Google Drive

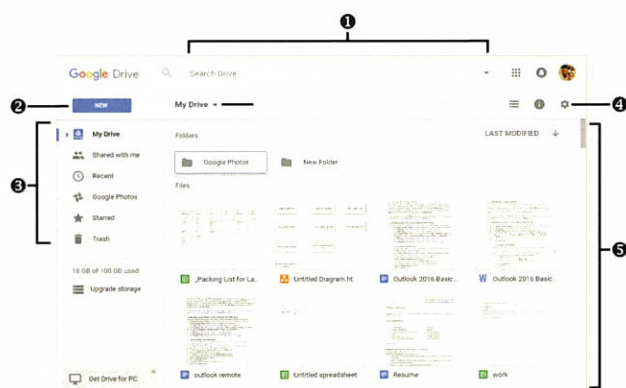# Getting Started

The Google Drive Window

❶ **Search Drive** - allows you to search for items contained in Drive.

❷ **New Button** - allows you to create new files and folders.

❸ **Left Navigation** - contains shortcuts to folders and views.

❹ **Settings** - allows you to make changes to settings and get help in Drive.

❺ **My Drive** - contains the contents of the selected folder or view.

*Note: For optimal performance, use **Google Drive** in the **Google Chrome** Web browser. Some features may not be available in other browsers.*

Signing Into Google Drive Online

Enter **drive.google.com** into your Web browser's address bar. Enter your account information and click the **Sign In** button. This will take you to the **My Drive** main screen.

Viewing My Drive

1. Click the **Settings** ⚙ button and select **Settings** from the resulting menu.
2. Click the arrow on the box in the **Density** section and select **Comfortable**, **Cozy**, or **Compact**. Click the **Done** button.
3. *Optional*: Change the display view for your **Drive**.
   - **List View** ☰ displays the names and types of your files.
   - **Grid View** ⊞ displays a preview tile of your files.

Using the Left Navigation

Navigate the different parts of your **Google Drive** by clicking on the options in the **Left Navigation** section.

- **My Drive**: View all the files you have uploaded.
- **Computers**: Sync folders on your computer to back them up to Drive.
- **Shared with me**: View the files other users have shared with you.
- **Recent**: View files that have been recently accessed.
- **Google Photos**: View photos that you have uploaded.
- **Starred**: View files that you have specially designated.
- **Trash**: View items that you have placed in the trash.

Working with Files on My Drive

1. Select the item you want to work with.
2. Click the **More Actions** ⋮ button and do any of the following:
   - To *open with a different app*, select **Open with** and select the app.
   - To *move a file from **My Drive** to another folder*, select **Move to**. Select the folder you want to move the file to and click the **Move here** button.
   - To *mark a file with a star*, select **Add star**.
   - To *rename the file*, select **Rename**. Enter the new name in the box and click the **OK** button.
   - To *view the details of actions taken on the file*, select **View details**.
   - To *make a copy of a file*, select **Make a copy**.
   - To *download the file*, select **Download**.

*Note: To preview a file, click the **Preview** ◉ button. Click the **Close** button when you are finished with the preview.*

Uploading a File

1. Click the **My Drive** button at the top of the screen.
2. Select **Upload files** 🔼 from the resulting menu.
3. Locate and select the file you want to upload.
4. Click the **Open** button.
5. The file will appear in **My Drive** when the upload is finished.
6. *Optional*: To move the file into a different location, drag the file to another folder or a location on the **Left Navigation**.

Searching for an Item

1. Click in the **Search Drive** box at the top of the window.
2. Begin entering the file name of the item you want to search for.
3. Do one of the following:
   - *If the item you want appears in the drop-down menu*, select the item to open it.
   - *If the item you want does not appear in the drop-down menu*, continue entering the file name and press the **Enter** key. Click the file name in the results list to open it.

Deleting an Item

1. Select the item that you want to delete.
2. Click the **Remove** 🗑 button.

Recovering a Deleted Item

1. Click the **Trash** shortcut in the **Left Navigation**.
2. Select the item that you want to recover.
3. Click the **Restore from trash** ↺ button.

Permanently Deleting an Item

1. Click the **Trash** shortcut in the left navigation.
2. Select the item you want to permanently delete.
3. Click the **Delete forever** 🗑 button.
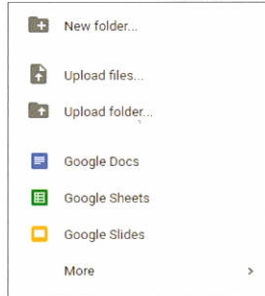4. Click the **Delete forever** button to confirm deletion.

