

Getting Started

The Google Drive Window



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

Since you upload performance, 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 into 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 **Comfortable**, **Cop**, or **Compact** from the **Display Density** settings.
3. Optionally, 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.

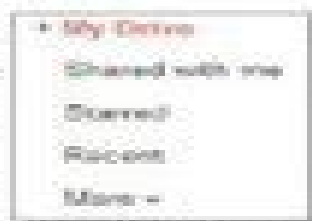
Hover over the **View** button and select the view to which you would like to view the files.

Using the Left Navigation

Navigate the different parts of your Google Drive by clicking on the sections in the **Left Navigation** section:

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

Click **More** to view the expanded list of **Left Navigation** for finding **Activity**, **Other Drive**, **All Drive**, or **Trash**.



Working with Files on My Drive

1. Select the item you want to work with.
2. Do one of the following:
 - To move a file from **My Drive** to another folder, click the **Organize** (📁) 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** (X) button when you are finished with the preview.
 - To work with a file, click the **More** (⋮) button. Select **Add link** ➤ create the workflow and share.
 - 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. Optionally, 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 one 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 Forever** button.
4. Click **Delete Forever** to confirm deletion.

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