

What is Google Drive?

Google Drive is a free online application to create and store your files securely and access them from any device. Saint Francis University uses Google Apps for Education, which means faculty, staff, and students can access Google with their SFU email. One of the most unique features of Google Drive is the ability to simultaneously collaborate with people on the same document.

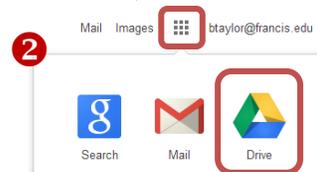
Uses of Google Drive:

- School: store files, make group work easier, organize research, create presentations and surveys
- Work: store files, share meeting agendas and notes, organize files for your department, use comments to suggest revisions, collaborate on a research proposals
- Home: store files, share pictures and files with family, plan events, create sign ups and rsvp forms

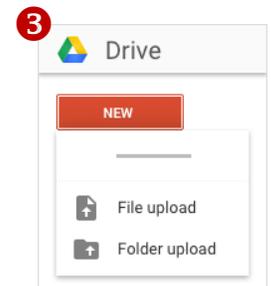
Getting Started with Google Drive:

1. Sign into your Google Account
 - a. Go to www.google.com.
 - b. Click **Sign in**.
 - c. Username: _____@francis.edu
 - i. Example: jcb101@francis.edu for students and jconrad@francis.edu for faculty/staff)
 - d. Password: _____
 - i. Four letters and four numbers, L1Ff####. The first two letters of your last name plus the first two letters of your first name (case sensitive). The month and day of your birthday (use 0 before single digits). For example John B Conrad born on May 23 would have username jbc101@francis.edu and password CoJo0523.

2. Access Google Drive
 - a. Click the Apps menu, and then click **Drive**.



3. Upload a File
 - a. Click New. Select File upload or Folder upload.
 - b. Select the file or folder and click Open.



If you are using the latest version of Chrome or Firefox, you can drag and drop files to the Drive page.

4. Create a New Online Document
 - a. Click **New**. Select Google Docs.
 - b. Title your document by clicking Untitled Document in the top left, type a name, and click Ok.

5. Save a Document
 - a. Google automatically saves documents; therefore, you will not see a save button.
 - b. You can view the revision history from last edit or under File > See revision history.
 - c. You can also save the file as a PDF of Microsoft format from File > Download as.

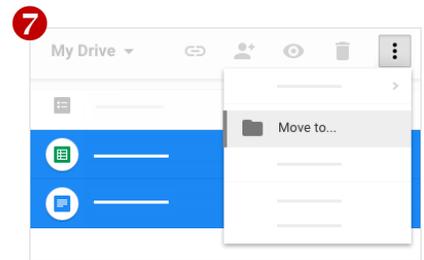
Editor	Description
Google Docs	Text documents
Google Sheets	Spreadsheets
Google Slides	Presentations
Google Forms	Surveys
Google Drawings	Shapes and diagrams

6. Create a Folder
 - a. Click New and select Folder.

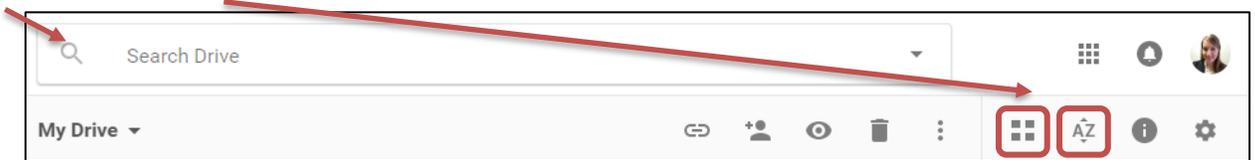
7. Move Files to a Folder

- a. Select the file.
- b. Click More  > Move to.
- c. Select the folder and click Move here.

You can also drag files to a folder in My Drive on the left.



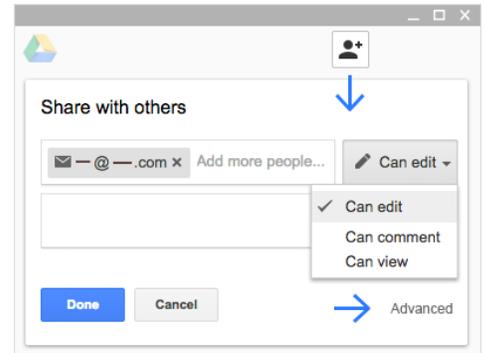
8. Search and Sort Files



9. Share a File

- a. Select the file or folder.
- b. Click Share.
- c. In the Share with others box, enter email addresses.
- d. Select the access level can edit, can comment, or can view.
- e. Click share & save.
- f. Click done.

Sharing a folder will give access to all contents in the folder, but you can change privileges for individual documents. For example, you can add viewers the entire folder and then change one document to can edit.

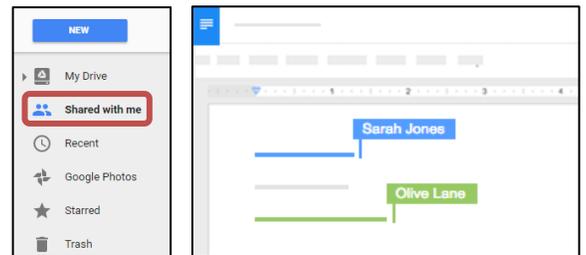


10. Stop Sharing a File

- a. Select the file or folder.
- b. Click Share.
- c. Click Advanced.
- d. Next to the person you want to stop sharing the file with, click Remove X.
- e. Click Save Changes.

11. Collaborate in Real Time

- a. When someone shares a document with you it will be stored in Google Drive under shared with me.
- b. While working together in the same document in real time you can see what each other are typing.



12. Add a Comment

- a. Select a section of text.
- b. Click Add comment from the tool bar.
- c. Add your notes and click Comment.

Comments will appear in the right side margin. The commenter can edit or delete their comment. Other people can reply. The owner can mark as a comment as resolved, which is helpful when editing a document or proofreading.

13. Conduct a Live Chat

If more than one person has a document open, click the chat icon in the top right to open a chat panel. Live chat is not saved to the document, but comments are saved.

