

GOOGLE DRIVE PART I



GOOGLE APPS & SAVING TO THE DRIVE, 2017

SIGNING UP FOR GOOGLE DRIVE

- In your web browser navigate to drive.google.com. If you have a Gmail email address (ends in “@gmail.com”), you already have a Google Drive! All you need to do is Log In with your Gmail email and password!
- If you do not currently have a Gmail email account, that’s okay too. You will need to Sign Up and follow the subsequent steps to create an account.
 - Note: you do NOT have to create a Gmail account to sign up for Google Drive

SAVING THINGS TO GOOGLE DRIVE

- To save documents in your Google Drive:
 - Uploading: on laptops there is a button that says “New” on the left side of the screen. Click that button and select Upload
 - On tablets, click the red plus sign button in the lower right corner of the screen
 - This will allow you to upload documents from your computer to the Google Drive.
- Google Drive also allows you to save things in folders (like you do on your computer). To make a folder click on the Create/New/Plus Sign button and choose “Folder”. To move documents into the folder, click and drag (on a laptop) or tap with your finger and drag the document into the folder.

CREATING DOCUMENTS ON GOOGLE DRIVE

- You can upload documents from your computer to the Drive, but you can also create documents of all kinds using the Google Drive apps
- To create a document click the “New”, “Create”, or plus sign button
- Select the type of document you would like to create: doc, sheet, form, slides, etc. (please see right pannel on this page for an explanation of each app!)
 - Note: if you are creating a document on a phone or tablet, you will be prompted to download the app specific for the type of document you are wanting to create (you will only have to do this one time)
- Once you start creating a document Google Drive will automatically save your changes each second—no need to worry about losing your hard work!
- Your document will be saved to the folder you were in when you clicked the Create/New/plus sign button. You can always move your document after it’s been created to whatever folder you would like!

GOOGLE DRIVE APPS

Google Docs—the Google version of Microsoft Word. Excellent for writing letters, books, and creating word documents. Able to put photos in the document

Google Sheets—Google version of Microsoft Excel. Google Sheets (short for spreadsheets) is a giant table allowing you to organize and manipulate dates, create graphs and charts.

Google Forms—this app allows you create a form (survey, questionnaire, etc.) and send it to people to fill out. The results from the form are saved and are accessible only by the owners of the form (i.e. people who fill out the form cannot see the results)

Google Slides—Google’s version of Power Point. Used to make presentations (like the kind I use at workshops!). It is helpful for presenting information to be displayed in the background of the speaker.

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THINGS TO TRY: create a new document in Google Drive | share your document | fool around with Google Forms—it’s a really cool app! | create a folder and add files to it