

Using Google Drive

A Reference Guide

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Introduction

This document serves as a reference for using Google Drive. This document is written for people who are unfamiliar with online file storage and navigation.

This document consists of the following sections:

- [Requirements](#)
- [Conventions Used in This Document](#)
- [Getting Started](#)
- [Creating Folders and Files](#)
- [Editing Folders and Files](#)
- [Tracking File Edits](#)
- [Sharing Folders and Files](#)
- [Moving Folders and Files](#)
- [Deleting Folders and Files](#)
- [Folder and File Permissions](#)
- [Troubleshooting](#)

Requirements

- A web browser
- An internet connection
- An email address

Conventions Used in This Document

Note:

Notes signify additional information.

Tip:

Tips signify an alternative procedure.

Example:

Examples provide a visual reference of how a procedure could be performed.

Figure X: Figures provide a description of an image.

Caution:

Cautions signify that damage or data loss may occur.

- **Important text** signifies important details.
- **Bolded items** signify interface elements.
- **Section** - A section is the term used in this guide to represent a heading one.
- **Topic** - A topic is any heading inside of a section, such as a heading two, heading three, etc.

Getting Started

This section will guide you through creating a Google account and accessing Google Drive on your web browser. This will allow you to start using Google drive to create, edit, and share documents.

This section consists of the following topics:

- [Creating a Google Account](#)
- [Accessing Google Drive on Your Web Browser](#)

Creating a Google Account

Before using Google Drive, you will need to create a Google account. Having a Google account will allow you to use the various services and applications Google provides to Google account users.

To Create a Google Account

1. Open your web browser.
2. Click your web browser's **address bar**, see **Figure 1** below.

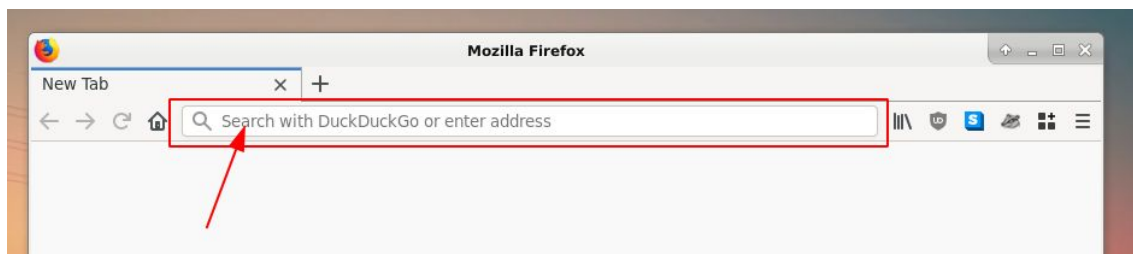


Figure 1: A screenshot of an internet browser's **address bar**.

3. Type <https://accounts.google.com>, as seen in **Figure 2** below.

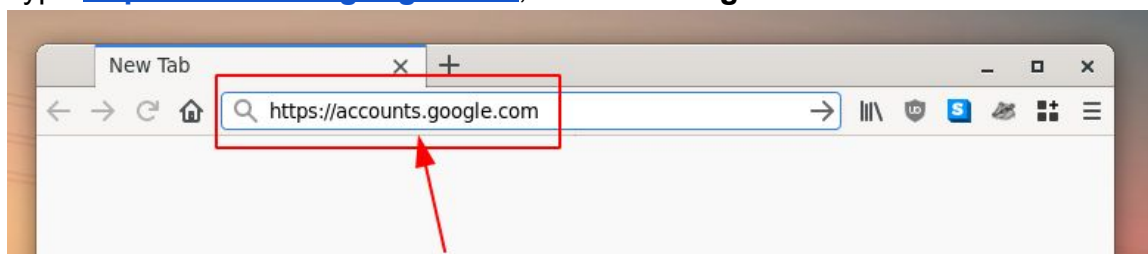
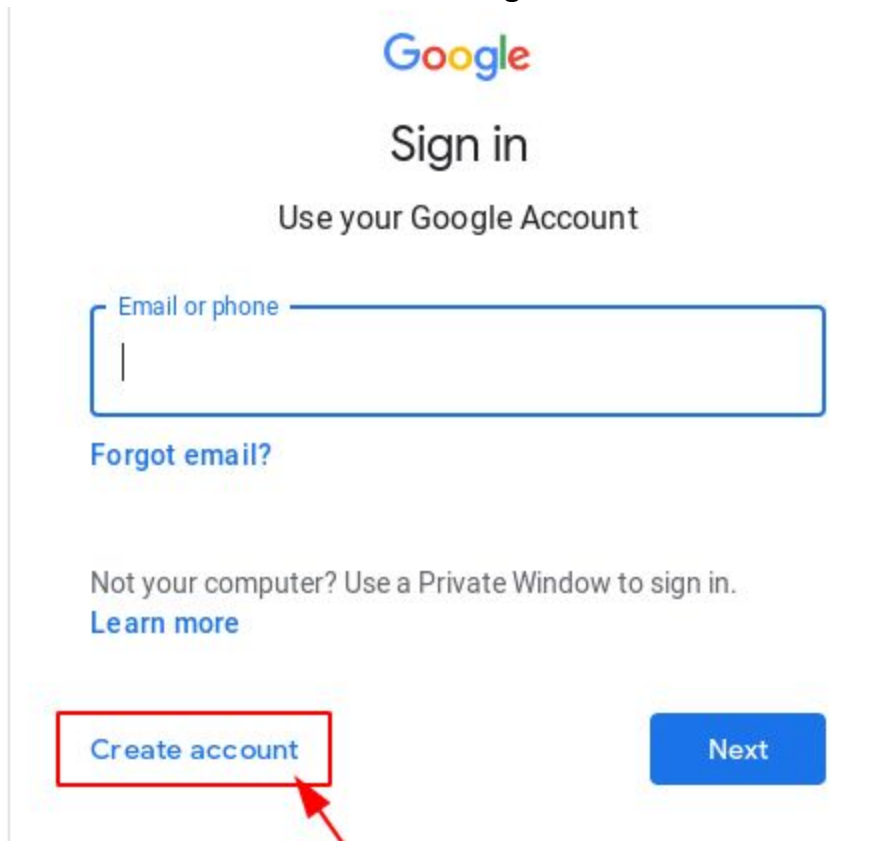


Figure 2: A screenshot of a user typing a URL inside of an internet browser's **address bar**.

4. Click **Create account**, as seen in **Figure 3** below.



The image shows the Google Sign in page. At the top is the Google logo. Below it is the text "Sign in" and "Use your Google Account". There is a text input field labeled "Email or phone" with a cursor inside. Below the input field is a link "Forgot email?". Further down is the text "Not your computer? Use a Private Window to sign in." and a link "Learn more". At the bottom, there are two buttons: "Create account" and "Next". The "Create account" button is highlighted with a red rectangular box, and a red arrow points to it from the bottom right.

Figure 3: A screenshot of the **Create account** button highlighted.

5. Click **For myself**, as seen in **Figure 4** below.

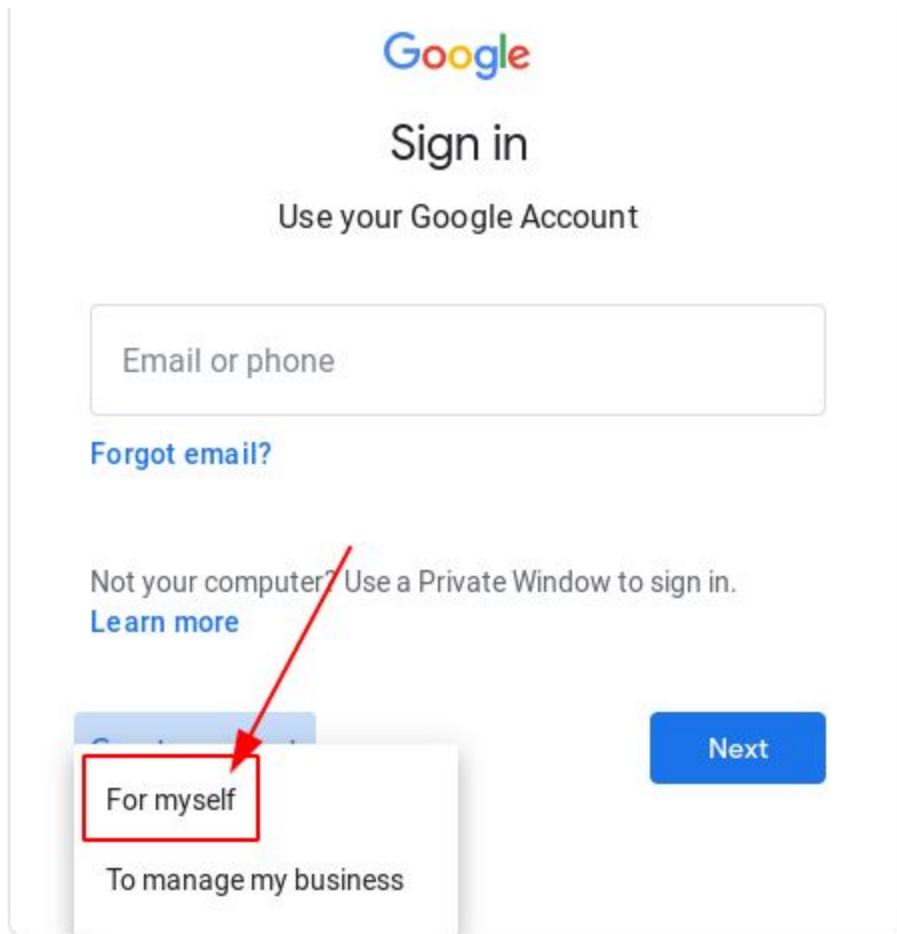
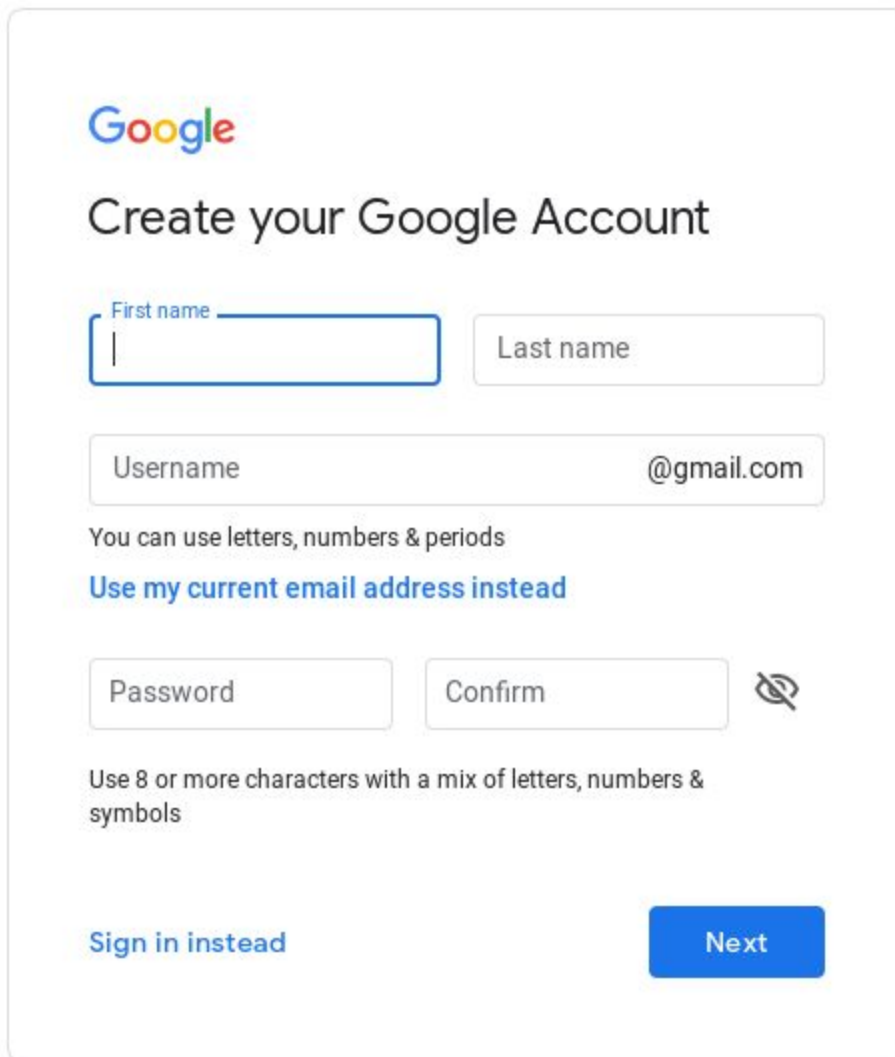


Figure 4: A screenshot of the **For myself** choice highlighted.

6. Fill out your details in the text boxes, as seen in **Figure 5** below.



The screenshot shows the Google Account creation interface. At the top is the Google logo. Below it is the heading "Create your Google Account". The form consists of several input fields: "First name" and "Last name" are side-by-side; "Username" and "@gmail.com" are side-by-side; "Password" and "Confirm" are side-by-side. There is a "Sign in instead" link on the bottom left and a blue "Next" button on the bottom right. A link "Use my current email address instead" is located below the username field. A small eye icon is next to the "Confirm" password field.

