

Google Apps | Getting Started



Google Drive: Access and organize your files

Use Google Drive to store and access your files, folders, and Google Docs, Sheets, and Slides anywhere. Change a file on the web, your computer, tablet, or your mobile device, and it updates on every device where you've installed Google Drive. You'll always have the latest version of your files and Google Docs at your fingertips. Read, edit, share, and collaborate wherever you are!

Set up Google Drive

1. In your browser, go to **drive.google.com** Or click on link from the [Buckeye Valley Technology page](#).

Login with your Buckeye Valley username and Password

User account information for your account will be as follows:

Your username is your **first and last name**. Example: brutisbuckeye (No Spaces)

The Administrator has set your password: **barons2013** (you will be asked to reset it)

Your new email address is brutisbuckeye@mybvls.org

When you first access Google Drive on the web, you'll see a Welcome page. Close this box, Google Drive will look something like this:

The screenshot shows the Google Drive web interface. At the top, there's a search bar and the user's email address, cassy@solarmora.com. Below the search bar, there's a 'Drive' header with a 'Sort' dropdown and view options. A 'Meet your Drive' section is prominently displayed, featuring a 'Download Google Drive for Mac' button and a list of instructions: 'Explore the left hand navigation', 'Create Google Docs and more', 'See files at a glance with the new grid view', and 'Get the Google Drive mobile app'. Below this, the 'My Drive' section shows a list of files and folders. The list has columns for 'TITLE', 'OWNER', and 'LAST MODIFIED'. The files listed include 'Projects', 'Vacations', 'Certificate of award Shared', 'Cover letter', 'Customer Satisfaction Survey Results Shared', 'Customer Survey Results', 'Marketing Presentation Shared', 'owner's manual.pdf', 'Philly trip video.mov', 'Project specs Shared', 'rock.png', and 'Solarmora logo Shared'.

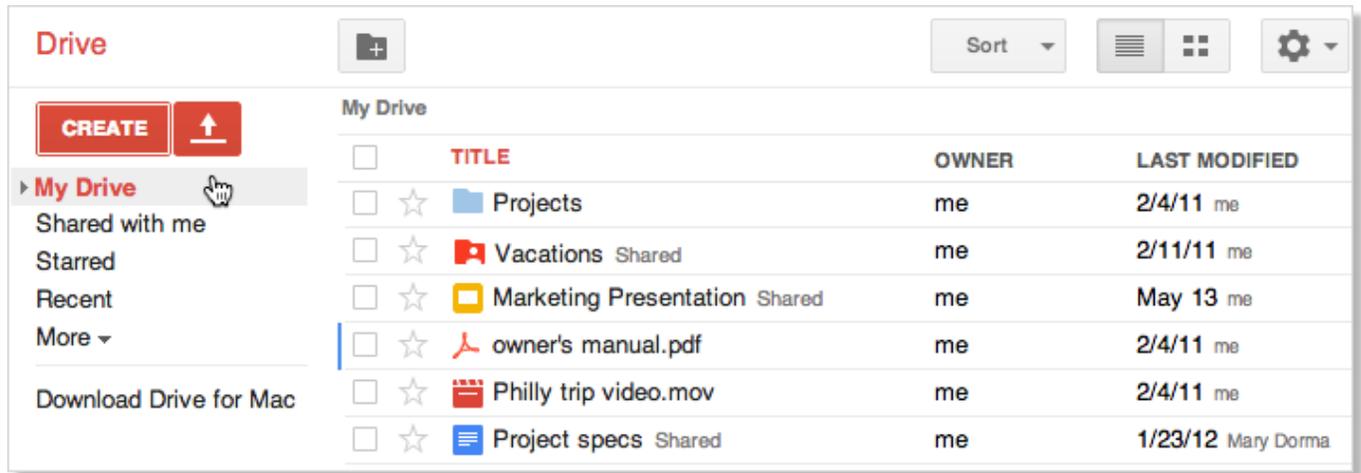
| | TITLE | OWNER | LAST MODIFIED |
|--------------------------|---|------------|--------------------|
| <input type="checkbox"/> | Projects | me | 2/4/11 me |
| <input type="checkbox"/> | Vacations | me | 2/11/11 me |
| <input type="checkbox"/> | Certificate of award Shared | Mary Dorma | 3/26/12 me |
| <input type="checkbox"/> | Cover letter | me | 2/4/11 me |
| <input type="checkbox"/> | Customer Satisfaction Survey Results Shared | me | 3/26/12 me |
| <input type="checkbox"/> | Customer Survey Results | me | 2/16/12 me |
| <input type="checkbox"/> | Marketing Presentation Shared | me | May 13 me |
| <input type="checkbox"/> | owner's manual.pdf | me | 2/4/11 me |
| <input type="checkbox"/> | Philly trip video.mov | me | 2/4/11 me |
| <input type="checkbox"/> | Project specs Shared | me | 1/23/12 Mary Dorma |
| <input type="checkbox"/> | rock.png | me | 10/13/11 me |
| <input type="checkbox"/> | Solarmora logo Shared | me | Jan 2 me |

