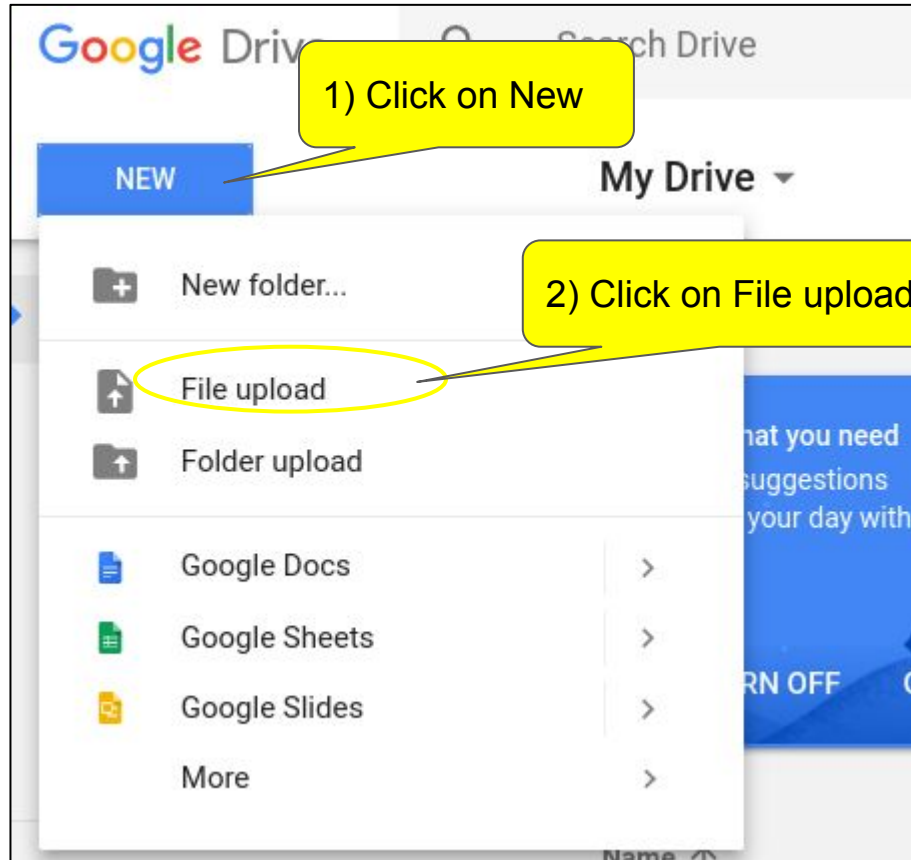
Files

Google

Name ↑



# File Uploading



## Sharing Files

Quick Access

Find just what you need  
Get timely suggestions  
throughout your day with Q  
Access


TURN OFF GO

Name ↑


Teaching

1) Right click on  
the file.

Backing up your Computer



- Preview
- Open with >
- Share... 
- Get shareable link
- Move to...
- Add star
- Rename...
- View details
- Make a copy
- Download
- Remove

## Sharing Files

Share with others Get shareable link 

People

Enter names or email addresses...

Done Advanced

3) Enter recipient's email address

4) Choose if you want recipient to be able to edit or not.

# Frequently Asked Questions (FAQs)

## Can I upload MS Office docs to Drive?

Yes you can, however if you want to edit them *in* Drive they will be converted to Google files ie Docs/Sheets/Slides.

## What are the benefits of Google Drive?

You can backup all your documents to one place where they are accessible on any computer/smartphone with an internet connection.

# Frequently Asked Questions (FAQs)

How much does Google Drive cost?

15GB is free | 100GB is \$1.99/month | 1TB is \$9.99/month

\*Up to a 17% discount if paid yearly.

# Resources

[Internet](#) - Just do a Google search for “Google Drive tutorials 2017” and you will find many text and video resources to guide you.

[Video Intro to Drive \(7mins\)](#) | [Video Intro to Drive \(20mins\)](#)

[Redfern Community Centre](#) - Tuesdays 1-230pm (during school term time)

[Reg Murphy Community Centre \(Elizabeth Bay\)](#) - Thursdays 930-11am (during school term time)

[Australian Seniors Computer Club Assoc. \(ASCCA\)](#) - 9286 3871 | [ascca.org.au](http://ascca.org.au)

# Thankyou

If you would like a copy of these slides they can be downloaded from...

Leobirch.com and then go to the Blog section.