Google

Create your Google Account

First name

Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

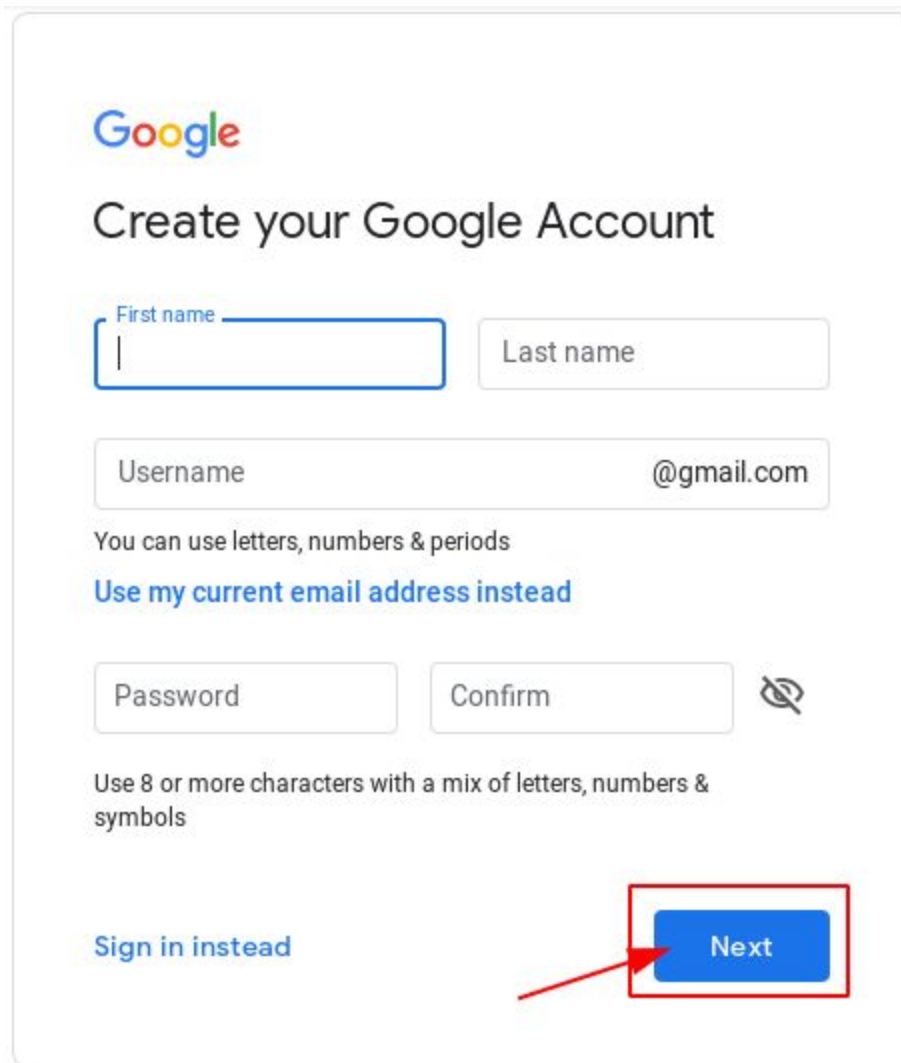
Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#) [Next](#)

Figure 5: A screenshot of the Google Account user-details page.

7. Click **Next**, as seen in **Figure 6** below.



The screenshot shows the Google Account creation interface. At the top is the Google logo, followed by the heading "Create your Google Account". Below this are input fields for "First name" and "Last name". A single-line input field for "Username" is followed by a field containing "@gmail.com". A note states "You can use letters, numbers & periods" and a link "Use my current email address instead" is provided. Below these are "Password" and "Confirm" fields, with an eye icon to the right. A note specifies "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a link "Sign in instead". At the bottom right is a blue "Next" button, which is highlighted with a red rectangular box and a red arrow pointing to it from the left.

Figure 6: A screenshot of the **Next** button highlighted

Accessing Google Drive on Your Web Browser

Google Drive uses a web interface. Web interfaces are convenient because they do not require you to download software, because they run inside of your web browser.

To Access Google Drive on Your Web Browser

1. Open your web browser.
2. Click your web browser's **address bar**, see **Figure 7** below.

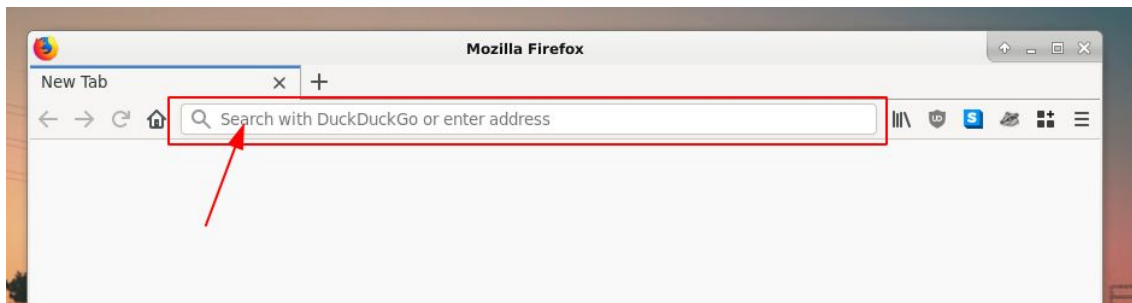


Figure 7: A screenshot of an internet browser's **address bar** highlighted.

3. Type <https://drive.google.com>, as seen in **Figure 8** below.



Figure 8: A screenshot of a user typing a URL into an internet browser's **address bar**.

Creating Folders and Files

Folders and files allow you to keep your information organized. This section will guide you through creating folders and files.

This section consists of the following topics:

- [Creating a Folder](#)
- [Creating a File](#)

Creating a Folder

Folders allow you to store files. Folders are useful for categorizing files into different topics.

To Create a Folder

1. Click **New**, as seen in **Figure 9** below.

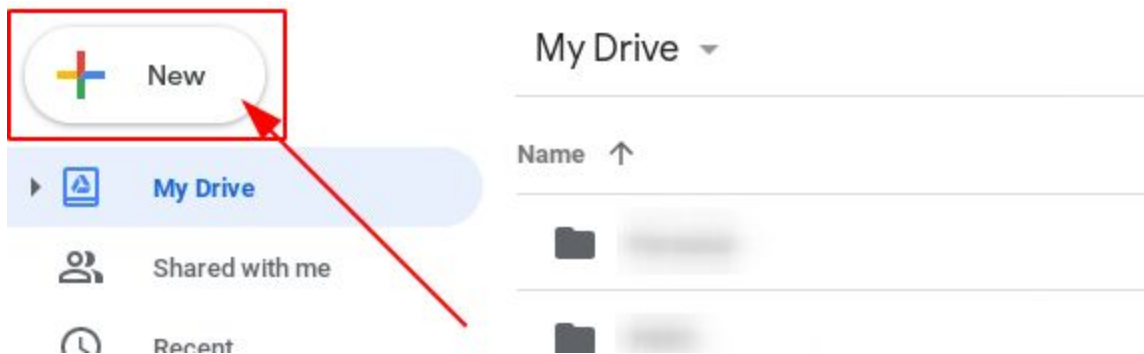


Figure 9: A screenshot of the **New** button highlighted.

2. Click **Folder**, as seen in **Figure 10** below.



Figure 10: A screenshot of the **Folder** button highlighted.

3. Highlight “Untitled folder”, as seen in **Figure 11** below.



Figure 11: A screenshot of a user highlighting a new folder’s name.

4. Replace “Untitled folder” with your preferred folder name, as seen in **Figure 12** below.

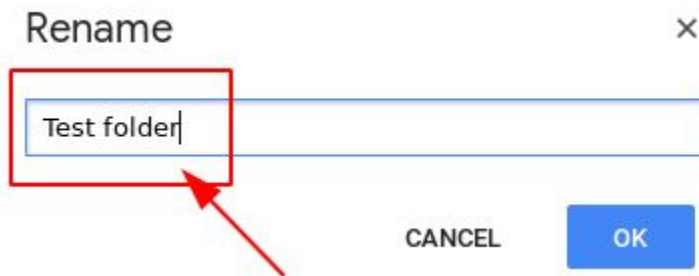


Figure 12: A screenshot of a user renaming a folder.

5. Click **Create**, as seen in **Figure 13** below.

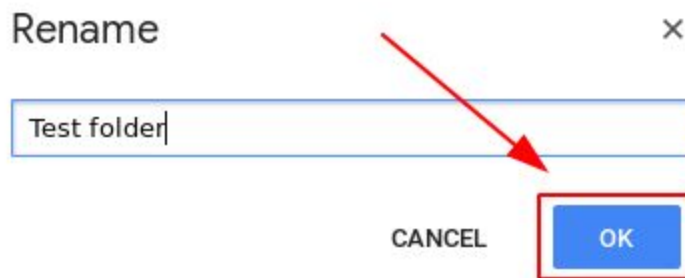


Figure 13: A screenshot of the **OK** button highlighted.

Creating a File

Files allow you to store information. This allows you to archive information for later access.

To Create a File

1. Click **New**, as seen in **Figure 14** below.

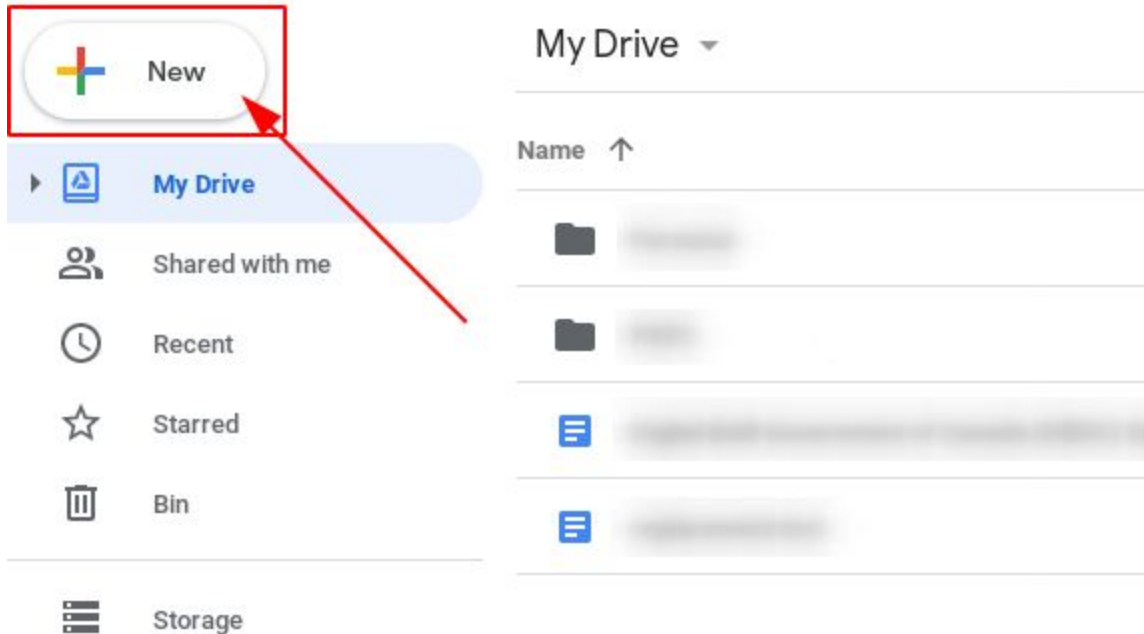


Figure 14: A screenshot of the **New** button highlighted.

2. Click the type of file you want to create, as seen in **Figure 15** below.

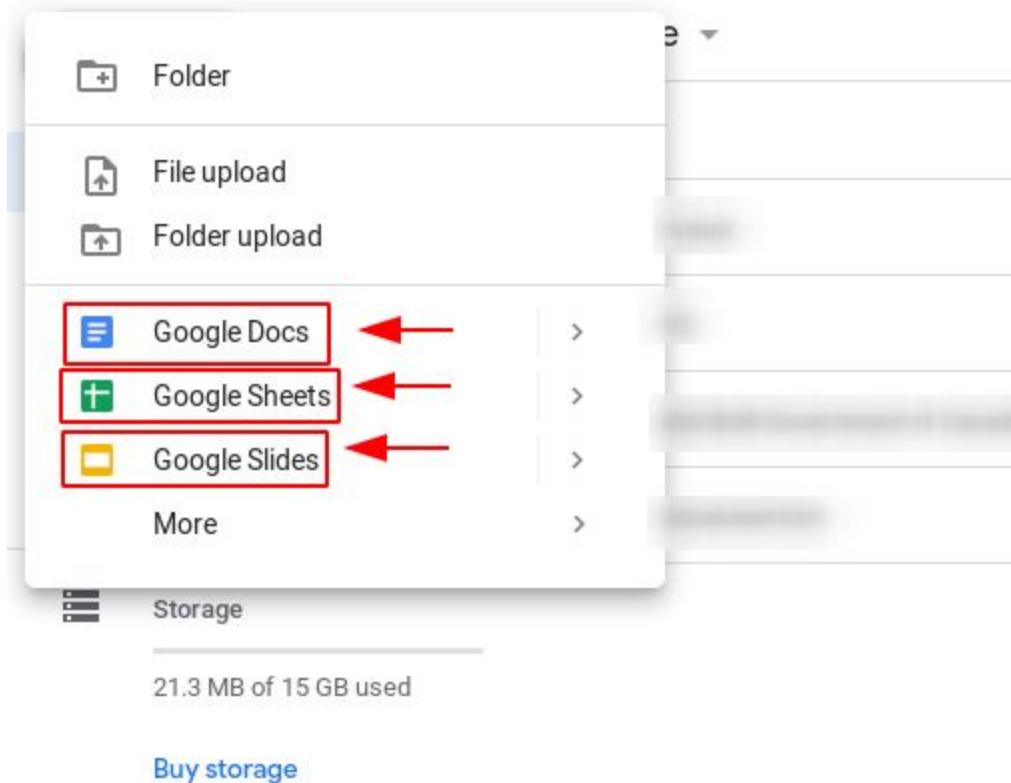


Figure 15: A screenshot of different file-creation options.

Editing Folders and Files

Folder and file names tell users what information exists in a folder or file. When information changes inside of a folder or file, you can change the name to represent the new information.

This section consists of the following topics:

- [Renaming a Folder](#)
- [Renaming a File](#)

Renaming a Folder

When folder contents or folder-naming conventions change, the ability to rename a folder allows you to inform the user of the information contained inside of the folder.

