A Guide to Using Google Drive

Addysg Oedolion Cymru / Adult Learning Wales

What is Google Drive?

Google Drive is a cloud storage facility where you can save files in a personal drive online, enabling you to access them anywhere at any time as long as you have internet connection. Google Drive is free and as well as storing your files, it also enables you to create and share documents online.

To set up a Google Drive, all you need to do is to set up a Google account. Already have a Gmail email account? Then you already have a Google Drive!

A Google account gives you a personal Gmail email account, a YouTube account (so you can save, like and upload videos as well as viewing them), a Google Drive where you can store files, photos, etc. and access to many more features and tools.

Visit **https://www.google.co.uk/intl/en/about/products/** for a full list of Google apps available with a Google account.

How to Access Google Drive

1 Go to www.google.co.uk

2 Click on the grid in the top right hand corner

3 Click on the 'Drive' icon
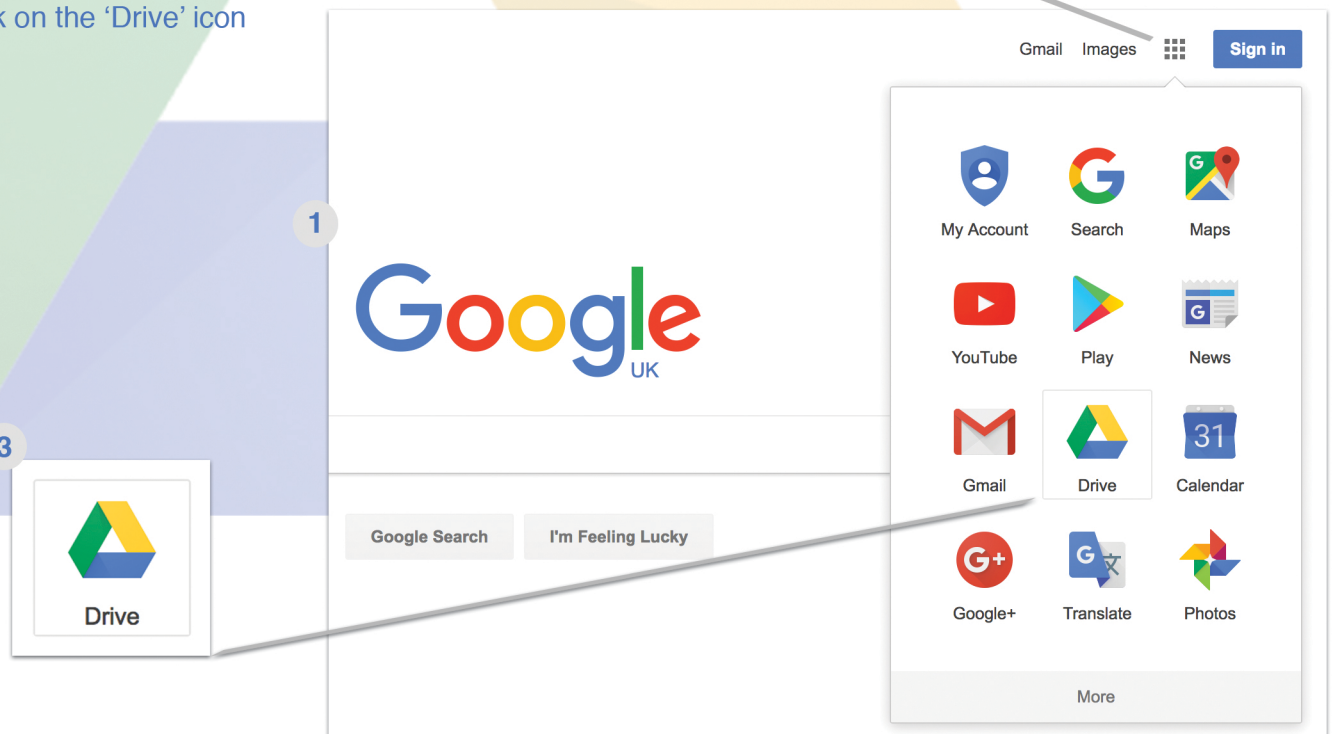
If you already have a Google account

4 Enter your Google/ Gmail email address and password

5 You are logged in to Google Drive. Read on to learn about Google Drive's features and how to use them.
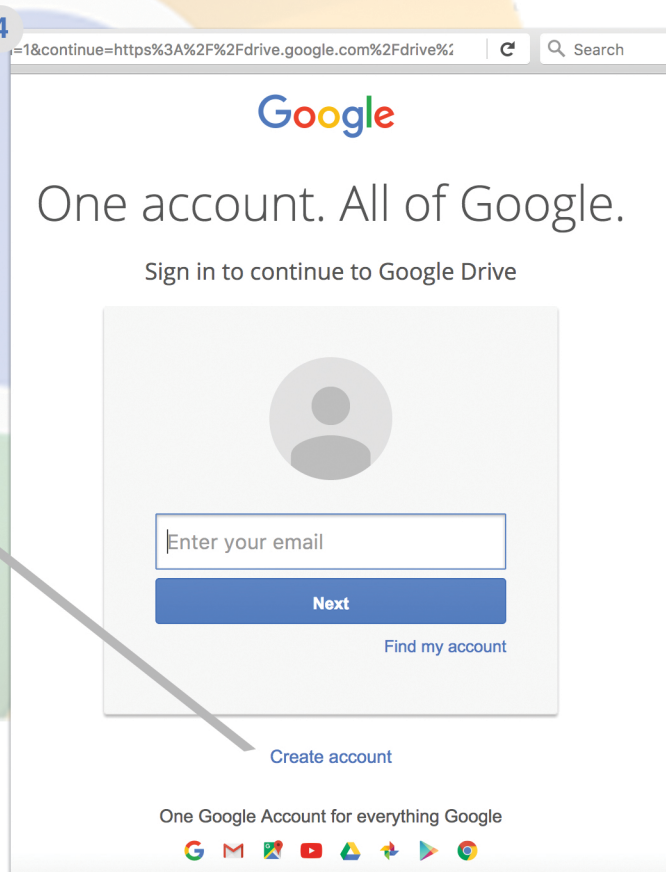
If you don't have a Google account

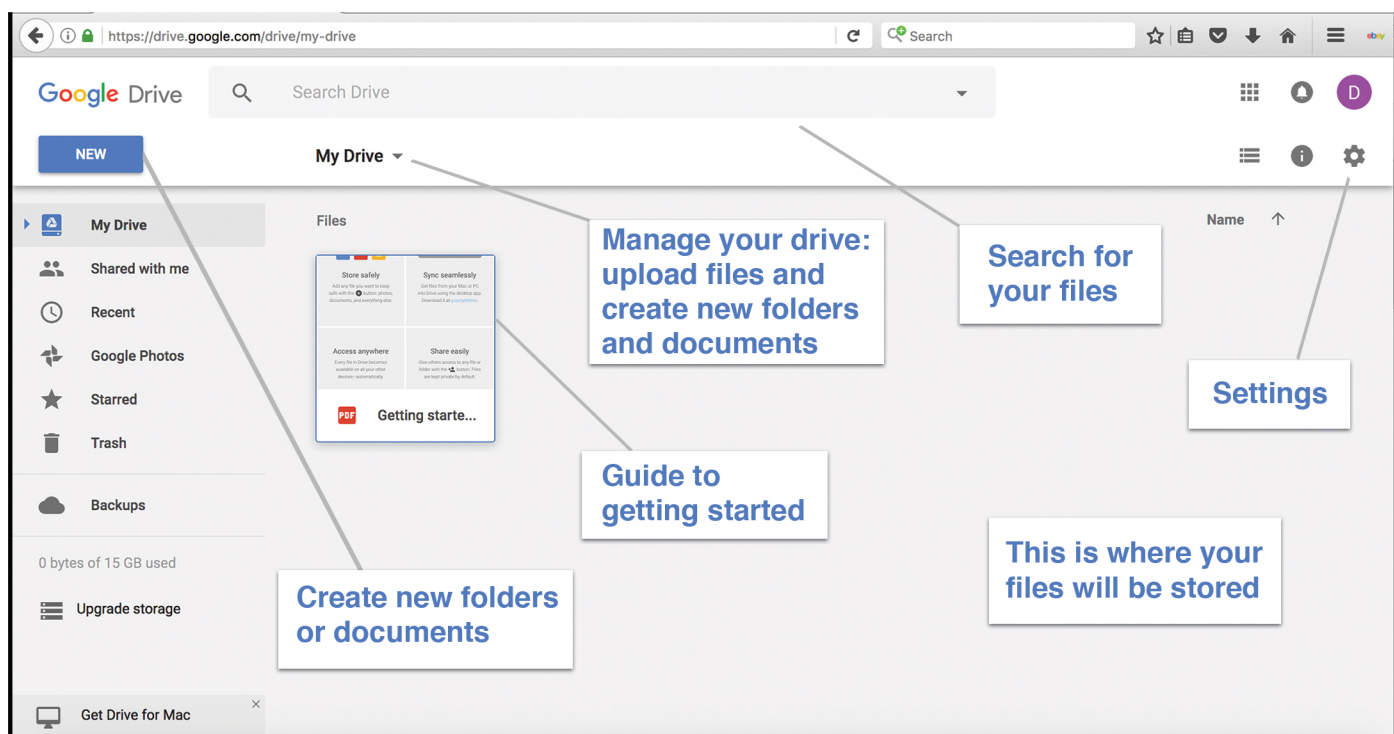Underneath the login field, click 'create account'