Docs

Creating a New Document

1. Click the **New** button.
2. Select **Google Docs** 📄 from the resulting menu. The document will open in a new browser tab.
3. Enter and format document text.
4. Click in the **Untitled document** space and enter a new document name. Click outside of the box when you are finished.

Note: **Google Drive** *automatically saves your file and the save status appears to the right of the menu bar.*

Creating a New Folder

1. Click the **New** button.
2. Select **New folder** ➕ from the resulting menu.
3. Enter a name for the folder in the **Untitled folder** box.
4. Click the **Create** button.

➕	New folder...
📤	Upload files...
📤	Upload folder...
📄	Google Docs
📊	Google Sheets
🟨	Google Slides
	More ＞

Color Coding Folders

1. Select the folder you want to color code.
2. Click the **More actions** ⋮ button.
3. Select **Change color** 🎨 and select a color from the resulting color palette.

Formatting Document Text

1. Select the text you want to format.
2. Do any of the following:
   - *To change the text style,* click the **Styles** `Normal text ▾` button on the **Toolbar** and select a style from the resulting menu.
   - *To change the font,* click the **Font** `Arial ▾` button on the **Toolbar** and select a font from the resulting menu.
   - *To change the font size,* click the **Size** `11 ▾` button on the **Toolbar** and select a size from the resulting menu.
   - *To apply bold, italic, or underline formatting,* click the **Bold** **B** button, **Italic** *I* button, or **Underline** U button on the **Toolbar**.
   - *To change the font color,* click the **Text color** A▾ button on the **Toolbar** and select a color from the resulting color palette.

Note: For additional formatting options, click the **Format** *menu and select an option from the resulting menu.*

Checking Spelling

By default, misspelled words are underlined in red. Right-click the underlined word and do one of the following:
- *To correct the word,* select the word you want to replace the misspelled word with from the resulting menu.
- *To always correct the same misspelled word with the same word,* select **Always correct to**, and select a word from the resulting menu.
- *To add the misspelling to the dictionary,* select **Add to personal dictionary** from the resulting menu.
- *To ignore all the same misspellings in the document,* select **Ignore all**.

Creating a Bulleted or Numbered List

1. Do one of the following:
   - *To create a numbered list,* click the **Numbered list** ≔ button on the **Toolbar**.
   - *To create a bulleted list,* click the **Bulleted list** ≔ button on the **Toolbar**.
2. Enter the text you want in the list. *(Press the **Enter** key after every list item.)*
3. When you are finished with the list, press the **Enter** key twice.

Inserting a Link

1. Click on the **Insert** menu and select **Link**. You can also click the **Insert link** 🔗 button on the Toolbar.
2. In the **Link** box, do one of the following:
   - *To insert a Web link,* enter the Web address in the box.
   - *To link to another **Google Doc**,* begin typing the name of the Doc in the box and select a result from the list that appears.
3. *Optional:* Enter or change text in the **Text** box.
4. Click the **Apply** button.

Inserting an Image

1. Click on the **Insert** menu and select **Image**.
2. Do one of the following:
   - *To insert an image from your computer,* click the **Choose an image to upload** button. Locate and select the image you want to insert and click the **Open** button. You can also drag an image to the **Drag an image here** space.
   - *To insert an image from your device's camera,* click **Take a snapshot**.
   - *To insert a public image from the Web,* click **By URL**. Enter the Web address for the image in the **Paste an image URL here** box and click the **Select** button.

Inserting a Header or Footer

1. Click on the **Insert** menu and select one of the following:
   - *To insert a header,* select **Header**.
   - *To insert a footer,* select **Footer**.
2. Enter header or footer text and click outside the header or footer when you are finished.
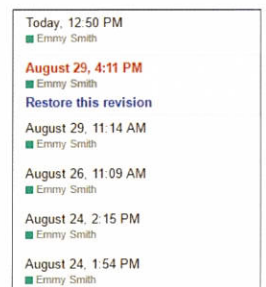
Inserting a Comment

1. Click on the **Insert** menu and select **Comment**. You can also click the **Add comment** 💬 button.
2. Enter the text of your comment in the box.
3. Click the **Comment** button when you are finished.

Note: To delete a comment, hover over the comment and click the **More** ⋮ *button that appears. Select* **Delete** *and click the* **Delete** *button.*

Restoring a Previous Revision

Google Docs saves copies of all previous versions of an item.