To Rename a Folder

1. Right-click a folder in, as seen in **Figure 16** below.

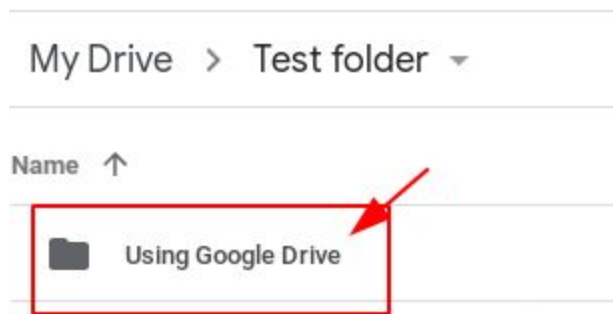


Figure 16: A screenshot of a folder highlighted.

2. Click **Rename**, as seen in **Figure 17** below.

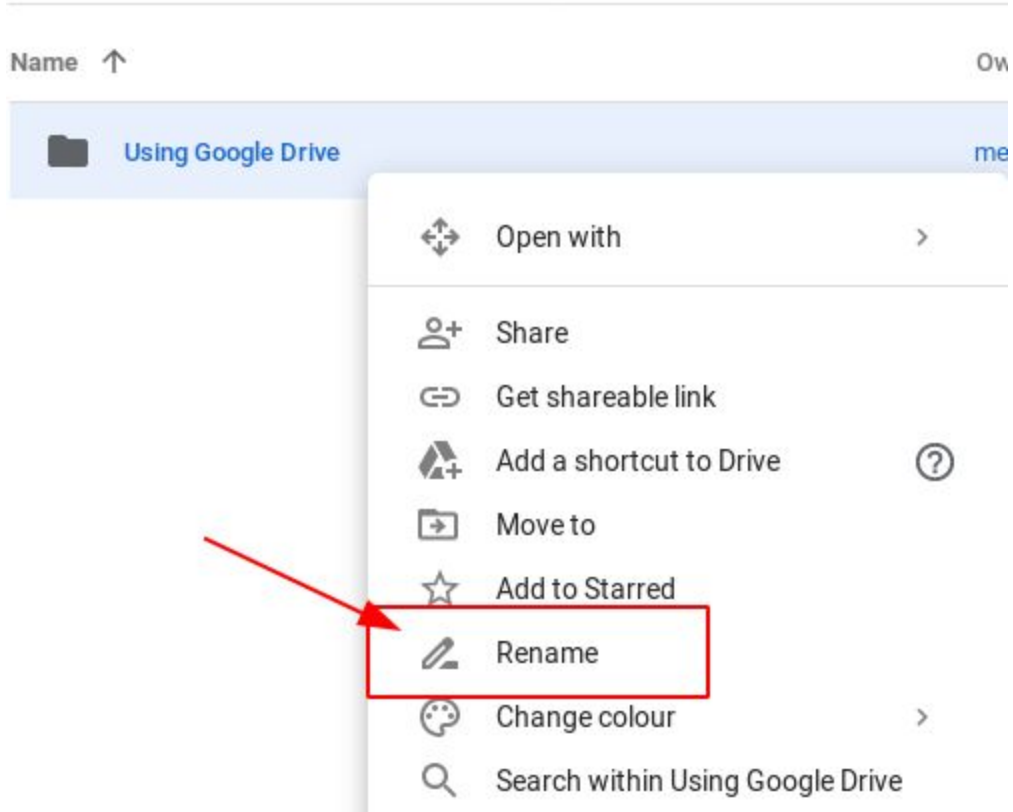


Figure 17: A screenshot of the **Rename** option highlighted.

3. Highlight folder's current name, as seen in **Figure 18** below.

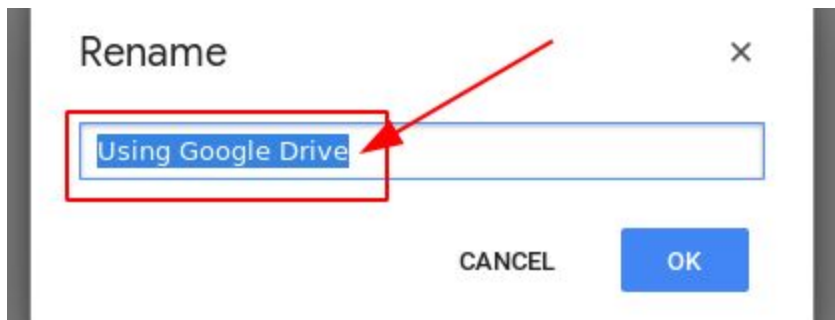


Figure 18: A screenshot of a user highlighting a folder name.

4. Replace the folder's current name with your preferred name, as seen in **Figure 19** below.



Figure 19: A screenshot of a user renaming a folder.

5. Click **OK**, as seen in **Figure 20** below.

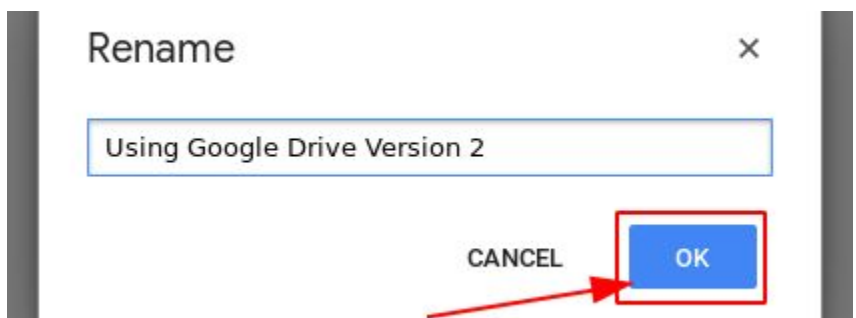


Figure 20: A screenshot of the **OK** button highlighted.

Renaming a File

When file contents or file-naming conventions change, the ability to rename a file allows you to inform the user of the information contained inside of the file.

To Rename a File

1. Right-click the file you want to rename, as seen in **Figure 21** below.

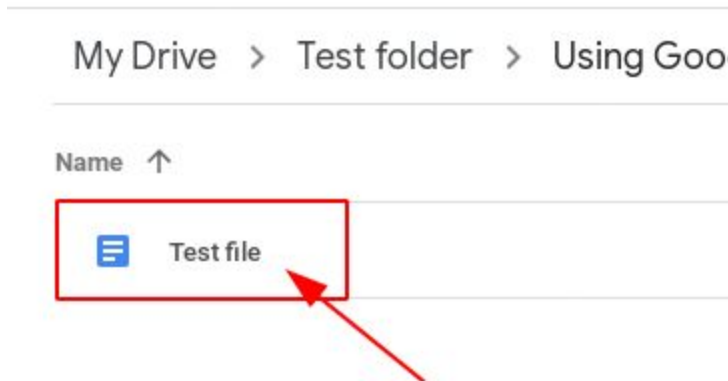


Figure 21: A screenshot of a file highlighted.

2. Click **Rename**, as seen in **Figure 22** below.

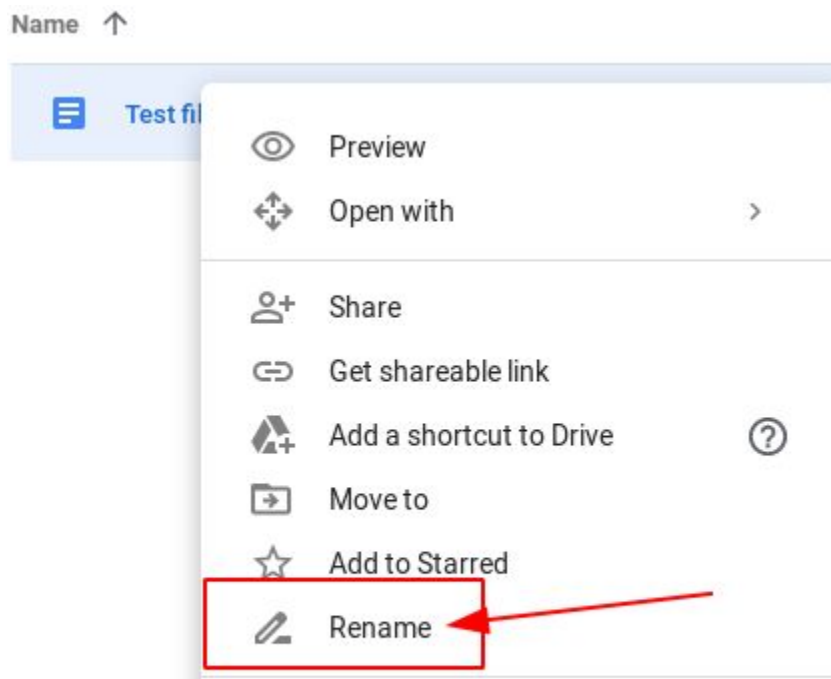


Figure 22: A screenshot of the **Rename** button highlighted.

3. Click the old name of the file, as seen in **Figure 23** below.

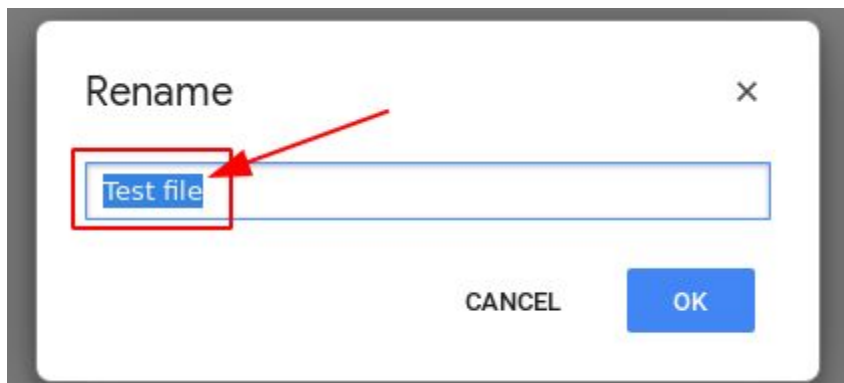


Figure 23: A screenshot of a filename highlighted.

4. Type in your new filename, as seen in **Figure 24** below.



Figure 24: A screenshot of a user renaming a file.

5. Click **OK**, as seen in **Figure 25** below.

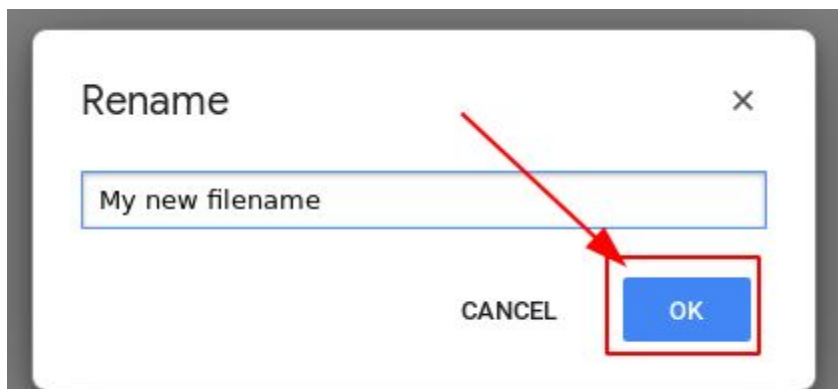


Figure 25: A screenshot of the **OK** button highlighted.

Tracking File Edits

When editing a file, tracking change history allows you to go back to different versions, track edits made by other users, and restore previous versions of files.

This section consists of the following topics:

- [Using Document History](#)
- [Naming a Document Version](#)
- [Using Suggesting Mode](#)

Using Document History

Document history allows you to see what changes were made by which user on at what time. This allows you to restore a document version if a specific version of a document is not preferred.

To Use Document History

1. Click **All changes saved in Drive**, as seen in **Figure 26** below.

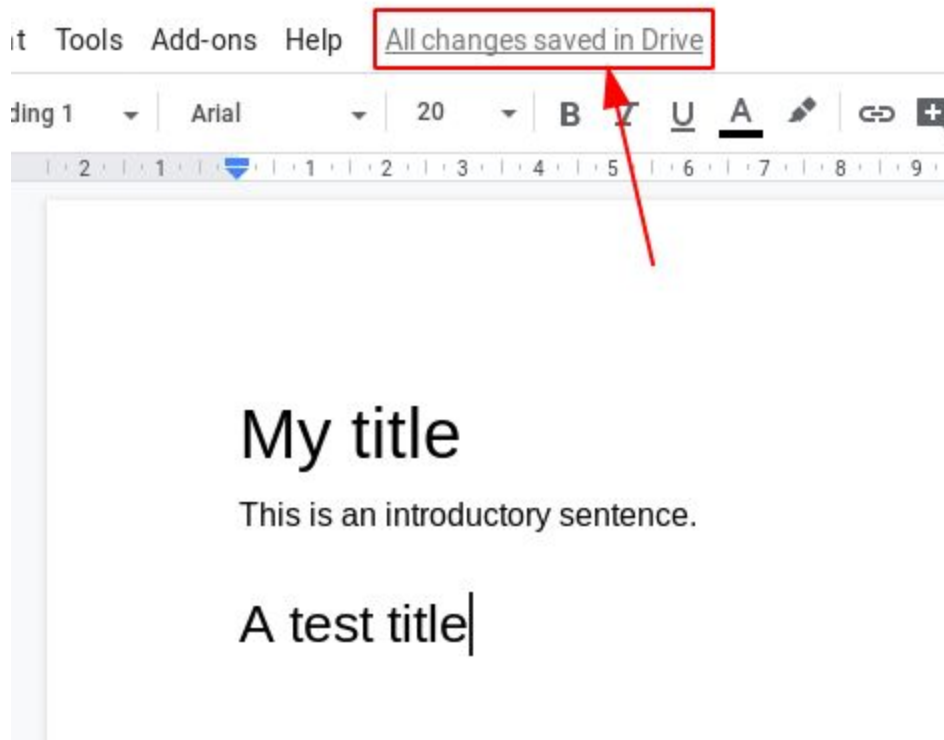


Figure 26: A screenshot of the **All changes saved in Drive** link highlighted.

