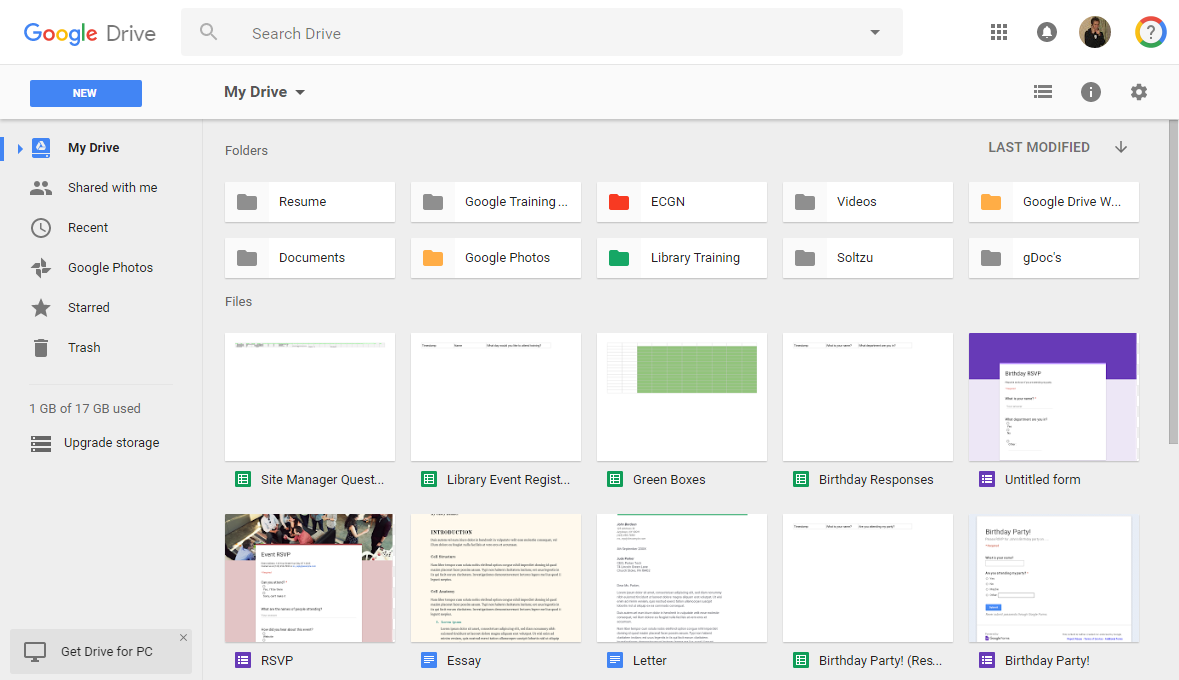
Google Tools: Drive

**NAVIGATING GOOGLE DRIVE**

Google Drive is a cloud storage solution that allows you to keep all of your files in one place and access them from any device.

**https://drive.google.com**



Create or Upload

Navigation Pane

Search Bar

Remaining Storage

Sorting

Settings and Display Options

Folders

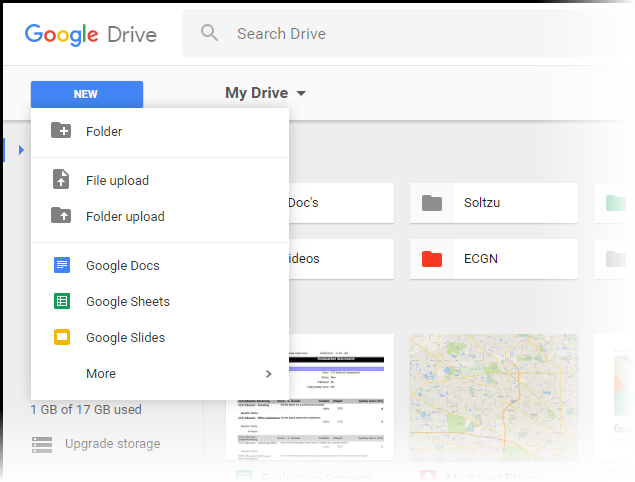
Files

**UPLOADING AND CREATING FILES IN DRIVE**

Backup files from your PC or create a new Google document (Docs, Sheets, or Slides). Google Drive provides 15 GB of free storage; Google documents do not count towards your storage.