Get to know your Drive

There are lots of ways to view your files, folders, and Google documents in Google Drive on the web

My Drive

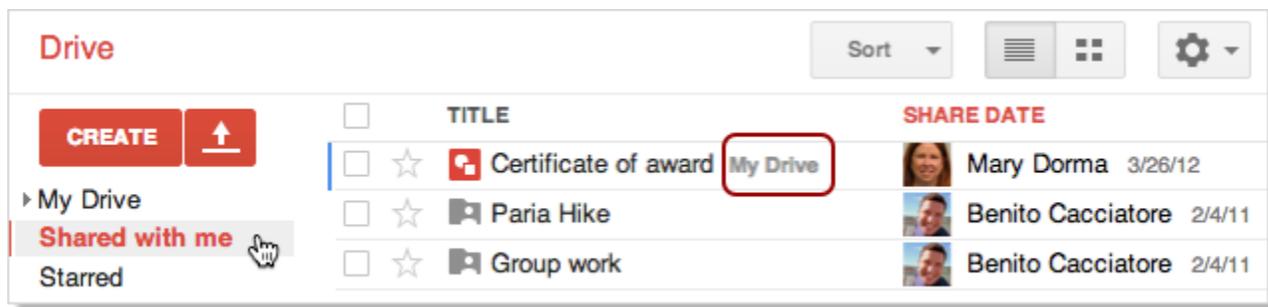
When you first get Google Drive on the web, all the files and folders you've uploaded and Google Docs that you own are in the section called **My Drive**:



Tip: Click the red **Upload** button (next to **Create**) if you want to upload more files and folders to **My Drive**.

Shared with me

Shared with me is where you'll find the files, folders, and Google documents that have been shared with you:



Shared with me only shows items that were shared with you explicitly. You won't find items here that were shared with the "Public" or "Anyone with the link." (You can find those items by searching in the **All items** view.) If you'll be referencing a shared document often, you can drag it into **My Drive** so that it appears there as well.

Tip: Are you looking for a folder that was shared with you? Click **Sort > Title** in the **Shared with me** view to put all the folders that were shared with you first.

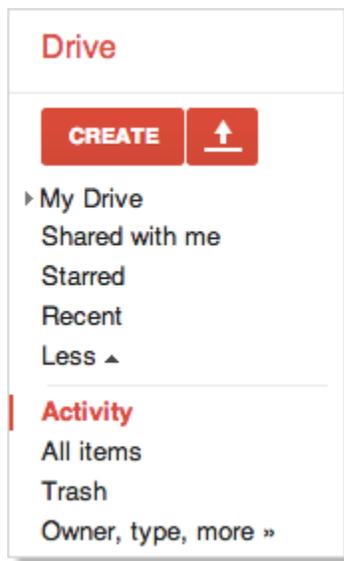
Starred and Recent views

Click **Starred** to see all the items you've marked with a star. Just click the star to the left of an item to mark it. Stars are like "bookmarks" or "favorites" in a browser to mark web sites you want to access frequently.

Use the **Recent** view to see all the private and shared files that you've opened, in reverse chronological order. This is a great way to quickly find your most current stuff.