2. Click a date to see the document's state at that time, as seen in **Figure 27** below.

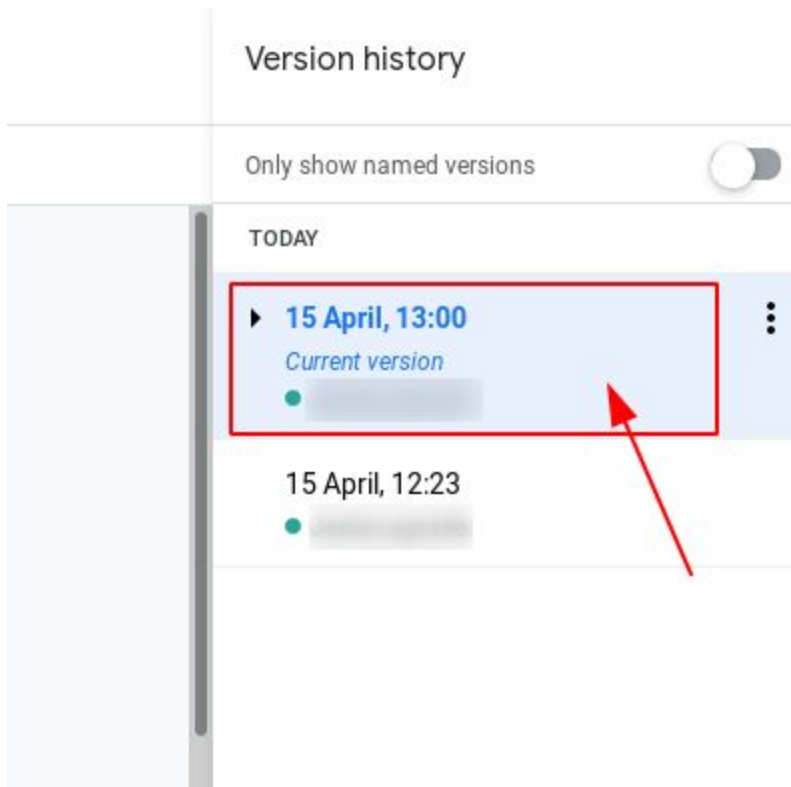


Figure 27: A screenshot of a document version highlighted.

3. Click the **arrow** button to view changes made in short periods of time, as seen in **Figure 28** below.

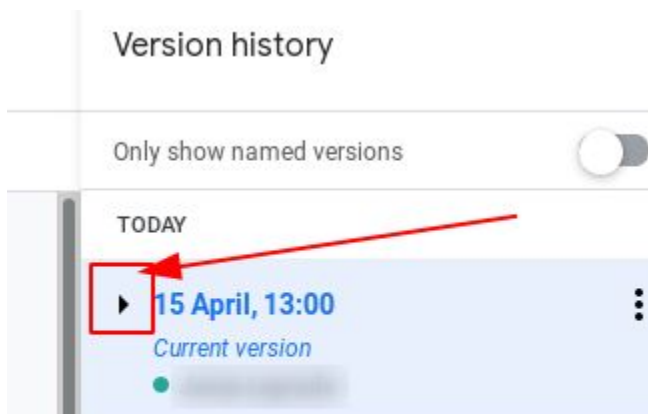


Figure 28: A screenshot of the **arrow** button highlighted.

Naming a Document Version

Google docs allows you to name document versions. This creates memorable, easy-to-reference document versions when discussing versioning with other users.

To Name a Document Version

1. Click **All changes saved in Drive**, as seen in **Figure 29** below.

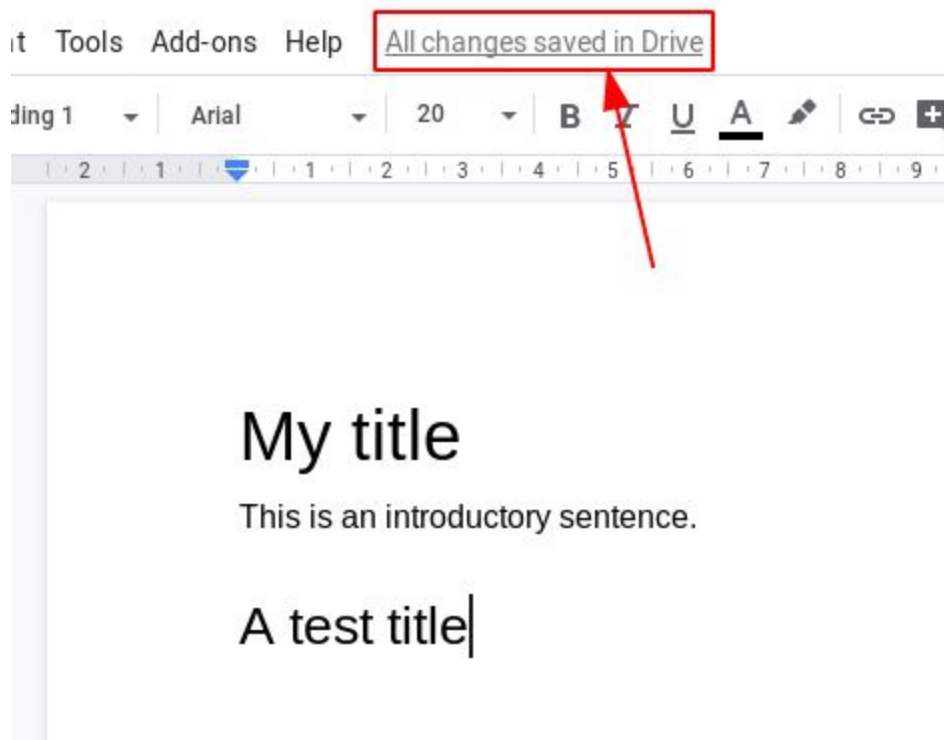


Figure 29: A screenshot of the **All changes saved in Drive** link highlighted.

2. Click the **three-dots** button, as seen in **Figure 30** below.

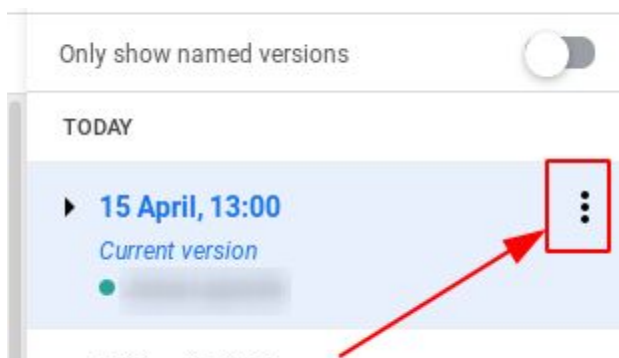


Figure 30: A screenshot of the **three-dots** button highlighted.

3. Click **Name this version**, as seen in **Figure 31** below.

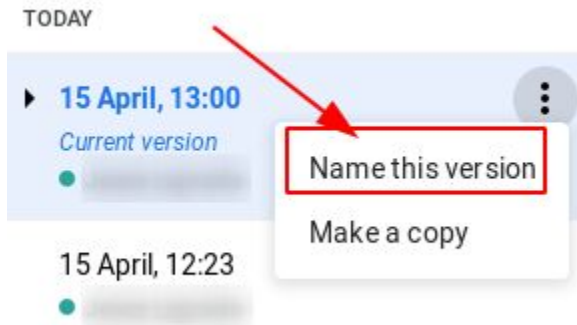


Figure 31: A screenshot of the **Name this version** button highlighted.

4. Type the new version name, as seen in **Figure 32** below.



Figure 32: A screenshot of a user renaming a version.

5. Press the **Enter** key.
6. Click the **back arrow**, as seen in **Figure 33** below.

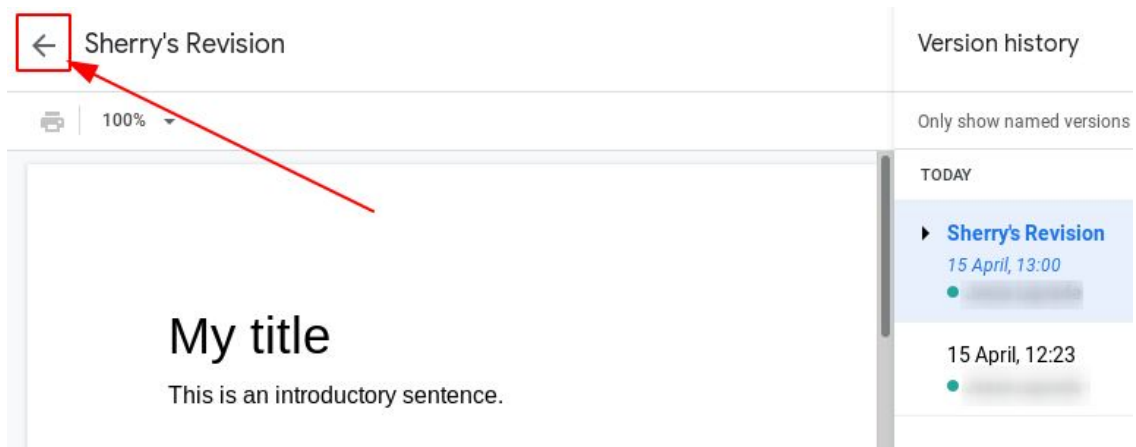


Figure 33: A screenshot of the **back arrow** highlighted.

Using Suggesting Mode

Suggesting mode allows you to see document changes as colour-coded markup without having to view document history. Each colour correlates with a user. Suggestion mode will save you time when viewing document changes.

To Use Suggesting Mode

1. Click **Editing**, as seen in **Figure 34** below.

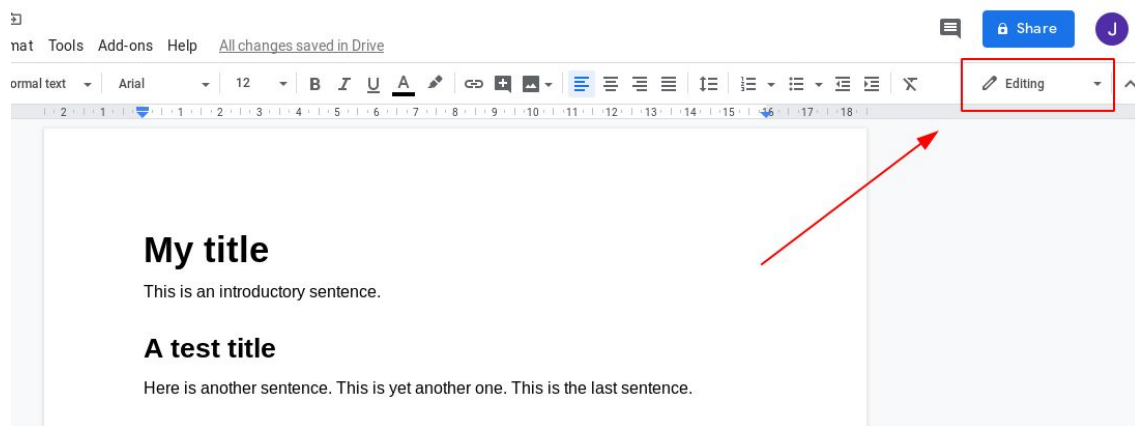


Figure 34: A screenshot of the **Editing** button highlighted.

2. Click **Suggesting**, as seen in **Figure 35** below.

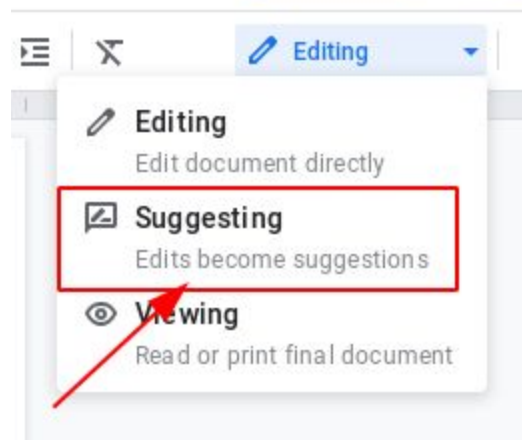


Figure 35: A screenshot of the **Suggesting** mode highlighted.

3. Edit your document, as seen in **Figure 36** below.

entence.

e. This is ~~yet another one~~. This is the last sentence.

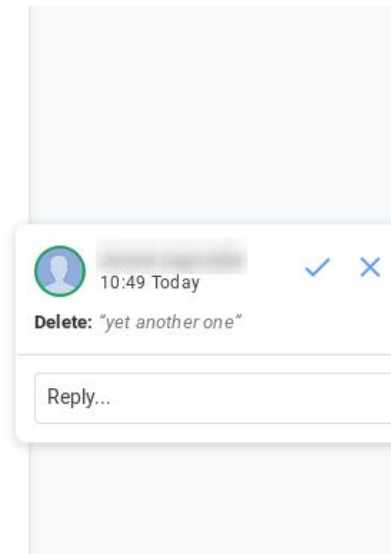


Figure 36: A screenshot of a user deleting content.

Note:

You can use the **Checkmark** or the **X mark**, as seen in **Figure 36** above to accept or reject a change made by yourself or other users.

Sharing Folders and Files

Google Drive allows users to collaborate on folders and files. One way users can collaborate is by sharing their work between each other.

This section consists of the following sections:

- [Sharing a Folder](#)
- [Sharing a File](#)

Sharing a Folder

Users can share folders that contain Google Docs. This is useful to users when they want to collaborate on documents together.