1. Click on the **File** menu.
2. Select **See revision history** from the resulting menu.
3. Select the revision you wish to view in the **Revision history** sidebar.
4. Click the **Restore this version** shortcut to return to an earlier version of your document.

Today, 12:50 PM
🟩 Emmy Smith
August 29, 4:11 PM
🟩 Emmy Smith
Restore this revision
August 29, 11:14 AM
🟩 Emmy Smith
August 26, 11:09 AM
🟩 Emmy Smith
August 24, 2:15 PM
🟩 Emmy Smith
August 24, 1:54 PM
🟩 Emmy Smith

Sheets

Creating a New Spreadsheet

1. Click the **New** button.
2. Select **Google Sheets** ▦ from the resulting menu.
3. Enter and format spreadsheet data.
4. Click in the **Untitled spreadsheet** space and enter a new sheet name. Click outside of the box when you are finished.

*Note: **Google Drive** automatically saves your file and the save status appears to the right of the menu bar.*

Working with Sheets

1. *To create a new sheet*, click the **Add Sheet** + button in the bottom-left corner of the window.
2. *To rename a sheet*, double-click the sheet name or click the arrow next to the sheet name and select **Rename** from the resulting menu. Enter a name in the box and click outside of the box.
3. *To duplicate a sheet*, click the arrow next to the sheet name and select **Duplicate** from the resulting menu.
4. *To move a sheet*, click the arrow next to the sheet name and select **Move right** or **Move left** from the resulting menu.
5. *To delete a sheet*, click the arrow next to the sheet name and select **Delete** from the resulting menu. Click the **OK** button to confirm deletion.
6. *To view a list of all sheets in the spreadsheet*, click the **All Sheets** ☰ button in the bottom-left corner of the window.

Inserting a Row or Column

1. Click in the sheet you want to add a row or column to.
2. Click on the **Insert** menu and select **Row above**, **Row below**, **Column left**, or **Column righ**t.

Working with Rows and Columns

1. Right-click the row number or column header of the row or column you want to work with.
2. Do one of the following:
   - *To delete a row or column*, select **Delete row** or **Delete column** from the resulting menu.
   - *To clear the contents of a row or column*, select **Clear row** or **Clear column** from the resulting menu.
   - *To hide a row or column*, select **Hide row** or **Hide column** from the resulting menu.
   - *To resize a row or column*, select **Resize row** or **Resize column** from the resulting menu. Enter a size for the row or column and click the **OK** button.

Merging Cells

1. Select the cells you want to merge.
2. Click the **Merge cells** ▦ button on the **Toolbar**.

*Note: To split merged cells, select the cells you want to split, and click the **Merge cells** ▦ button on the **Toolbar**.*

Sorting Data

1. Select the range of cells that contain the data you want to sort.
2. Click on the **Data** menu and select one of the following:
   - *To sort the entire sheet*, select a **Short sheet by** option.
   - *To sort the selected range*, select a **Sort range by** option.

*Note: For more advanced sorting features, click on the **Data** menu and select **Sort range**.*

Formatting Cells

1. Select the cell or cells you want to format.
2. Do any of the following:
   - *To change the fill color of the cell(s)*, click the **Fill color** ✦ button and select a color from the resulting color palette.
   - *To add a cell border*, click the **Borders** ⊞ button and select a border option from the resulting menu.

*Note: To clear cell formatting for the selected cells(s), click on the **Format** menu and select **Clear formatting**.*

Changing Number Formats

1. Select the cell or cells you want to change the number format for.
2. Do one of the following:
   - *To format the cell as currency*, click the **Format as currency** $ button.
   - *To format the cell as a percentage*, click the **Format as percent** % button.
   - *To decrease the decimal place*, click the **Decrease decimal places** .0 button.
   - *To increase the decimal place*, click the **Increase decimal places** .00 button.
   - *To format the cell with another format*, click the **More formats** 123 button and select a function from the resulting menu.

Adding a Formula

1. Click in the cell where you want to add a formula.
2. Click in the **Formula Bar**.
3. Enter formula information.
4. *Optional*: To add a function, click the **Functions** Σ button on the **Toolbar** and select a function from the resulting menu.
5. Press the **Enter** key when you are finished.