Tip! For more information about managing your Gmail Inbox and Contacts, visit https://support.google.com

1. Access Google Drive



Click **NEW** to create or upload files and folders

Upload from your PC

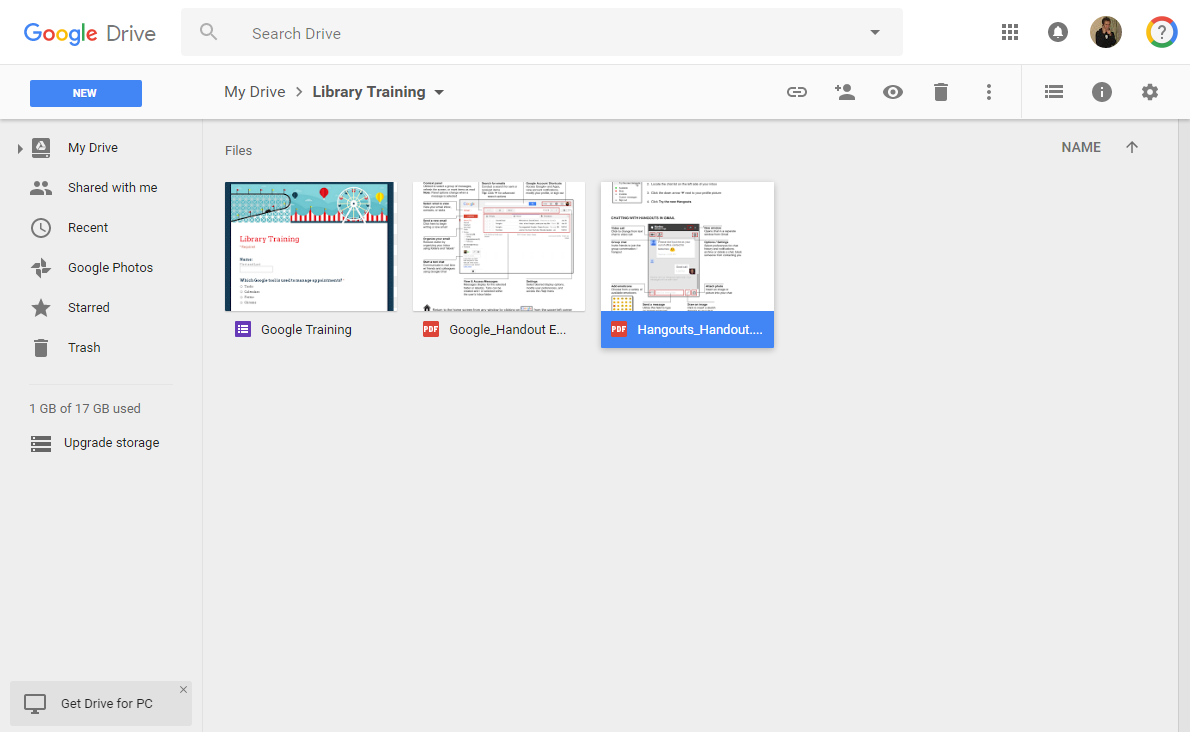
Create new Google docs

1. Click on the **NEW** button
2. Select desired option

* Folder (to organize files in Drive)
* File upload
* Folder upload
* Google Docs
* Google Sheets
* Google Slides

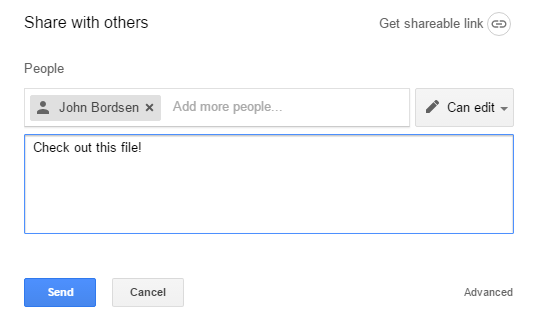
**SHARING A DOCUMENT WITH OTHERS FROM DRIVE**

Share documents from Drive with Google or non-Google users.



1. Click once on the file

2. Click the share icon



4. Enter recipient(s)

5. Type a message

6. Click on “Send”

3. Select permissions