

# TECH BOOT CAMP: Google Accounts

## Navigate Your Homepage

The screenshot shows the Google Drive interface. A callout bubble points to the 'NEW' button, stating 'Create new files.' Another callout bubble points to the Apps Tray icon in the top right corner, stating 'Access your Drive from the Apps Tray in Gmail.' A third callout bubble points to the main file list, stating 'Your Drive - where all your files are displayed.' The Apps Tray is expanded, showing icons for +Squee, Search, YouTube, Maps, Play, News, Gmail, Drive, and Calendar.

### What are these icons?



Google Docs: Write a letter, resume, or other document.



Google Sheets: Create a table to organize information and perform calculations.



Google Slides: Create a presentation to display on a large screen while you are giving a talk.

## Vocabulary

**Upload:** Copy a document or file from your computer or flash drive to the internet.

**Download:** Copy a document from the internet to your computer or flash drive.

**Share:** Allow other users to see (and potentially edit) files you have in your account.

Google Drive is an Internet-based computer file storage system that acts as a companion to your computer's hard drive. You can also use Google Drive to create new office documents, share your files with other users of your choosing, and access your files remotely from other Internet-capable computers or mobile devices.

It costs you no money to sign up for an account on Google Drive. Plus, if you have an account with another Google-owned service -- such as Gmail or YouTube -- you can use that account for Google Drive! No need to create a separate account!

## Navigate a Document

Double click to change the title of your document.

Share documents.

Use tabs at the top of the screen to get back to your Google Drive.

As many people have noticed, the S: Drive can sometimes be a little cluttered. This leads to many people having issues finding the files they need when they need them.

This is a guide for staff to delete unneeded/unused files.

First, back up all of your files onto a flashdrive or an external harddrive. Most locations have fewer than 4 GB of files saved to their folder in the S: drive, so a relatively small flashdrive would suffice.

1. Create a new folder on root level of your staff drive.
  - a. Right click in white space
  - b. Click on New
  - c. Click on Folder
2. Name that folder "Backed Up"
3. As you use any file in the Backed Up folder, move it to the root level of your staff drive.
4. Give your team 3 - 4 months to move files over.
  - a. Use this time to create a file structure that makes sense to your team.
  - b. If documents logically fit in two places, create a shortcut link instead of two separate copies of the document.
5. Delete the Backed Up folder.
  - a. Don't worry! Your files are still safe on the backed up flashdrive!!!

### Other things to know about Google Drive

Drive is an app that is provided with your Google account.

You can share a doc with a non-gmail address, but the person can only view it, not edit it or comment.

Google Drive also has spreadsheets, forms, presentations and drawings. Check them out under the Create button in your Google Drive homepage.