Creating a Chart

1. Select the cells that contain the data you want to create a chart for.
2. Click the **Insert chart** ▦ button on the **Toolbar**.
3. Click the **Chart type** button on the **Data** tab of the **Chart Editor** and select a chart from the resulting menu.
4. *Optional*: Select additional options on the **Data** tab and check or clear boxes for the options you want to enable or disable.
5. *Optional*: Click on the **Customization** tab and click the arrows to make changes to additional chart features.
6. Click the **Close** on the **Chart editor** when you are finished.
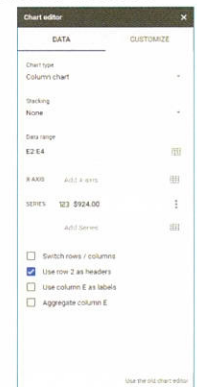
Protecting a Range

1. Click on the **Data** menu and select **Protected sheets and ranges**.
2. Click the **Add a sheet or range** shortcut.
3. Enter a name for the range in the **Enter a description** box.
4. Enter or select a sheet or range.
5. Click the **Set permissions** button and select permission options.
6. Click the **Done** button.

Slides

Creating a New Presentation
1. Click the **New** button.
2. Select **Google Slides** ▢ from the resulting menu.
3. Select a theme in the **Themes** pane.
4. Click in the **Untitled presentation** space and enter a new document name. Click outside of the box when you are finished.
5. Enter the content of your slides.

*Note: **Google Drive** automatically saves your file and the save status appears to the right of the menu bar.*

Creating a New Slide
1. Click on the **Slide** menu.
2. Do one of the following:
   - *To create a new slide*, select **New slide**.
   - *To create a new slide based on the selected slide*, select **Duplicate slide**.
3. *Optional*: To move the new slide to a different place in the slideshow, click and drag the slide into the desired location.

*Note: To quickly create a new slide, press **Ctrl + M**.*

Adding a Background to a Slide
1. Right-click the slide in the main window that you want to apply a background to.
2. Select **Change background** from the resulting menu.
3. Do one of the following:
   - *To apply a colored background*, click the **Color** ▢▾ button and select a color.
   - *To apply an image background*, click the **Choose** button in the **Image** space. Click the **Choose an image to upload** button to upload a picture from your computer. You can also drag an image to the **Drag an image here** space.
   - *To reset a slide to the theme*, click the **Reset** button.
4. *Optional*: Click the **Add to theme** button to add the background to all slides.
5. Click the **Done** button.

Importing Slides
You can import slides from .ppt and .pptx files.
1. Click on the **Insert** menu and select **Import slides**.
2. Do one of the following:
   - To *import slides from another **Google Drive** presentation*, select the presentation in the **Presentations** box.
   - To *import slides from a file on your computer*, click on the **Upload** tab. Click the **Select a file from your computer** button and locate and select the file that contains the slides you want to import. Click the **Open** button. You can also drag a file to the **Drag a file here** space.
3. Click the **Select** button. Click on the slides you want to import. *(You can also click the **All** shortcut in the **Select slides** section.)*
4. Click the **Import slides** button.

Previewing a Presentation
1. Click on the **View** menu and select **Present** or press **Ctrl + F5**.
2. Click the **Previous** ◀ and **Next** ▶ buttons to scroll through the presentation.
3. *Optional*: Click the arrow on the **Slide** [Slide 3 ▾] button to skip to an individual slide.
4. Click the **Exit** [Exit] button when you are finished.

Forms

The form function allows you to create custom questionnaires and share them live with other users. After you run a form, Google Drive will create a response spreadsheet to analyze the data.

Creating a New Form
1. Click the **New** button.
2. Select **More** and select **Google Forms** 📋 from the resulting menu.
3. Enter a name for the form in the **Untitled form** space at the top of the window.
4. Enter the name you want recipients to see in the **Untitled form** space in the **Questions** box.
5. Enter directions on how to fill out the form in the **Form description** space.
6. Enter a title for the question in the **Untitled Question** space.
7. Click the arrow on the **Question Type** box and select a question type from the resulting menu.
8. *Optional*: Click the **Required** slider to make the question required.
9. *Optional*: To add additional questions or text, click the **Add "OTHER"** shortcut.
10. Click the **Back** ← button to return to the **Forms** home.

Sending a Form
1. Open the form you want to send.
2. Click the **Send** button in the upper right corner of the screen.
3. Enter an email address in the **To** space.
4. *Optional*: Enter text in the **Subject** and **Message** spaces to add more details to the email.
5. Click the **Send** button.

