Google Drive
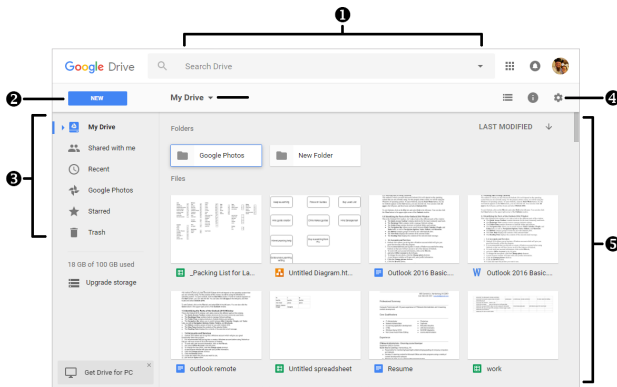
Getting Started

The Google Drive Window

❶ **Search Drive** - allows you to search for items contained in Drive.

❷ **New Button** - allows you to create new files and folders.

❸ **Left Navigation** - contains shortcuts to folders and views.

❹ **Settings** - allows you to make changes to settings and get help in Drive.

❺ **My Drive** - contains the contents of the selected folder or view.

*Note for optimal 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 and select **Settings** from the resulting menu.
2. Click the arrow on the box in the **Density** section and select **Comfortable**, **Cozy**, or **Compact**. Click the **Done** button.
3. *Optional*: Change the display view for your **Drive**.
   - **List View** ☰ displays the names and types of your files.
   - **Grid View** ▦ displays a preview tile of your files.

Using the Left Navigation

Navigate the different parts of your **Google Drive** by clicking on the options 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.
- **Recent**: View files that have been recently accessed.
- **Google Photos**: View photos that you have uploaded.
- **Starred**: View files that you have specially designated.
- **Trash**: View items that you have placed in the trash.
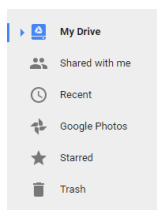
Working with Files on My Drive

1. Select the item you want to work with.
2. Click the **More Actions** ⋮ button and do any of the following:
   - To *open with a different app*, select **Open with** and select the app.
   - *To move a file from **My Drive** to another folder*, select **Move to**. Select the folder you want to move the file to and click the **Move here** button.
   - *To mark a file with a star*, select **Add star**.
   - *To rename the file*, select **Rename**. Enter the new name in the box and click the **OK** button.
   - *To view the details of actions taken on the file*, select **View details**.
   - *To make a copy of a file*, select **Make a copy**.
   - *To download the file*, select **Download**.

*Note: To preview a file, click the **Preview** 👁 button. Click the **Close** button when you are finished with the preview.*

Uploading a File

1. Click the **My Drive** button at the top of the screen.
2. Select **Upload 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. *Optional*: 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 in the **Search Drive** 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 press the **Enter** key. Click the file name in the results list to open it.
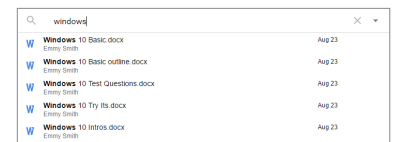
Deleting an Item

1. Select the item that you want to delete.
2. Click the **Remove** 🗑 button.

Recovering a Deleted Item

1. Click the **Trash** shortcut in the **Left Navigation**.
2. Select the item that you want to recover.
3. Click the **Restore from trash** ↺ button.

Permanently Deleting an Item

1. Click the **Trash** shortcut in the left navigation.
2. Select the item you want to permanently delete.
3. Click the **Delete forever** 🗑 button.
4. Click the **Delete forever** button to confirm deletion.