Activity and All items

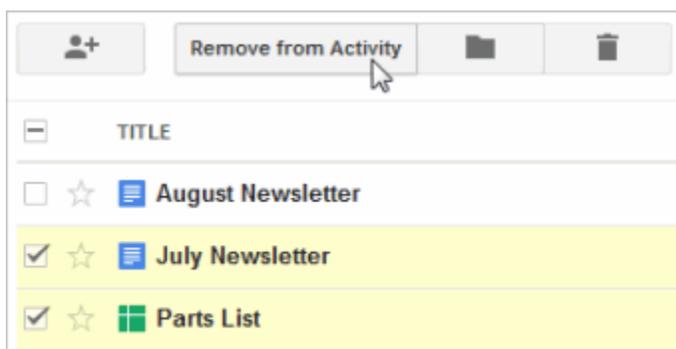
Click **More** in the left column to see a few additional views:



The **Activity** and **All items** views are similar. They both include things that have been shared with everyone in your organization (not just you explicitly), so you'll probably find things here that you didn't know about yet.

- **Activity** shows everything that has been edited recently.

Is there too much stuff in your Activity list? Check the items you don't want to see there and then click **Remove from Activity**:

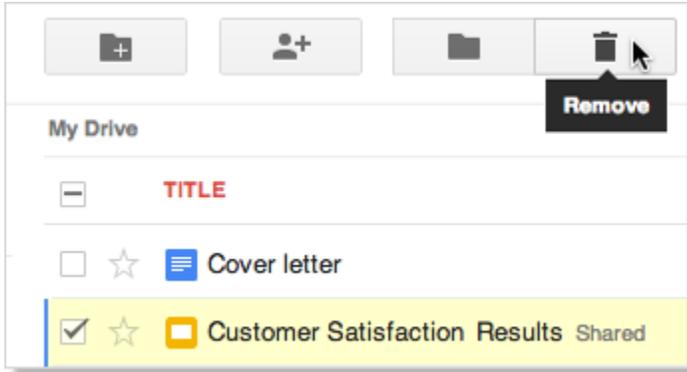


Note: This button only appears in the Activity view. In other views, click **More > Don't show in Activity list**.

- **All items** shows everything in Google Drive, except items that are in your Trash. You can't remove items from here (except by deleting them), so this is the best place to search if you're having trouble finding something.

Trash view

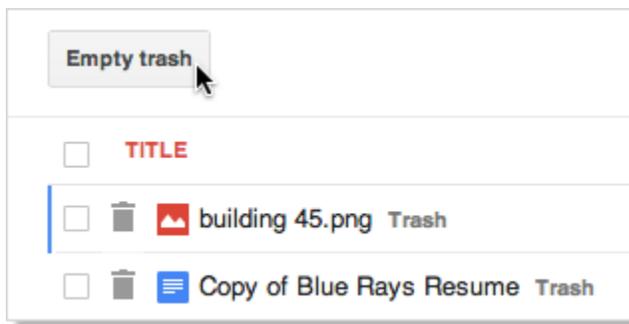
Trash contains everything you've deleted. To delete an item, check the item and click the trash icon that appears:



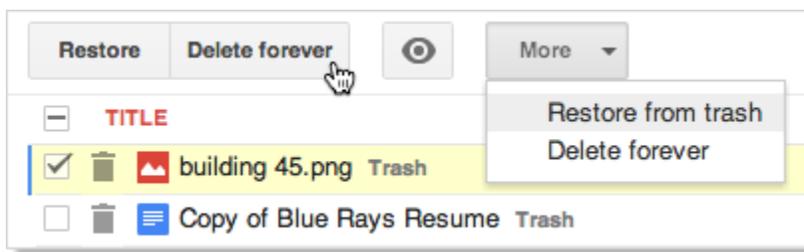
Note: You can only trash items that you own. For items you don't own, click **More > Remove** to take them out of your Google Drive, but not remove them for everyone else.