To Share a Folder

4. Right-click the folder you want to share, as seen in **Figure 37** below.

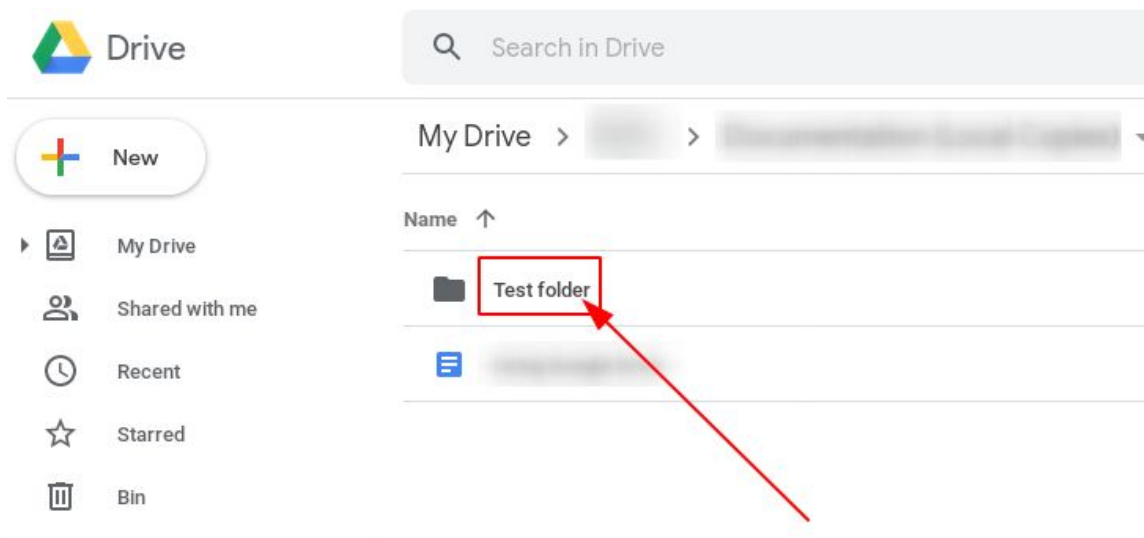


Figure 37: A screenshot of a folder highlighted.

5. Click **Share**, as seen in **Figure 38** below.

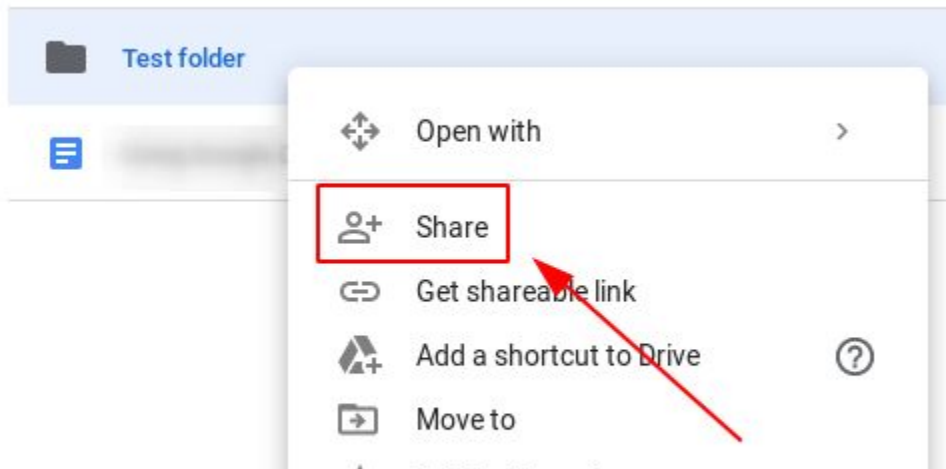


Figure 38: A screenshot of the **Share** button highlighted.

6. Click **Get sharable link**, as seen in **Figure 39** below.



Figure 39: A screenshot of the **Get shareable link** link highlighted.

7. Click **Copy link**, as seen in **Figure 40** below.

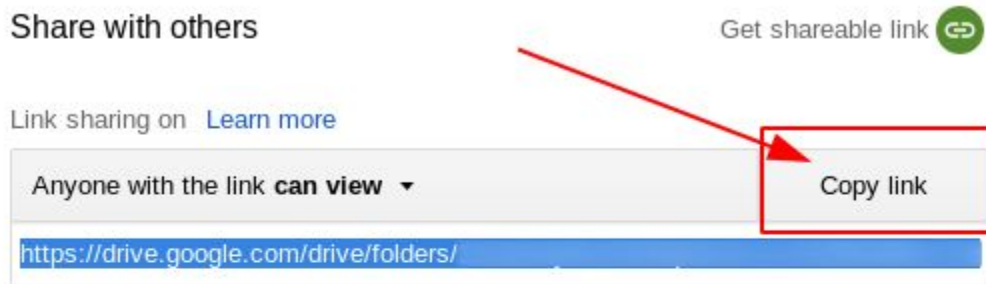


Figure 40: A screenshot of the **Copy link** button highlighted.

Note:

You can change the permissions of the folder by clicking the **can view** button, as seen in **Figure 41** below.



Figure 41: A screenshot of the **can view** button highlighted.

8. Click the **Done** button, as seen in **Figure 42** below.



Figure 42: A screenshot of the **Done** button highlighted.

9. Paste the link in an email or conversation with another user.

Sharing a File

Users can share files with other users. This is useful to users when they want to collaborate on documents together.

To Share a File

1. Right-click the file you want to share, as seen in **Figure 43** below.

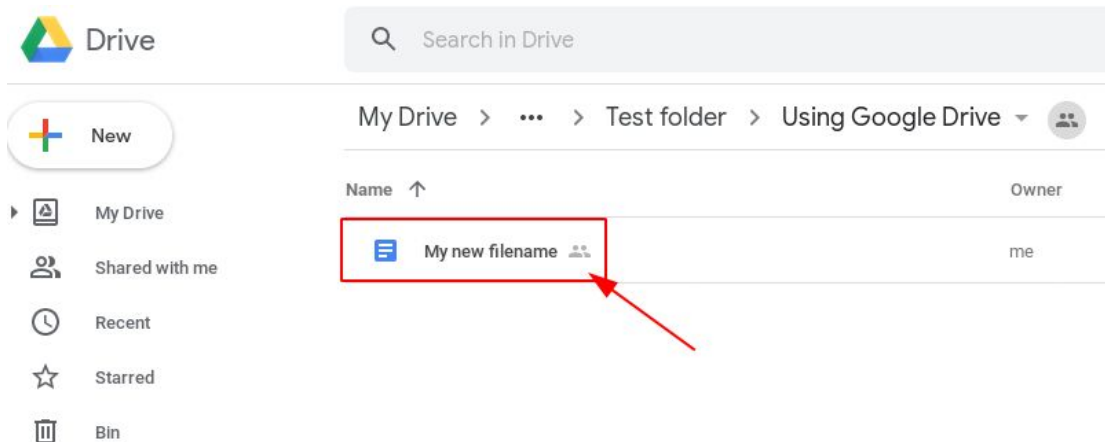


Figure 43: A screenshot of a file highlighted.

2. Click **Share**, as seen in **Figure 44** below.

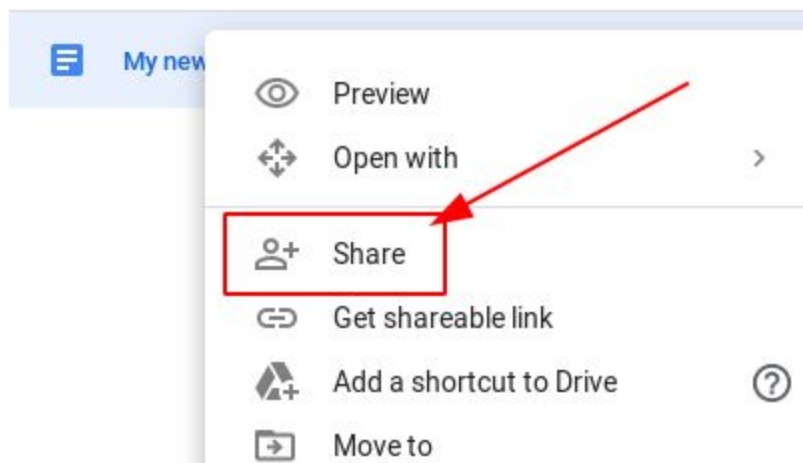


Figure 44: A screenshot of the **Share** option highlighted.

3. Click **Copy link**, as seen in **Figure 45** below.

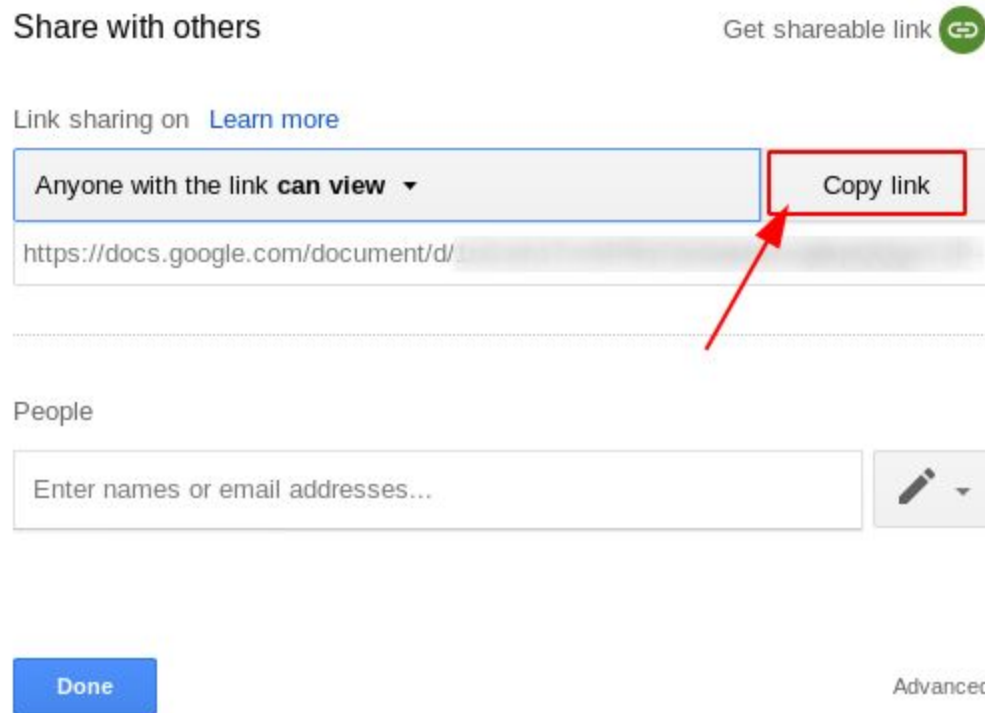


Figure 45: A screenshot of the **Copy link** button highlighted.

4. Click the **Done** button, as seen in **Figure 46** below.



Figure 46: A screenshot of the **Done** button highlighted.

5. Paste the link in an email or conversation with another user.

Moving Folders and Files

Google Drive allows you to move folders and files. Moving folders and files allows you to keep your folders organized.

This section consists of the following topics:

- [Moving a Folder](#)
- [Moving a File](#)
- [Moving to a Shared Folder](#)

Moving a Folder

Folders can be moved inside or outside of other folders. They can also be moved to shared folders. This allows you to move folders to your own folders or shared folders of other users.

To Move a Folder

1. Right-click the folder you want to move, as seen in **Figure 47** below.

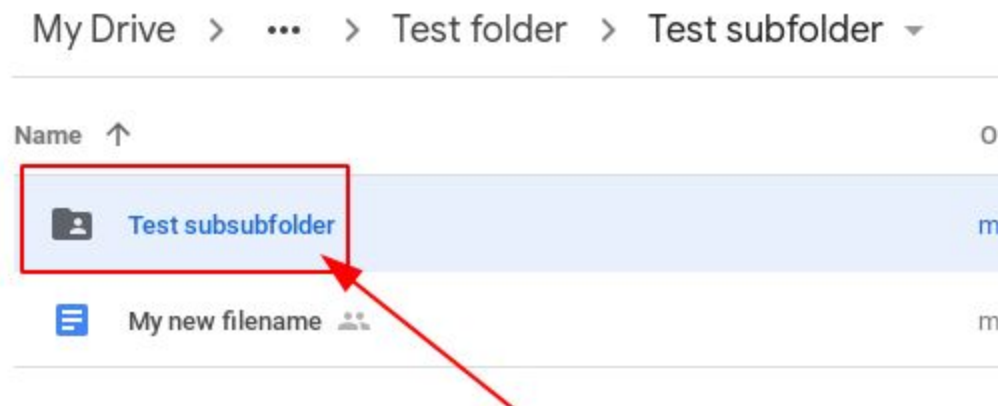


Figure 47: A screenshot of a folder highlighted.

6. Click **Move to**, as seen in **Figure 48** below.

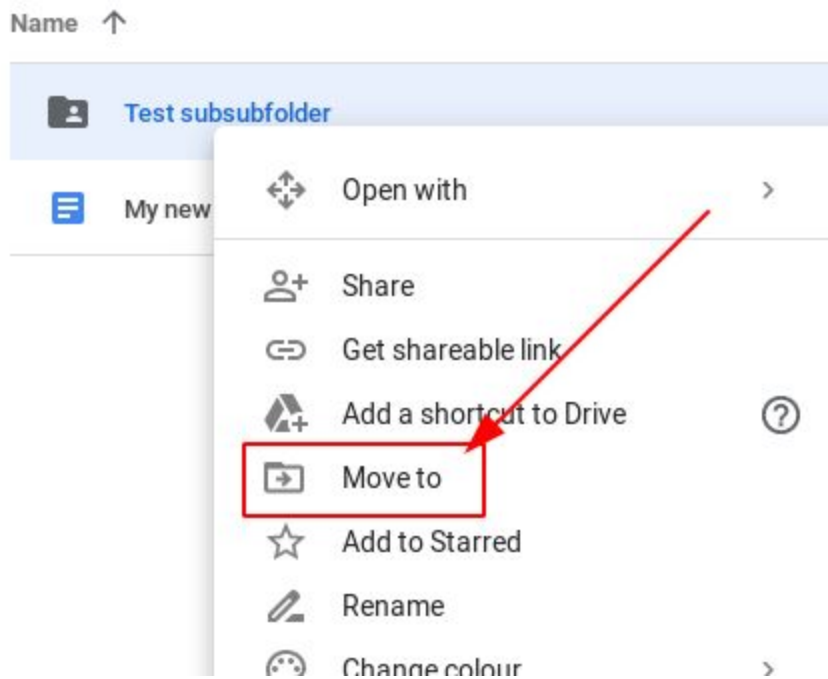


Figure 48: A screenshot of the **Move to** button highlighted.