*Note: You can also click the **Send** button and click the **Link** 🔗 button in the **Send via** section to get a direct link for sharing.*

Viewing Form Responses
1. Open the form you want to view responses for.
2. Click the **Responses** shortcut.
3. To view individual responses, click the **Individual** button.
4. *Optional*: To stop accepting responses, click the **Accepting responses** slider.
5. *Optional*: To download the responses into a spreadsheet, click the **Create spreadsheet** 🟢 button. Select spreadsheet options and click the **Create** button.
6. *Optional*: To delete responses, click the **More** button and select **Delete all responses** from the resulting menu.

Editing a Question on a Form
1. Open the form you want to edit.
2. Click in the question you want to edit and make your changes.
3. *Optional*: Click the **Duplicate** 🗐 button to duplicate the question.
4. *Optional*: To delete a question, select the question you want to delete and click the **Delete** 🗑 button.

Drawings

Creating a Drawing

1. Click the **New** button.
2. Select **More** and select **Google Drawings** ⬛ from the resulting menu.
3. Click in the **Untitled drawing** space and enter a new document name. Click outside of the space when you are finished.
4. Create and format the drawing.

Note: Google Drive automatically saves your file and the save status appears to the right of the menu bar.

Using Scribble

To draw freehand, use the **Scribble** tool.
1. Click the arrow on the **Line** ╲ button on the **Toolbar**.
2. Select **Scribble** from the resulting menu.
3. Use the mouse pointer to draw in the area.
4. *Optional*: To undo a scribble, click the **Undo** ↶ button. Click the **Redo** ↷ button to redo it.
5. *Optional*: To zoom in, click the **Zoom** 🔍 button. Click and drag to select the section of the drawing you wish to zoom in on. You can also click on the **View** menu and select **Zoom in** or **Zoom out**.

Adding a Background to a Drawing

1. Right-click in the drawing space and select **Background**.
2. Do one of the following:
   - *To apply a standard color for the background*, select a background color from the resulting color palette.
   - *To apply a custom color or transparency*, select **Custom** from the resulting menu. Make selections to the color and transparency. Click the **OK** button.

*Note: To remove a background, right-click on the background, select **Background**, and select **Transparent** from the resulting menu.*

Adding Text to a Drawing

1. Click on the **Insert** menu and select **Text box** or click the **Text box** 🔲 button on the **Toolbar**.
2. Click and drag in the drawing to create the text box.
3. Enter the desired text in the text box.
4. *Optional*: Format text using the **Toolbar** by clicking the **Font** buttons.
5. Click outside of the text box when you are finished.

Adding a Shape to a Drawing

1. Click on the **Insert** menu and select **Shape** or click the **Shape** 🔴 button on the **Toolbar**.
2. Choose **Shapes**, **Arrows**, **Callouts**, or **Equations** from the shape type menu.
3. Select a shape design from the resulting menu.
4. Click and drag in the drawing to create the shape.
5. *Optional*: To edit a shape, click the **Fill color** 🖌, **Line color** ∠, **Line weight** ≡, or **Line dash** ≡ buttons on the **Toolbar**.

🔲 Shapes	▶
⇨ Arrows	▶
✡ Callouts	▶
➕ Equation	▶
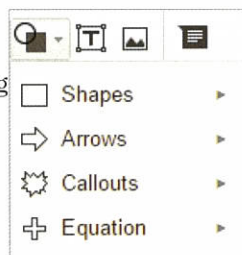
*Note: To add an image, click on the **Insert** menu and select **Image** or click the **Image** 🖼 button on the **Toolbar**.*

Sharing

Changing Shared Visibility Settings

1. Open the item you want to change the settings for.
2. Click the **Share** 🔒 Share button in the upper-right corner of the window.
3. Click the **Advanced** shortcut.
4. Click the **Change** shortcut in the **Who has access** space and do one of the following:
   - *To create a link to share with all users on the web*, select **On - Public on the web**.
   - *To create a link to share with specific users*, select **On - Anyone with the link**.
   - *To share with only users granted permission by the owner*, select **Off - Specific people**.
5. If you have selected **On - Public on the web** or **On - Anyone with the link**, click **Can view** to set what level of access your viewers will have.
6. Click the **Save** button.