Create account

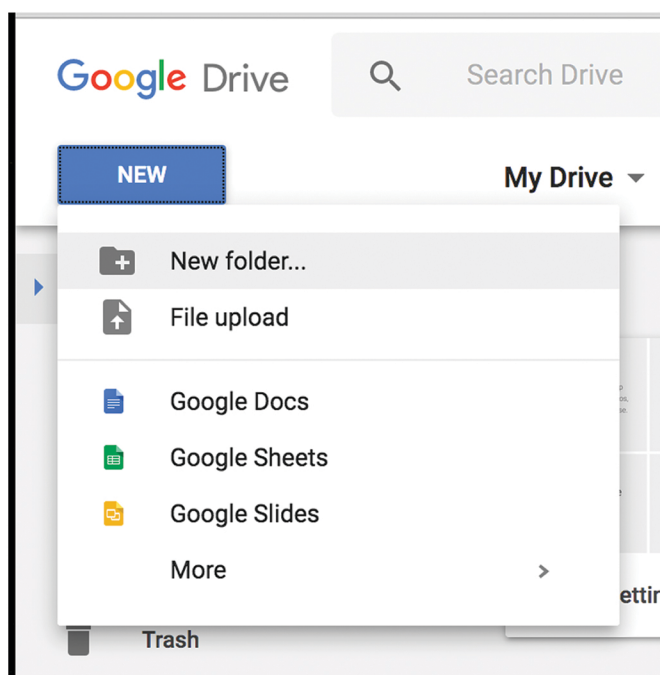Enter your details in the form and follow the instructions to set up an account.

When you have created your account, you can access your Google Drive from any Google web page by clicking the grid icon in the top right corner and clicking the 'Drive' icon. If you can't see the grid icon, follow steps 1 to 5 above.

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=1&continue=https%3A%2F%2Fdrive.google.com%2Fdrive%2...

Search

Google

One account. All of Google.

Sign in to continue to Google Drive

Enter your email

Next

Find my account

Create account

One Google Account for everything Google

The Google Drive Desktop/ Interface

https://drive.google.com/drive/my-drive

Google Drive

Search Drive

NEW

My Drive ▾

My Drive

Shared with me

Recent

Google Photos

Starred

Trash

Backups

0 bytes of 15 GB used

Upgrade storage

Get Drive for Mac

Files

Store safely

Sync seamlessly

Access anywhere

Share easily

Getting starte...