7. Click the folder you want to move to, as seen in **Figure 49** below.

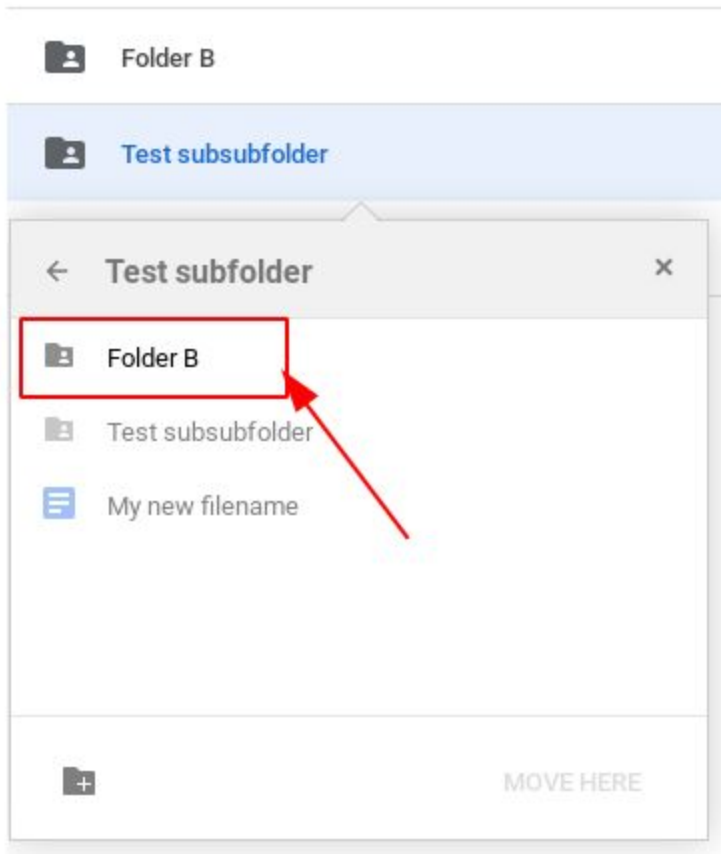


Figure 49: A screenshot of a user selecting a move location.

8. Click **MOVE**, as seen in **Figure 50** below.

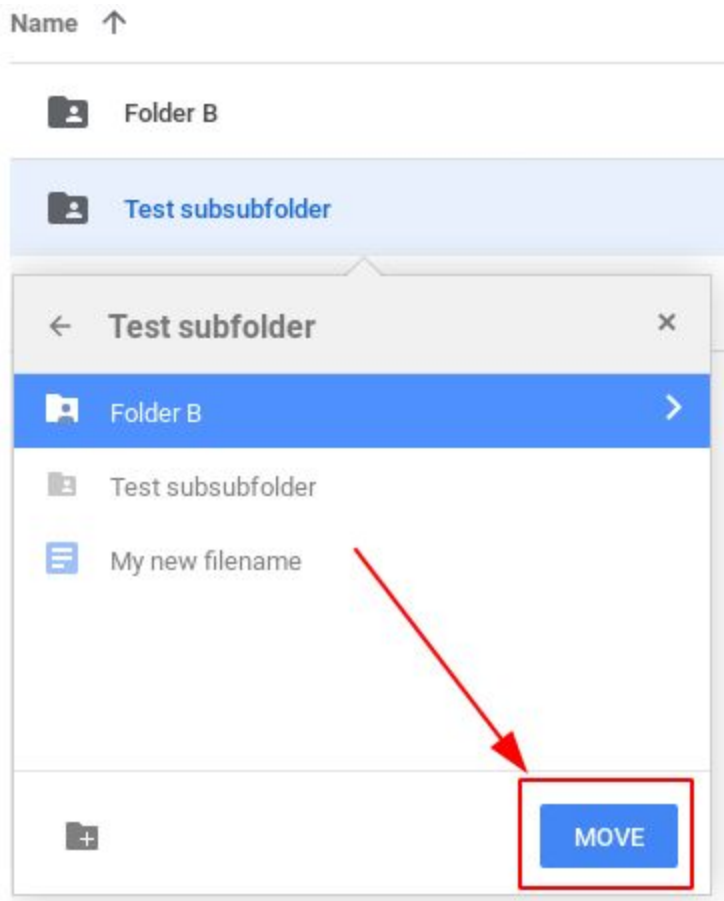


Figure 50: A screenshot of the **MOVE** button highlighted.

Note:

You can move to parent folders by clicking the **back arrow**, as seen in **Figure 51** below.

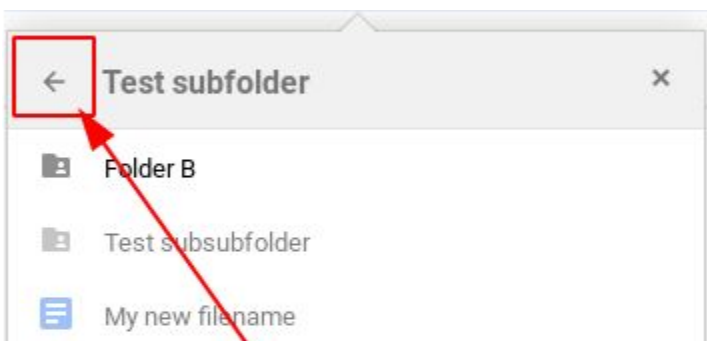


Figure 51: A screenshot of the **back arrow** highlighted.

Moving a File

Files can be moved inside or outside of other folders. They can also be moved to shared folders. This allows you to move files to your own folders or shared folders of other users.

To Move a File

1. Right-click the file you want to move, as seen in **Figure 52** below.

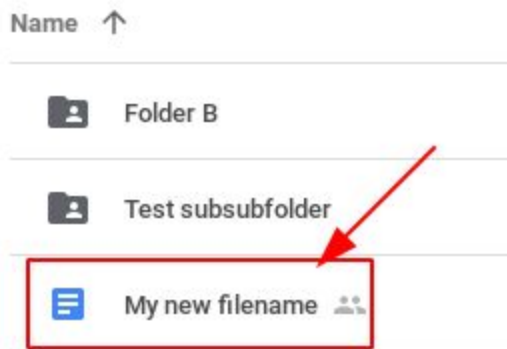


Figure 52: A screenshot of a folder highlighted.

2. Click **Move to**, as seen in **Figure 53** below.

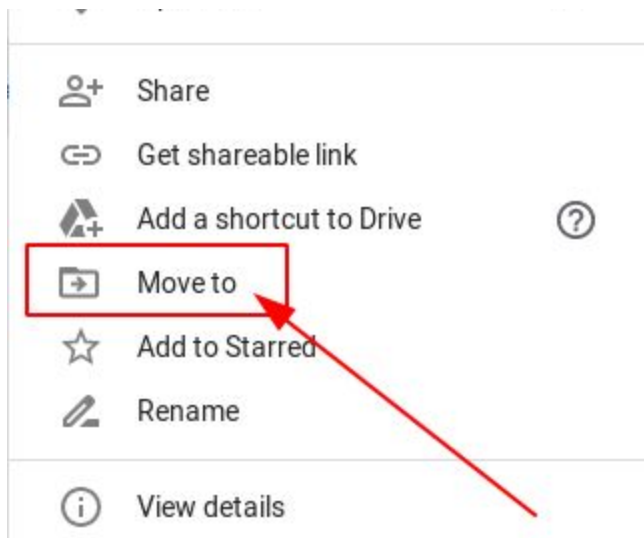


Figure 54: A screenshot of the **Move to** button highlighted.

3. Click the folder you want to move your file to, as seen in **Figure 55** below.

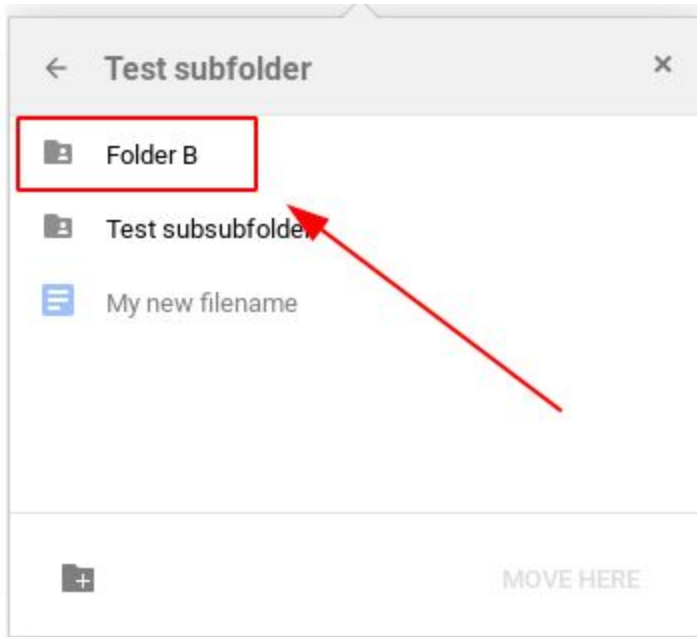


Figure 55: A screenshot of a folder location highlighted.

4. Click **MOVE**, as seen in **Figure 56** below.

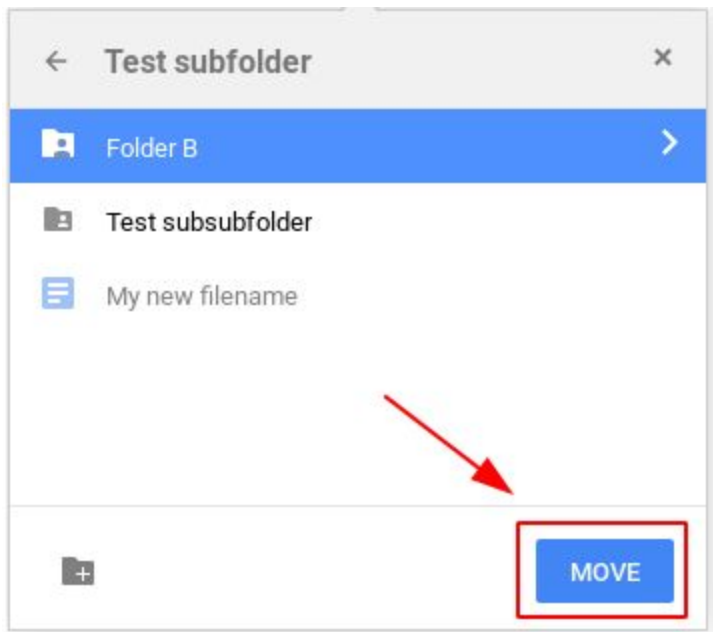


Figure 56: A screenshot of the **MOVE** button highlighted.

Moving to a Shared Folder

Google Drive allows you to not only move folders and files between your own folders, but also to other user's folders. Moving folders and files to shared folders is useful when you want others to see your documents.

To Move to a Shared Folder

1. Right-click the file or folder you want to move, as seen in **Figure 57** below.

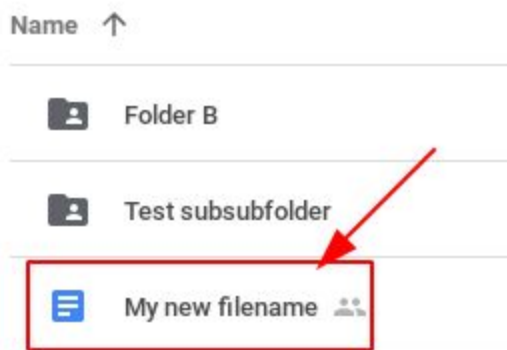


Figure 57: A screenshot of a file highlighted.

2. Click **Move to**, as seen in **Figure 58** below.

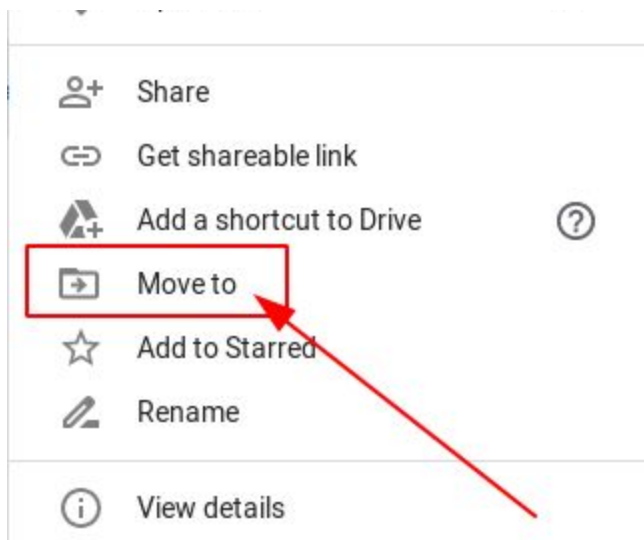


Figure 58: A screenshot of the **Move to** button highlighted.

3. Click the **back arrow** until you see the **Shared with me** option, as seen in **Figure 59** and **Figure 60** below.

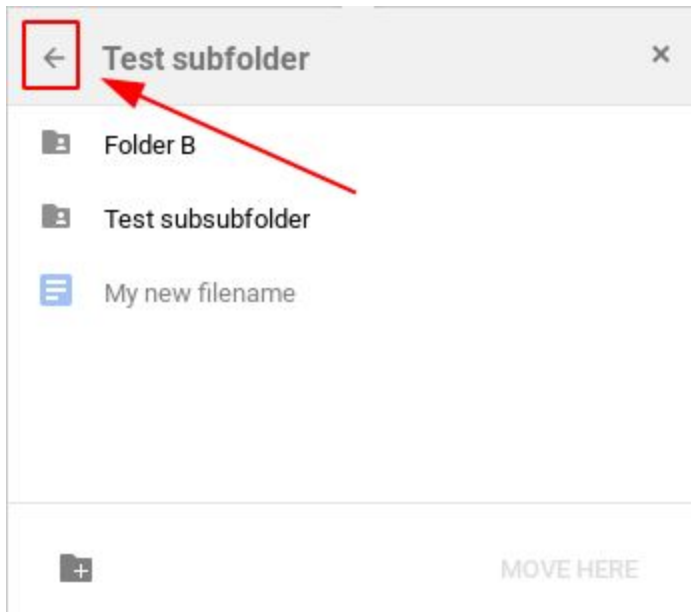


Figure 59: A screenshot of the **back arrow** highlighted.