Your trash is never automatically emptied, so you'll probably want to clean it out once in a while. Items in your Trash still count toward your storage quota, so this helps free up some space. To clean it out:

- In the **Trash** view, click **Empty trash** to permanently delete everything:



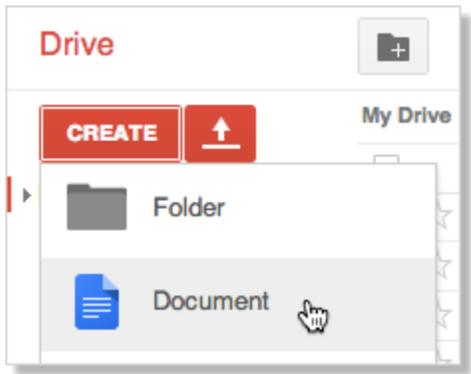
- Or, check individual items and click **Delete forever**:



Tip: Notice that after you select items in the trash, you can also choose to restore them from the **More** menu.

Add files and folders to Drive

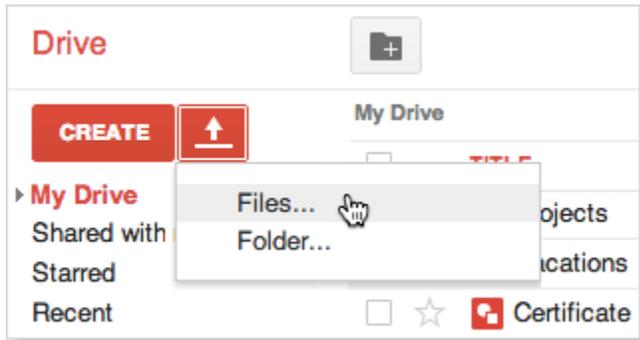
When you're ready to create new documents, spreadsheets, presentations, and more, just click the red **Create** button and select an app from the list to get started.



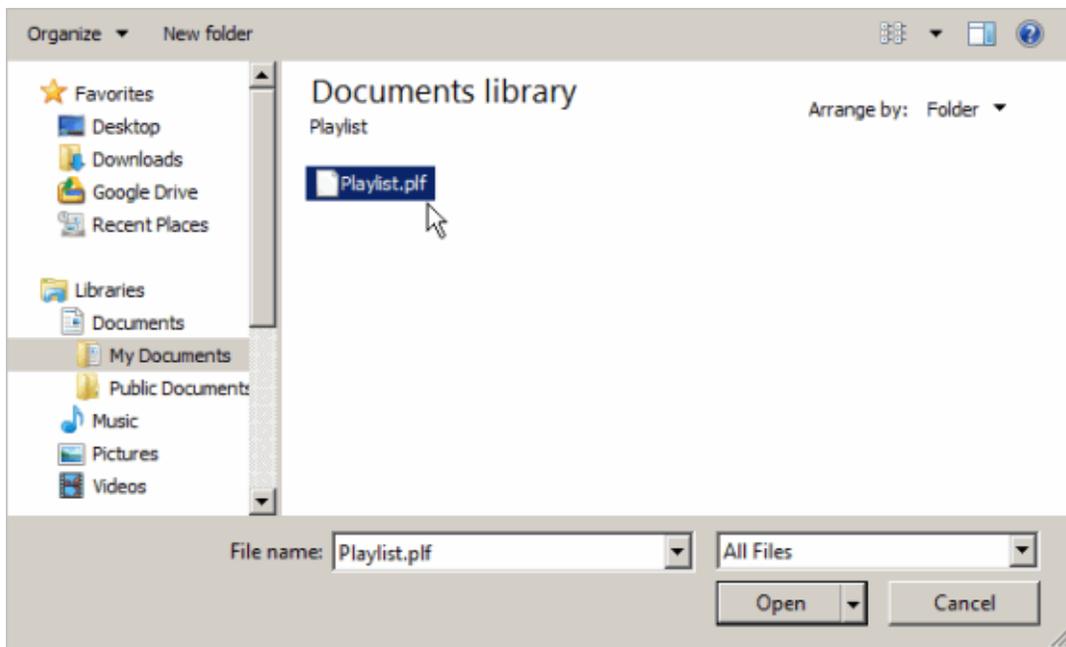
Upload files and folders to Google Drive

It's also easy to upload existing files and folders to Google Drive on the web. Here's how to upload a file (folders work the same way):