Name ↑

Manage your drive: upload files and create new folders and documents

Search for your files

Settings

Guide to getting started

This is where your files will be stored

Create new folders or documents

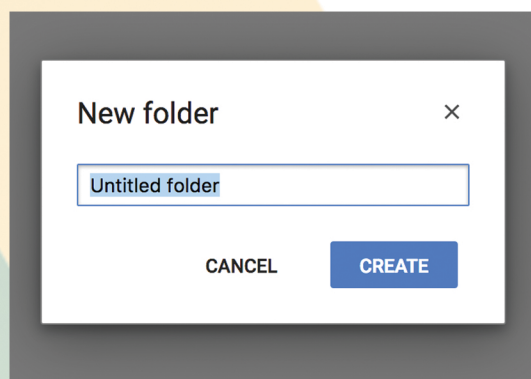# Creating folders in your Google Drive

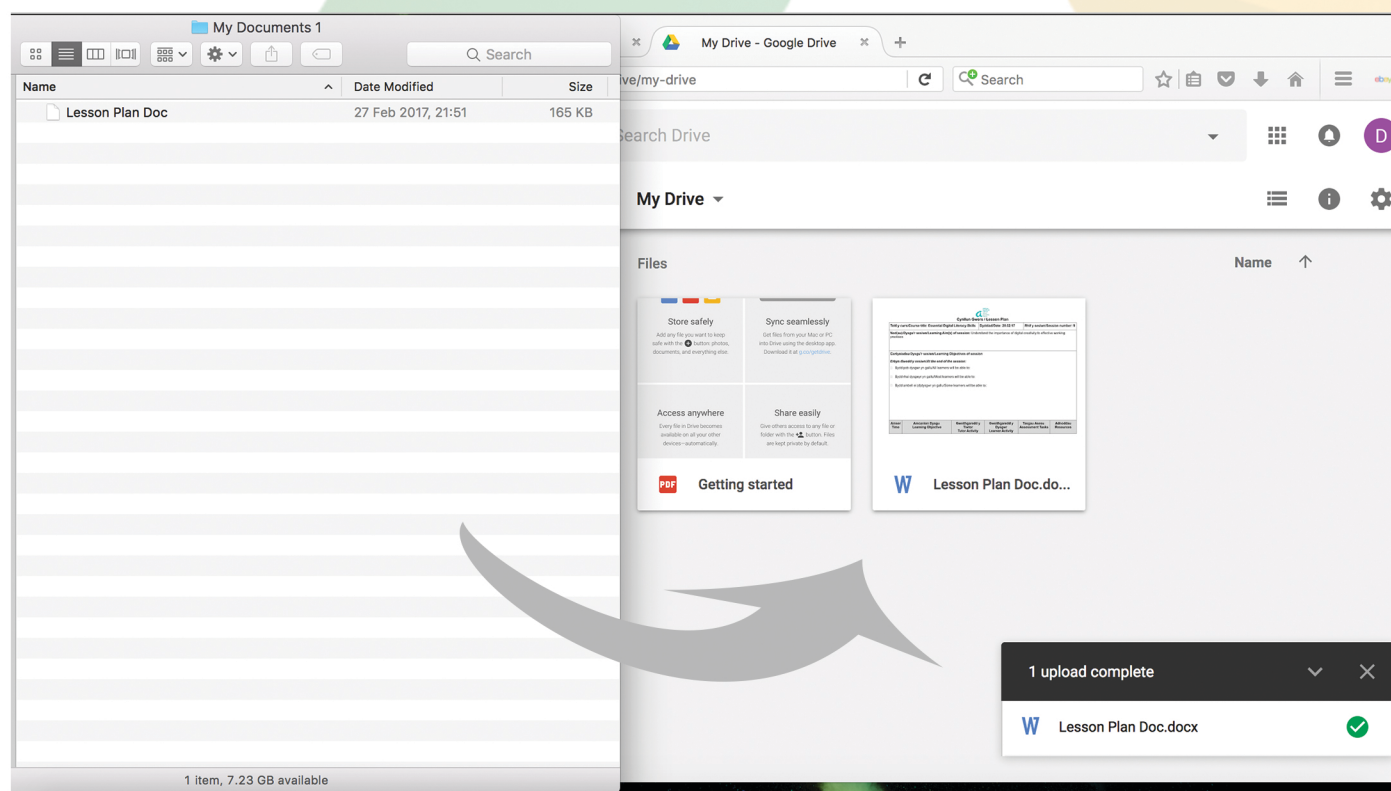**1** Click 'new'

2 Click 'folder'

3 Name your folder

You can now drag and

drop files into the folder

# Adding files to your Google Drive

Open up the folder where the document you wish to copy into your Google Drive is saved (e.g. My Documents, or a USB flash drive)

Drag and drop the file into your Google Drive. You should see a copy of the file appear in your Drive, and a notification appear saying '1 upload complete' (as shown above).