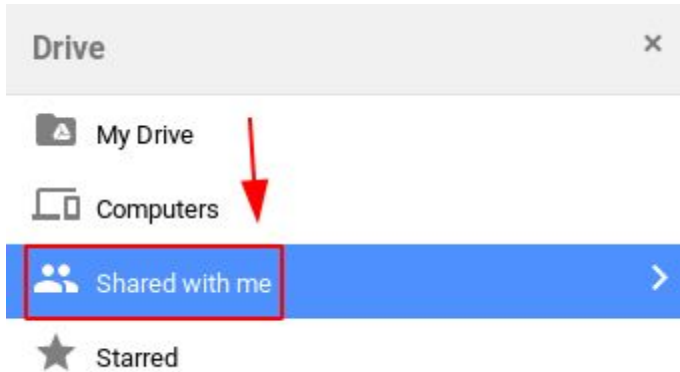


Figure 60: A screenshot of the **Shared with me** location highlighted.

4. Click the **arrow** on the right side of **Shared with me**, as seen in **Figure 61** below.

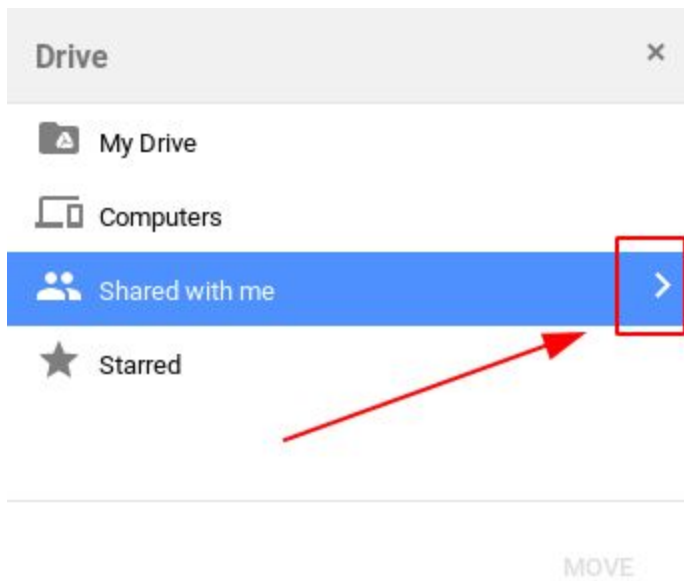


Figure 61: A screenshot of the **arrow** on the right side of **Shared with me**.

5. Click the folder you want to move to, as seen in **Figure 62** below.

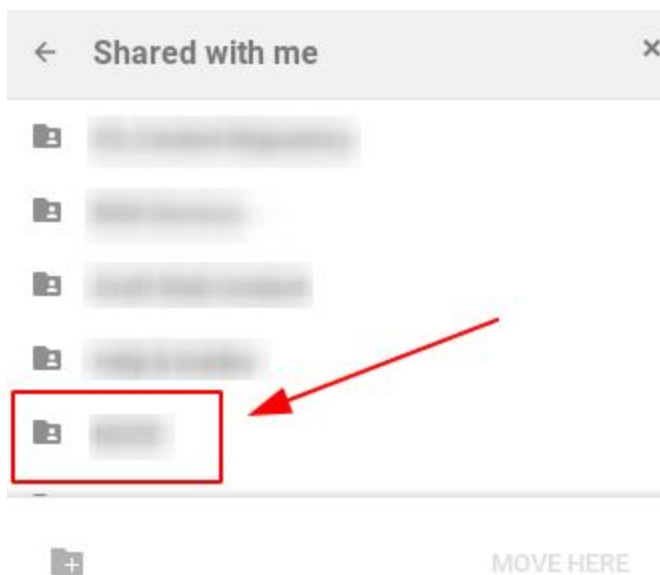


Figure 62: A screenshot of a location highlighted.

6. Click the **MOVE** button, as seen in **Figure 63** below.

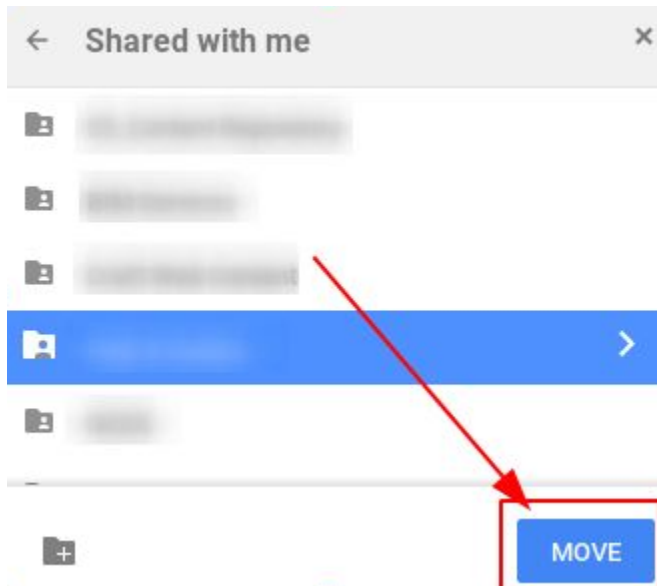


Figure 63: A screenshot of the **MOVE** button highlighted.

Deleting Folders and Files

Google Drive allows you to delete folders and files. This is useful if you are cleaning, organizing or getting rid of temporary documents that you don't need anymore.

This section consists of the following topics:

- [Deleting a Folder](#)
- [Deleting a File](#)
- [Emptying the Bin](#)

Deleting a Folder

Deleting a folder will send the folder to your bin. This is useful in case you want to restore a folder you deleted.

To Delete a Folder

1. Right-click the folder you want to delete, as seen in **Figure 64** below.

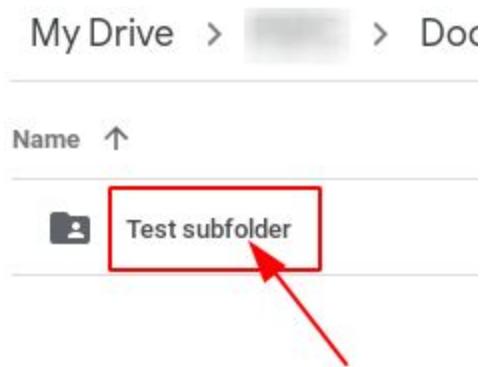


Figure 64: A screenshot of a folder highlighted.

2. Click **Remove**, as seen in **Figure 65** below.

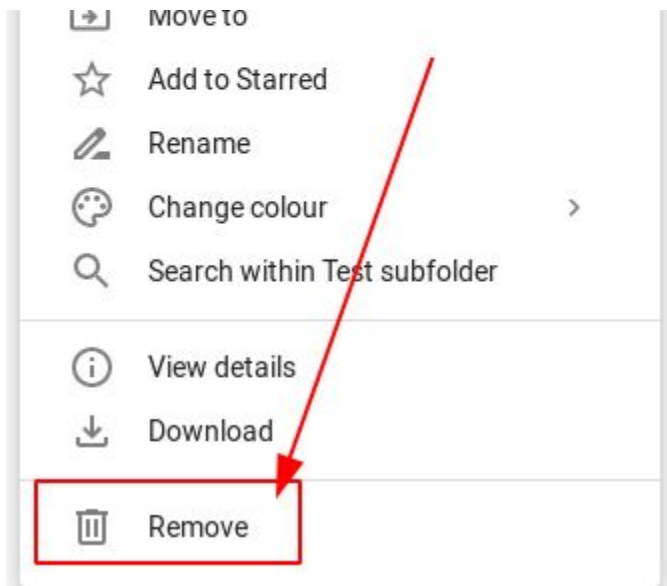


Figure 65: A screenshot of the **Remove** button highlighted.

Deleting a File

Deleting a file will send the folder to your bin. This is useful in case you want to restore a file you deleted.

To Delete a File

1. Right-click the file you want to delete, as seen in **Figure 66** below.

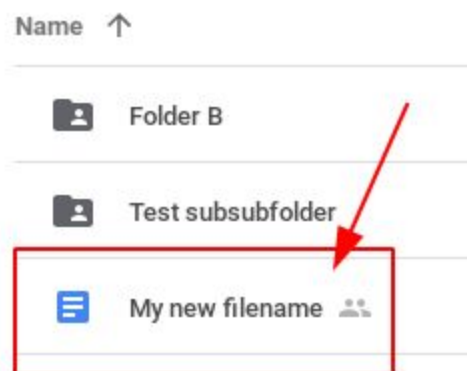


Figure 66: A screenshot of a file highlighted.

2. Click **Remove**, as seen in **Figure 67** below.

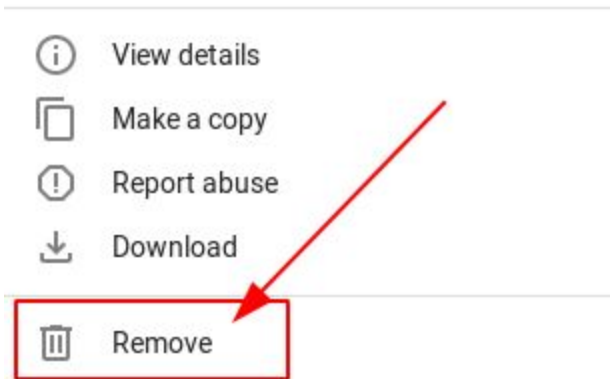


Figure 67: A screenshot of the **Remove** button highlighted.

Emptying the Bin

Emptying the bin will permanently remove any folders or files inside. This is useful when you need more space on your Google Drive.

Caution:

Emptying the bin is permanent. You cannot recover folders or files removed from your bin. Ensure you want to delete folders and files before removing them from your bin.

To Empty the Bin

1. Click **Bin**, as seen in **Figure 68** below.

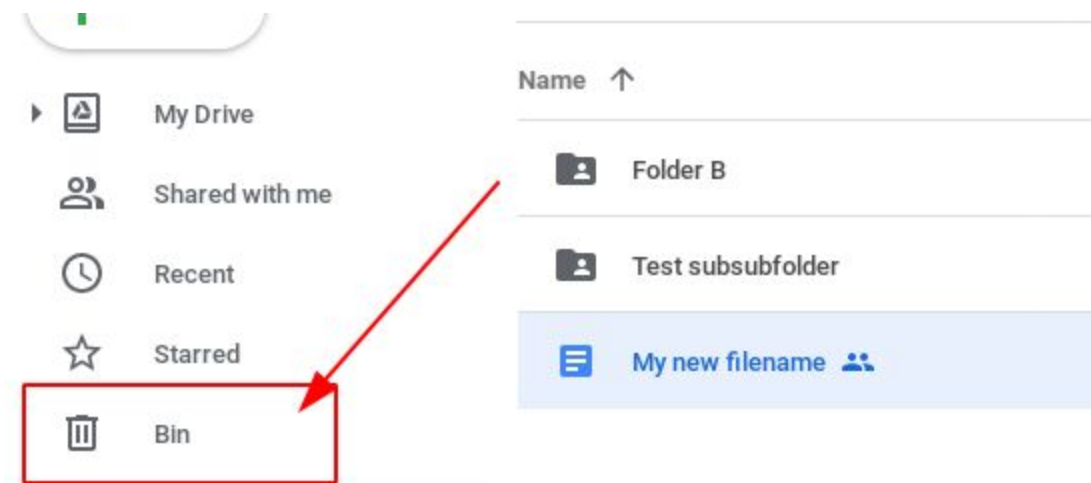


Figure 68: A screenshot of the **Bin** location highlighted.

2. Click **Bin**, as seen in **Figure 69** below.



Figure 69: A screenshot of the **Bin** button highlighted.

3. Click **Empty bin**, as seen in **Figure 70** below.

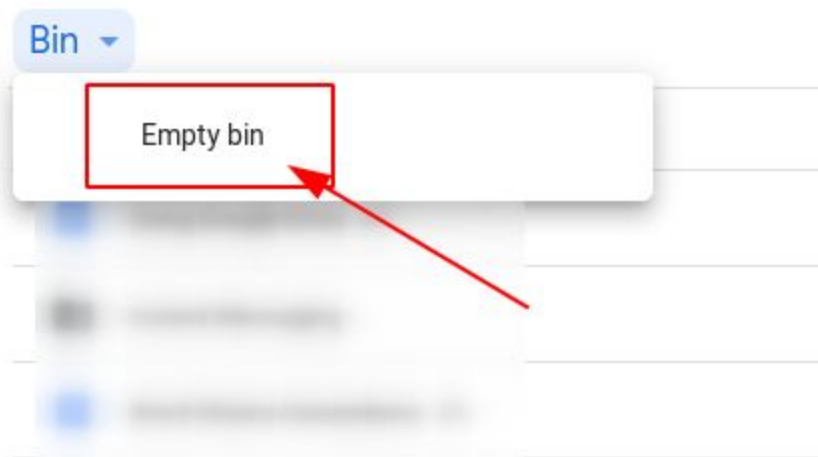


Figure 70: A screenshot of the **Empty bin** option highlighted.

Folder and File Permissions

Folder and file permissions allow you to limit who can view, edit, move, rename, or delete folders and files.

This section consists of the following topics:

- [Setting Permissions on a Folder](#)
- [Setting Permissions on a File](#)

Setting Permissions on a Folder

Folder permissions allow you to limit users to certain actions and access to your folder and its contents.

To Set Permissions on a Folder

1. Right-click on a folder, as seen in **Figure 71** below.

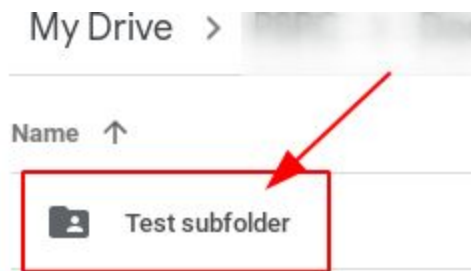


Figure 71: A screenshot of a folder highlighted.