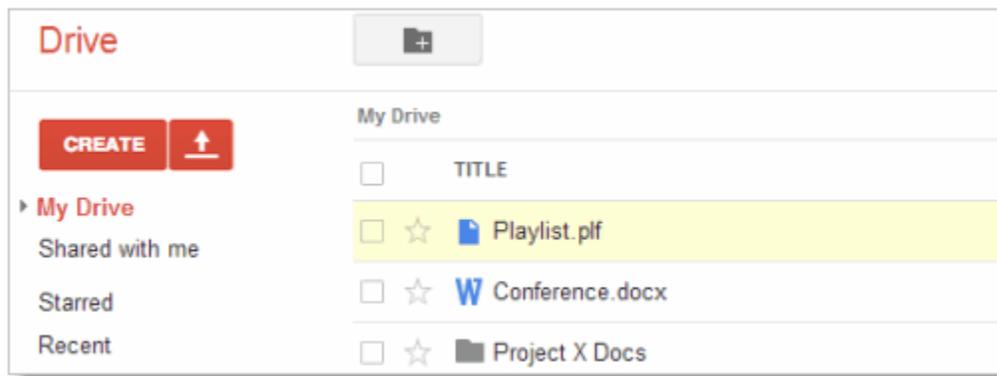
1. In Google Drive on the web, click the red **Upload** button and then select **Files**:



2. Select the file (or files) you want to upload and click **Open**. Here's how it might look on Windows:

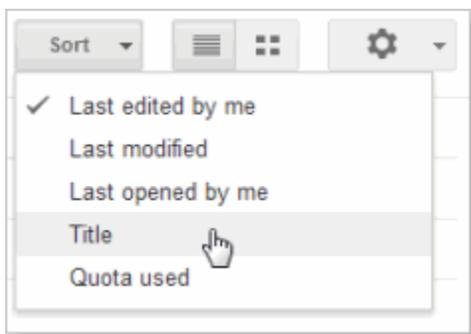


That's all you need to do. As soon as the upload completes, you'll see the file in **My Drive**:



Sort your files

If you have a lot of files, it can get harder to keep track of them. One way to make your files easier to find is to sort them. Click the **Sort** menu to see your options:



The sort options above are available in most Google Drive views. However, the **Activity** view is automatically sorted in the order of when things were last modified, so you won't see the **Sort** menu there. In the **Recent** view you can sort items by when you last opened or edited them.

Here are a few sorting tips:

- Sort by **Last modified** to see items that were recently modified by anyone (not just you). This might help you keep track of things that your collaborators have recently changed.
- Use **Last opened by me** to find things you've recently opened, regardless of whether you've edited them. This is a great way to get back to items you were recently looking at if you accidentally closed a tab in your browser or you didn't bookmark something.
- Sort by **Title** if you know the name of something and want to scan an alphabetical list to find it. This puts all folders first in **My Drive** and **Shared with me**, so it's also a good way to find folders.
- Sort by **Quota used** to see which files are taking up the most space. To free up storage space, you can delete files by moving them to the **Trash**, but don't forget to permanently delete them from the Trash view if you need more storage space.

Note that only synced or uploaded files take up storage space. Files shared with you and Google documents (such as Docs, Sheets, and Slides) don't take up any of your storage space. Items that don't count toward your storage will show as "---" in Google Drive:

| TITLE | OWNER | QUOTA USED |
|-------------------------|-------|------------|
| Energy slides | me | 1 MB |
| About Solarmora.pdf | me | 455 KB |
| PY Platinum PIP 2011 | me | 178 KB |
| Book1 | me | 64 KB |
| Conference docs Shared | me | — |
| Conference Presentation | me | — |
| Contact Us Template | me | — |
| Attendance List | me | — |

Find a file

Type a word or phrase in Drive's search box to find a specific file, folder, or Google document. As you're typing, Drive will try to predict what you are looking for and give you a list to choose from.

The screenshot shows the Google Drive search interface. The search box contains the word "Support". Below the search box, a dropdown menu shows search results. The first result is "Support Plan" with a calendar icon and a mouse cursor hovering over it. Below the search results, a table lists files with columns for OWNER and LAST MODIFIED.