Alternatively, click on 'My Drive' and select 'upload files' to upload your file.

Working on your documents within your Google account

Google has a suite of apps including **Docs** (for word processing, similar to MS Word), **Sheets** (for spreadsheets, similar to MS Excel) and **Slides** (for creating presentations, similar to MS PowerPoint). You can access these apps through your Google Drive or from the grid icon in the top right corner of any Google webpage. If you're using a smartphone, you will need to download the Google Docs, Sheets and Slides apps separately to use these.
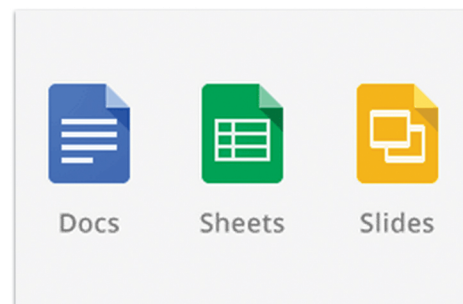
To create a new document with one of these apps:

## Creating a new document from your Google Drive desktop

Click 'new'

Select 'Google Docs', 'Google Sheets' or 'Google Slides' depending on the type of document you want to create (e.g. if you want to type some notes, select 'Docs'.

A blank document will open in a new tab in your web browser, so you can still access your Google Drive from the original tab (see below).
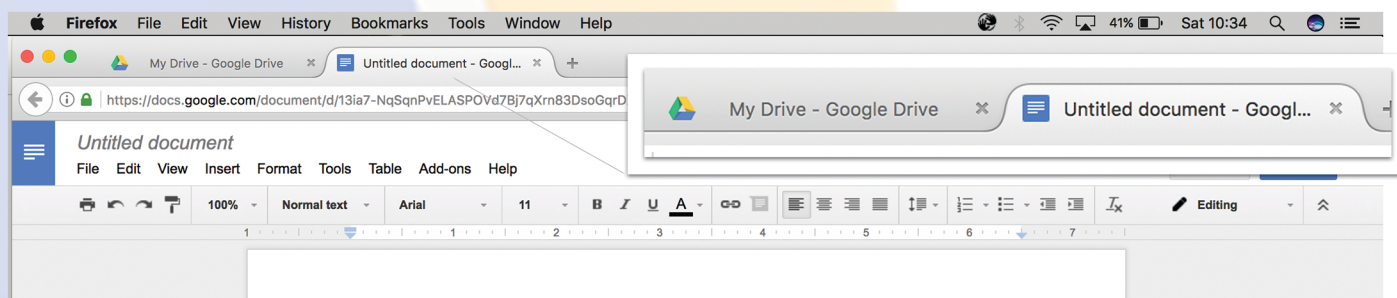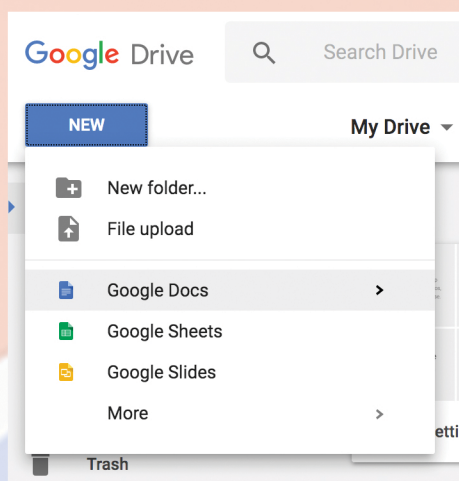
As you work on your document, Google will automatically save it in your Google Drive. You can name your document by clicking on 'untitled document' in the top left hand corner of your document, and re-naming it.
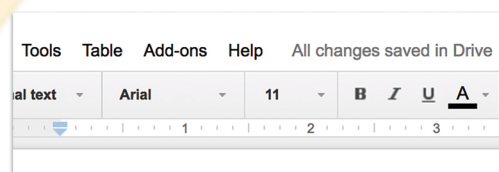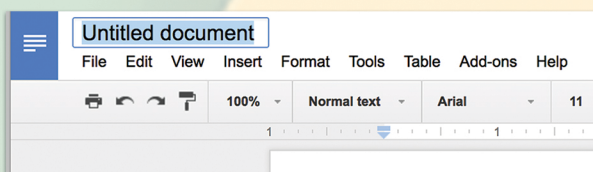
Working on documents you've uploaded onto your Google Drive

Google doesn't offer the ability to edit all types of documents within your Google account.