### Suggestions for how to use Google Drive

Create and store your resume

Create a contacts list

Backup photos from your phone

Share your poetry with friends

Maintain a budget

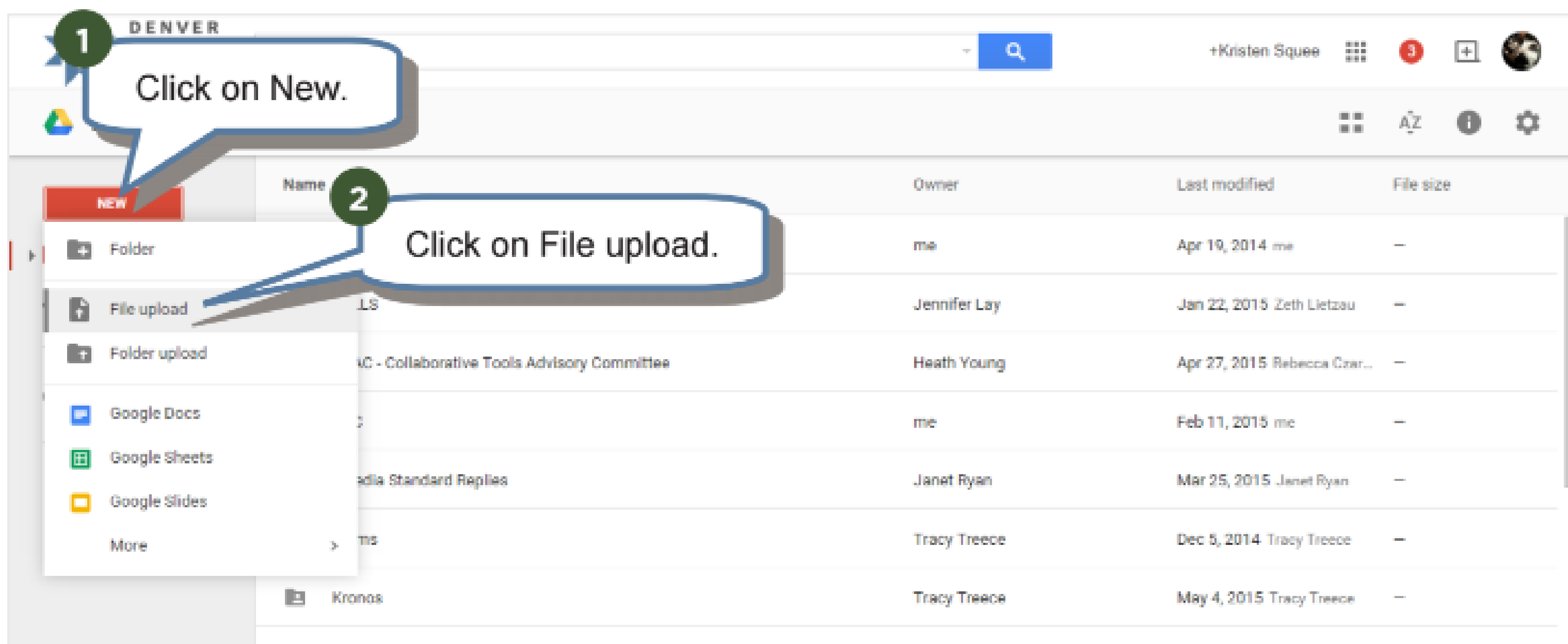
Backup important documents and files

Share travel plans and documents

Do your homework

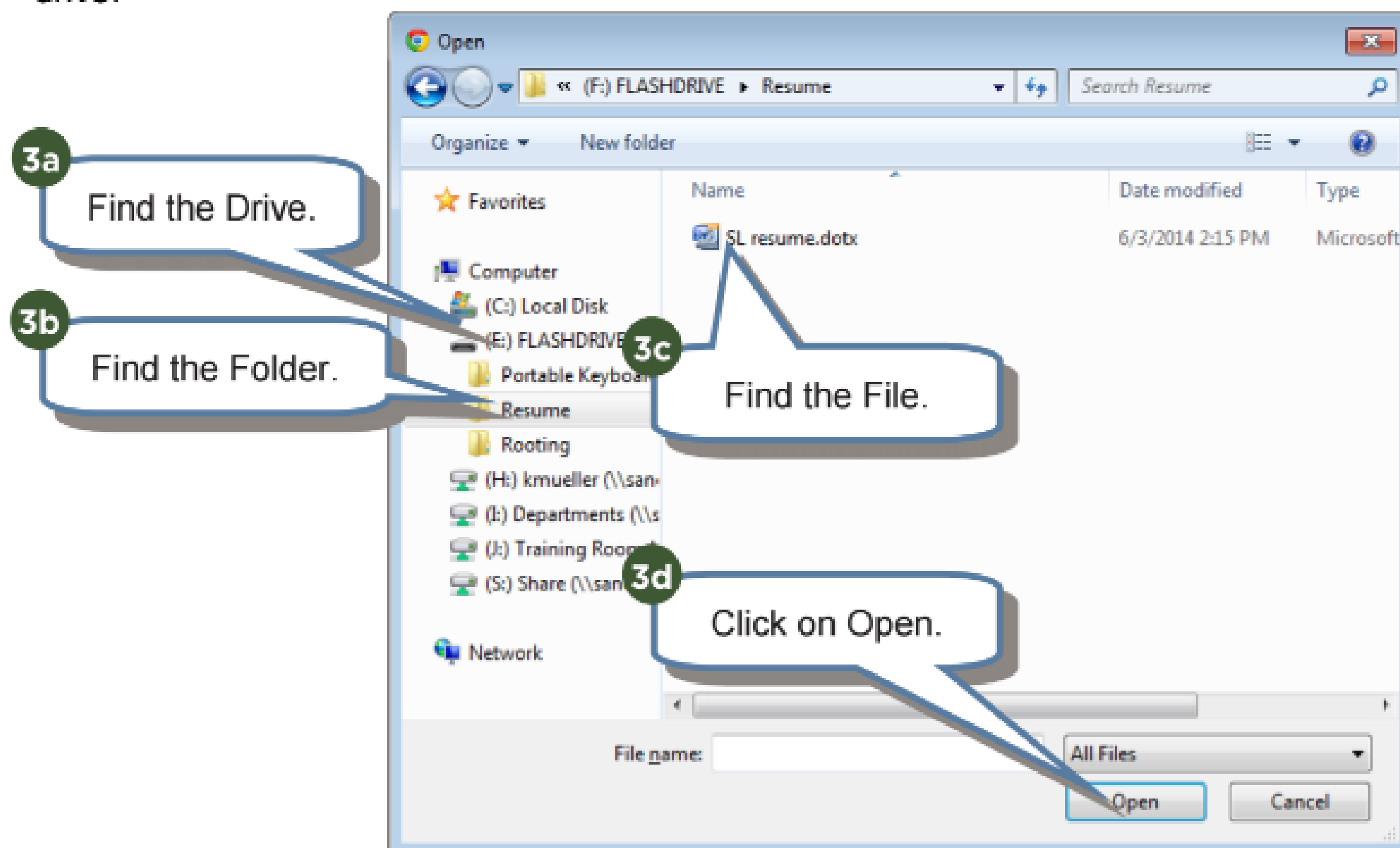
## Upload a File

Uploading files to the internet means that you are making a copy of a file, like your resume, and putting it on the internet. You can also upload files to Google Drive to use it like an online flash drive. This allows you to access your files from any computer that has an internet connection!