2. Click **Share**, as seen in **Figure 72** below.

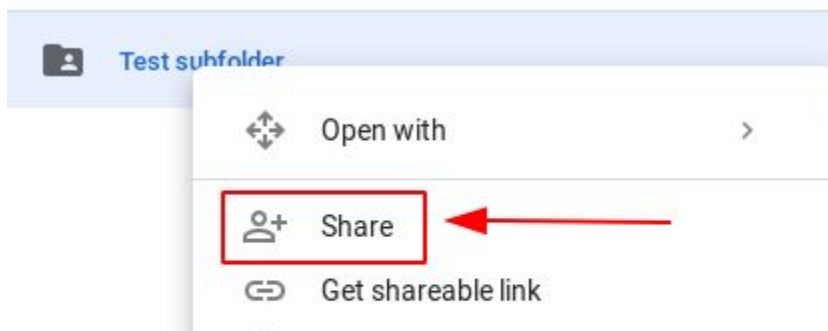


Figure 72: A screenshot of the **Share** button highlighted.

3. Click the **permissions arrow**, as seen in **Figure 73** below.

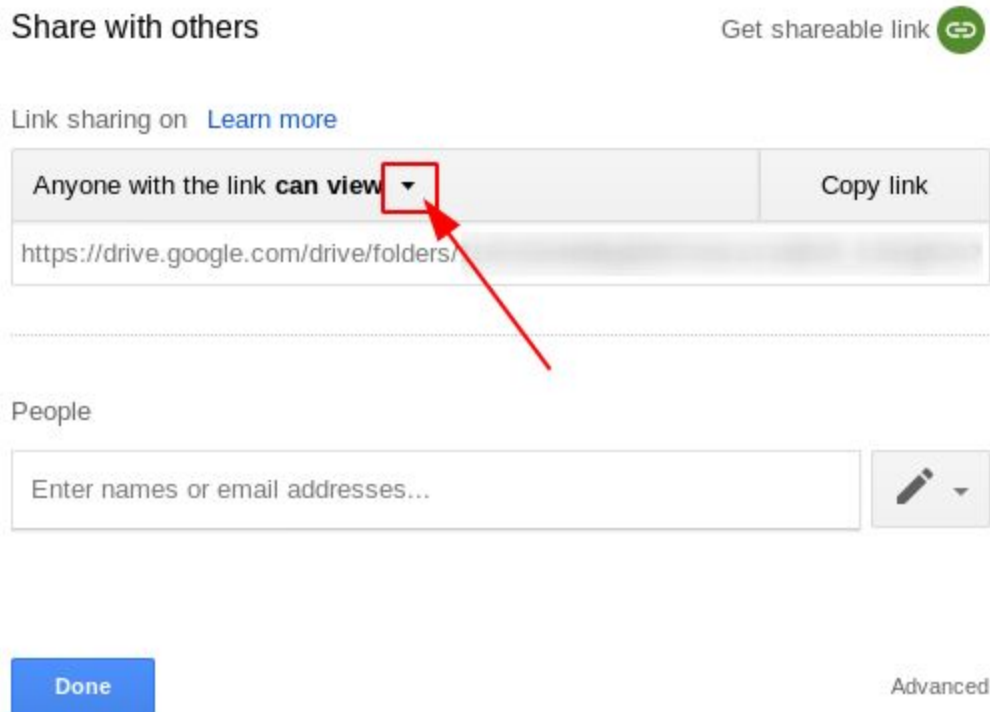


Figure 73: A screenshot of the **permissions arrow** highlighted.

4. Choose a permissions option, as seen in **Figure 74** below.

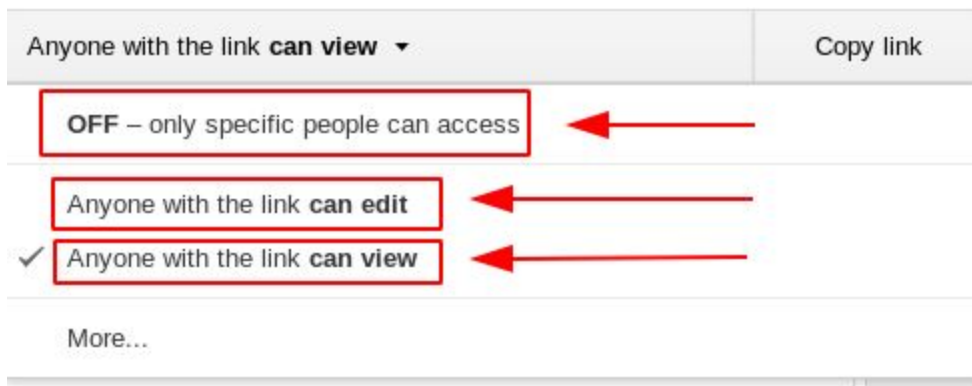



Figure 74: A screenshot of the permissions options available.


6. Click **Done**, as seen in **Figure 75** below.

Share with others Get shareable link 


Link sharing on [Learn more](#)

Anyone with the link can view ▼

Copy link

<https://drive.google.com/drive/folders/> 

People

 ▼

Done

Advanced

Figure 75: A screenshot of the **Done** button highlighted.

Setting Permissions on a File

File permissions allow you to limit users to certain actions and access to your files.

To Set Permissions on a File

1. Right-click on a file, as seen in **Figure 76** below.

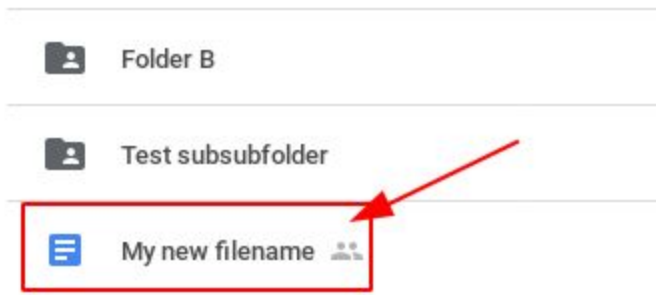


Figure 76: A screenshot of a file highlighted.

2. Click **Share**, as seen in **Figure 77** below.

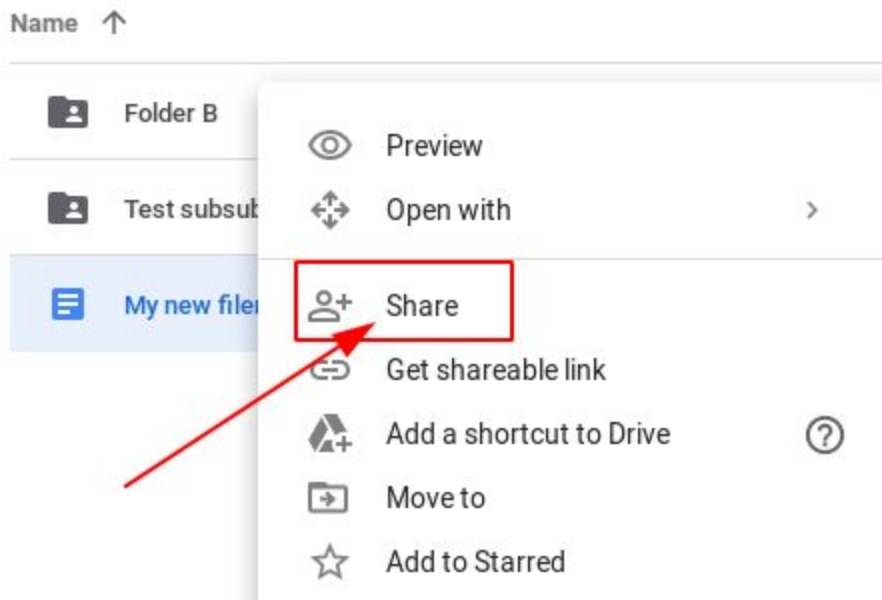


Figure 77: A screenshot of the **Share** button highlighted.

3. Click the **permissions arrow**, as seen in **Figure 78** below.

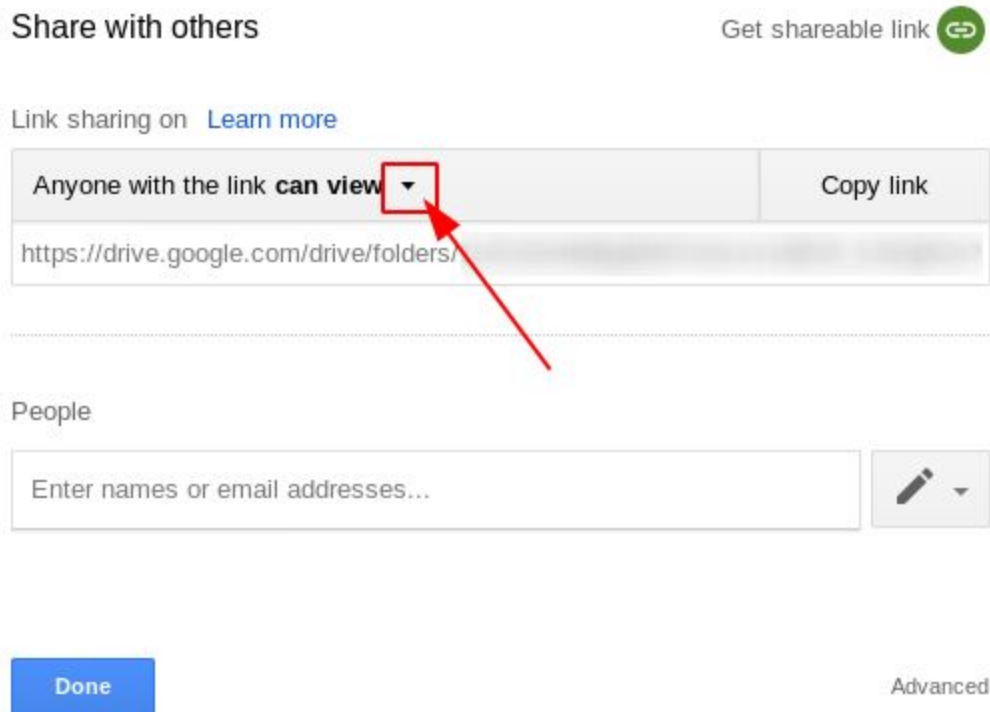


Figure 78: A screenshot of the **permissions arrow** highlighted.

4. Choose a permissions option, as seen in **Figure 79** below.

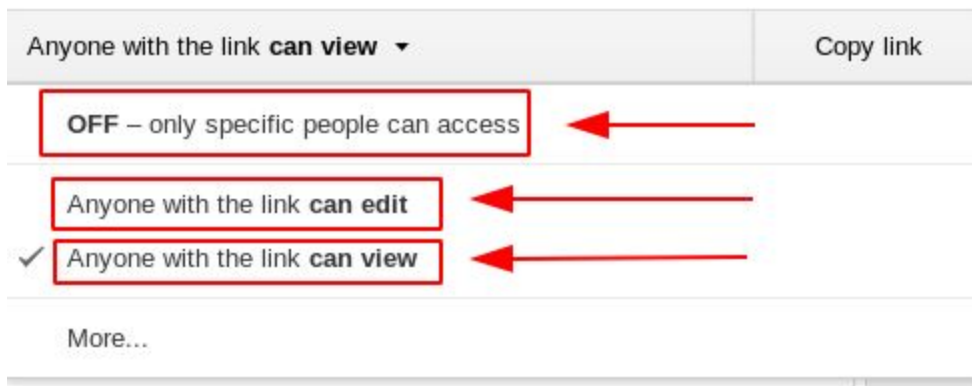


Figure 79: A screenshot of the permissions options available.

6. Click **Done**, as seen in **Figure 80** below.

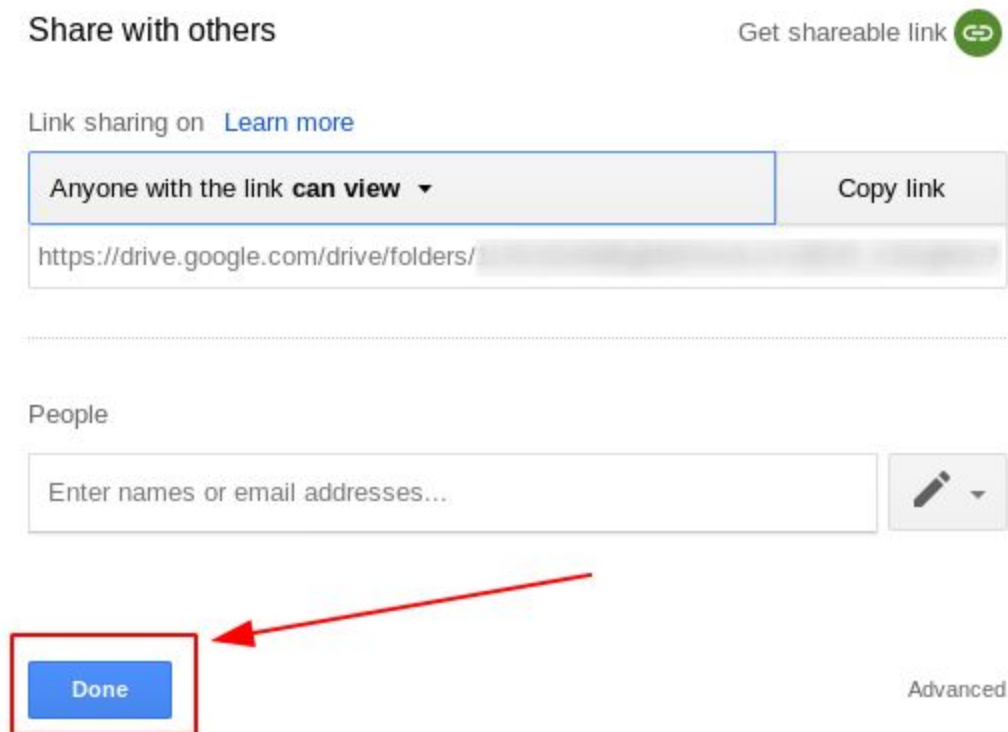


Figure 80: A screenshot of the **Done** button highlighted.

Troubleshooting

For more information on using Google Drive, [click here](#).