If you have uploaded documents in MS Word, Excel or PowerPoint format, you can open and edit these within Google drive. The document will open in Google Docs, Sheets or Slides, meaning that rather than working on the original document, you will now be working on a duplicate file, which will be saved alongside your original document in your Google Drive.

Converting a Google Docs, Sheets or Slides document to a different format

You may need to convert your Google document to a different format. For example, you may need to convert your Google Doc to a Microsoft Word document, or to a PDF document. The instructions below explain how to do this.

From your Google Drive open the Google document you want to save.

When your document has opened, click 'File'

Click 'download as'

In this menu you will have the option to download as MS Word, Excel, PowerPoint, PDF and other formats. Select the format you need.

You will be prompted to open or save your document.

Save your document to your preferred location (e.g. 'My Documents' or a USB flash drive)
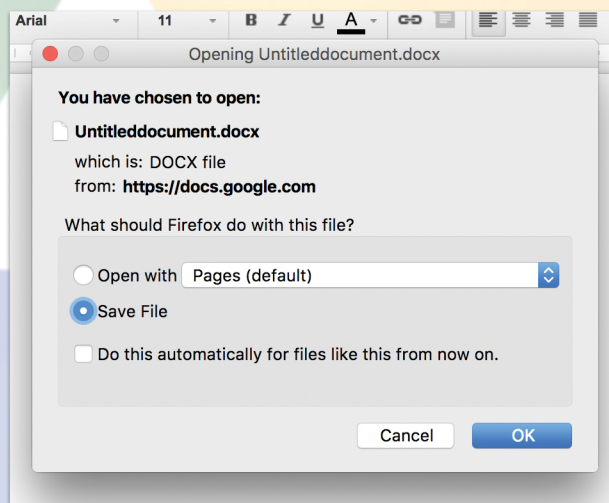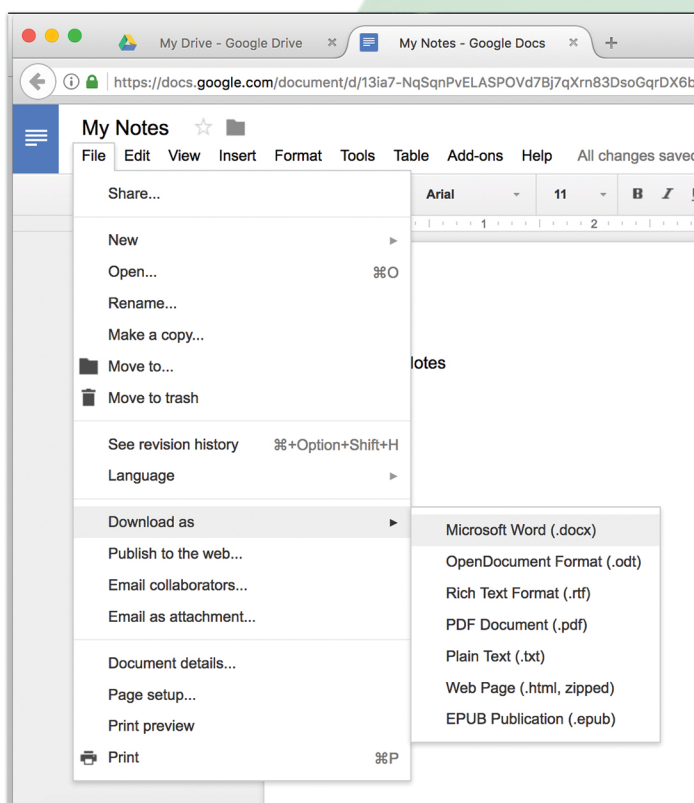
This guide was developed by the Digital Development Team. For further information or to provide feedback on this guide email digital@adultlearning.wales