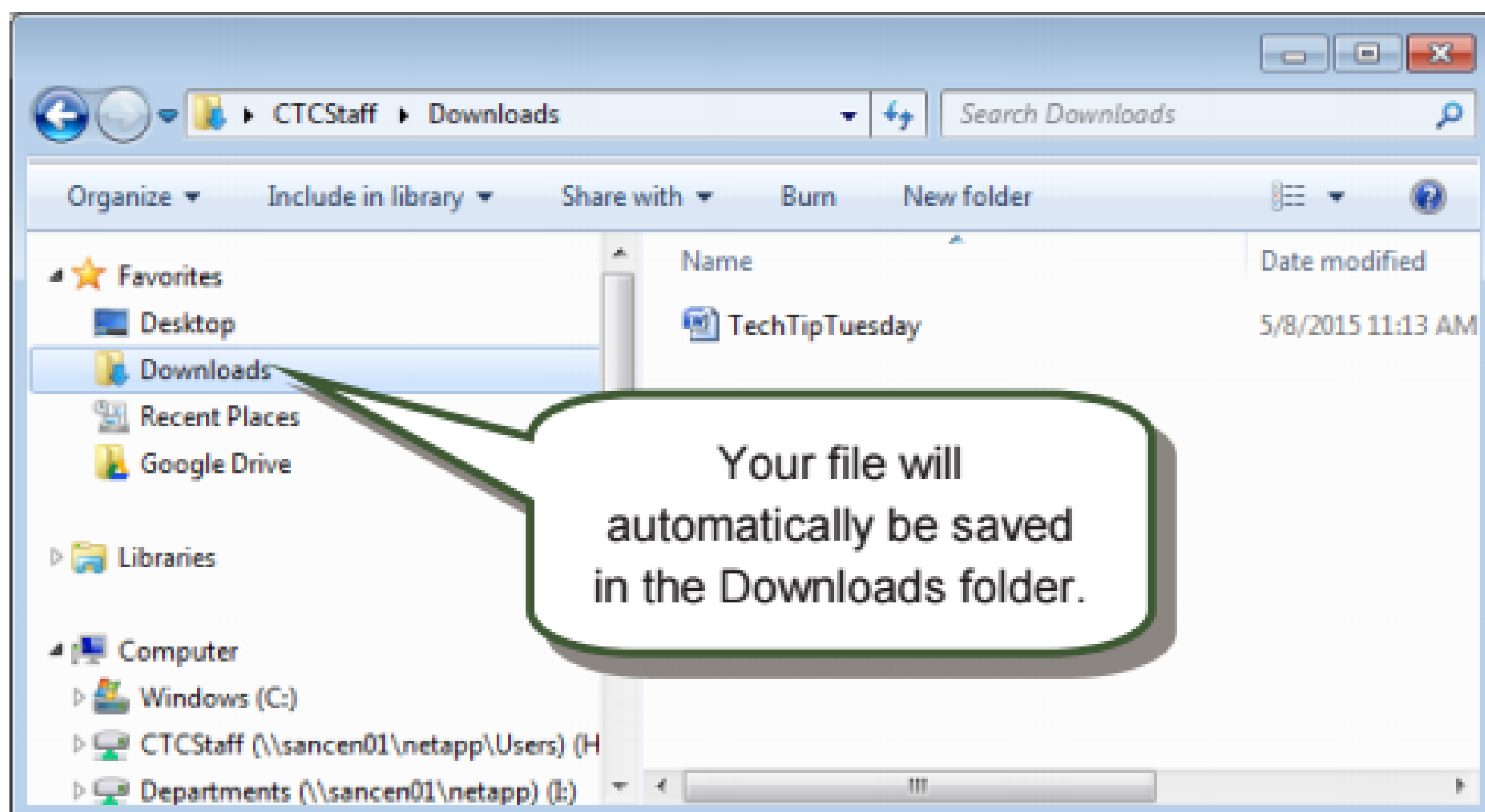
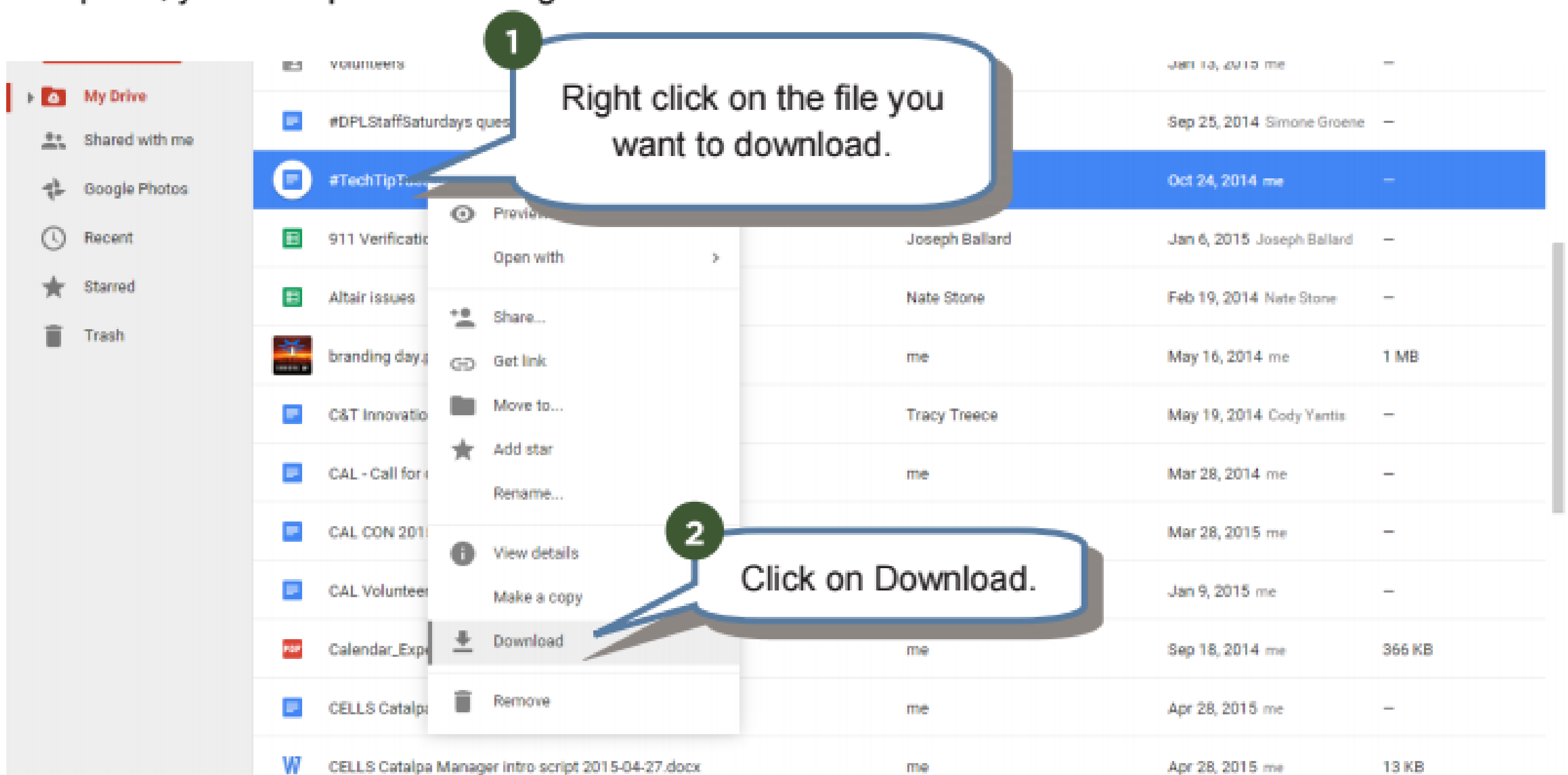
### 3 Find where your file is saved:

Does this look familiar? It should! It's the same process as saving or opening a file from your flash drive!



## Downloading

Sometimes it's necessary to use a file saved on Google Drive in another software or webpage. Downloading saves a copy of a file from your Drive to your computer. Once it's saved to your computer, you can upload or change the file as needed.



## Helpful Resources

GCF Learn Free - Google Drive and Google Docs Tutorials  
<http://www.gcflearnfree.org/googledriveanddocs/>

Techboomers - Google Drive Course

<https://techboomers.com/p/google-drive>