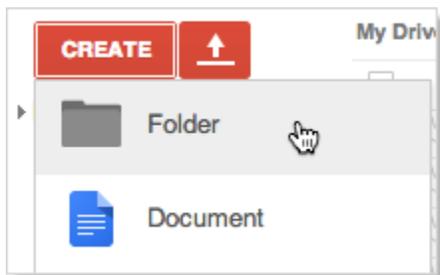
| | OWNER | LAST MODIFIED |
|-----------------------------------|-----------------|-------------------------|
| Support Plan Shared My Drive | me | Jun 10 Alice Abernathy |
| Print Calendars and Events Shared | Google Training | 10/2/12 Google Training |

Organize your files

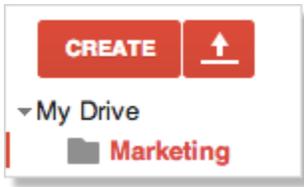
You probably have a lot of files in **My Drive**, or will soon. Use folders to organize the contents, just like you do on your computer.

Create a folder in Google Drive on the web

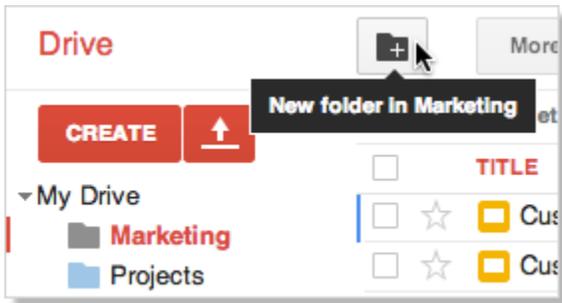
1. Click the red **Create** button and then select **Folder**:



2. Enter a name for the folder and click **OK**. Your new folder is created in **My Drive**:

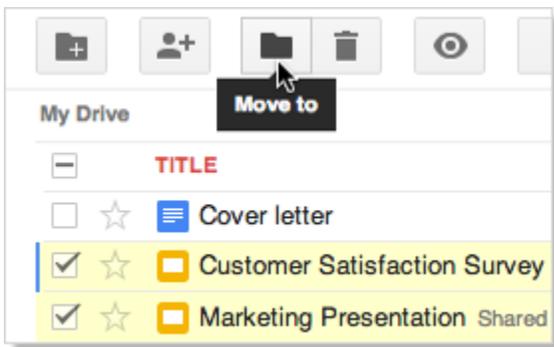


Tip: If you're displaying **My Drive**, (or a folder within **My Drive**), you can also click the **New folder** icon to create a folder in your current location:

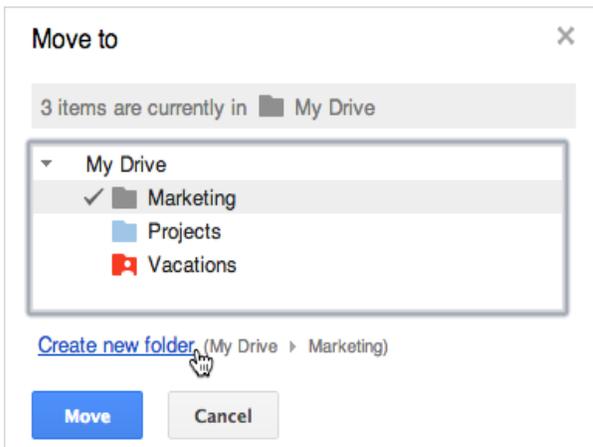


Move files to a folder

1. Check the box by the item (or items) you want to move.
2. Click the icon that looks like a folder:



3. In the **Move to** dialog, select the folder where you'd like to move your items, or create a new folder for them.



Tip: Do you want to store your file (or files) in multiple folders? Use the **Ctrl** or **Command** key to check all the places where you want to find your items.

4. Click **Move**.

Share a folder

You can share a folder, just as easily as you share your Google documents.

1. Check the box next to the file or folder you'd like to share.

2. Click **Share**  and add the people or Groups you'd like to share the folder with.

Once the folder is shared with others, it will have a person icon  on it.