Sharing an Item with Other Users

When you share a document or folder, another user may view or edit the item.
1. Open the item you wish to share.
2. Click the **Share** 🔒 Share button in the upper-right corner of the window.
3. Click the **Advanced** shortcut.
4. Enter the names or email addresses of the people you want to share the item with in the **Invite people** box.
5. Click the **Edit files directly** ✏ button and select whether you want the user to edit, comment on, or view the item.
6. *Optional*: Check or clear the **Notify people** box.
7. *Optional*: Click the **Add message** shortcut and enter a message for the user.
8. *Optional*: Check or clear the **Send a copy to myself** box.
9. Click the **Send** button to share the item.
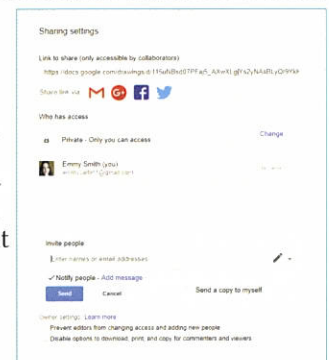
*Note: You can also share an item online by copying the **Link to share** into a browser window or by clicking one of the **Share link via** options including **Gmail**, **Google+**, **Facebook**, or **Twitter**.*

Output

Printing a Document or Drawing

Printing options may differ depending on your print settings.

1. Click on the **File** menu and select **Print** or click the **Print** 🖶 button on the toolbar.
2. Select specific printing options under the **Destination**, **Pages**, **Copies**, **Color**, and **Options** sections.
3. Click the **Print** button.

Working Offline

Accessing Google Drive Locally

Once you have downloaded **Google Drive** for your computer, the **Google Drive** ⬙ icon will appear on your taskbar. Click the icon to open **Google Drive Options** and select **Open Google Drive folder** to view the contents of your **Drive**.
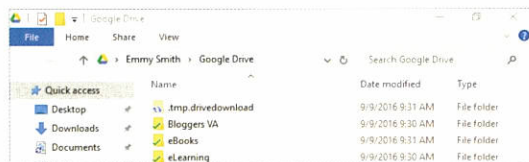
Navigating Google Drive on your PC

1. Click the **Google Drive** ⬙ icon on your PC taskbar.
2. From here, you can do one of the following:
   - *To launch **Google Drive** in your browser*, select **Visit Google Drive on the web**.
   - *To view a recently synced item*, click an item in the list. Synced items will have a green check mark ✔ next to them.
   - *To close **Google Drive***, click the **More** ⋮ button and select **Quit Google Drive** from the resulting menu.

Adjusting your Sync Settings

You can adjust the way your files sync between your online **My Drive** and local **Google Drive**.

1. Click the **Google Drive** ⬙ icon on your PC taskbar.
2. Click the **More** ⋮ button and select **Preferences** from the resulting menu.
3. From here you can do one of the following:
   - *To sync everything in your **Drive***, select **Sync everything in My Drive**.
   - *To only sync certain designated folders*, select **Sync only these folders** and check the locations you wish to designate.
   - *To sync files that other users have shared with you*, click the **Visit Shared with me** button. Drag files that you want synced to your **My Drive**.
4. Click the **Apply** button to save your sync settings.

Enabling Offline Access

When Offline Access is enabled, offline documents in **My Drive** will appear with an **Offline** designation beside them.

1. Click the **Settings** ⚙ button.
2. Select **Settings** from the resulting menu.
3. Check the **Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline** box in the **Offline** section.
4. Click the **Done** button.

Shortcuts
Document List

Bold selected text	Ctrl + B
Copy selected text	Ctrl + C
Cut selected text	Ctrl + X
Italicize selected text	Ctrl + I
Paste selected text	Ctrl + V
Underline selected text	Ctrl + U

Document List Shortcut

Show the create menu	C
Show more actions	A
Show current folder actions	F
Show the sort menu	R
Show the settings menu	T

Sheets Shortcuts

Move down one screen	Page Down
Move up one screen	Page Up
Edit active cell	F2
Move to next cell in column	Down Arrow
Cancel cell entry	Esc
Move to previous cell in column	Up Arrow
Extend the selection up one screen	Shift + Page Up
Extend the selection down one screen	Shift + Page Down
Select entire column	Ctrl + Spacebar
Select entire row	Shift + Spacebar

Docs Shortcuts

Find text	Ctrl + F
Insert link	Ctrl + K
Insert bulleted list	Ctrl + Shift + 8
Insert numbered list	Ctrl + Shift + 7
Select all	Ctrl + A
Increase paragraph indent	Ctrl +]
Decrease paragraph indent	Ctrl + [
Compact controls	Ctrl + Shift + F
Clear formatting	Ctrl + \

Getting Help

Using the Google Drive Help Center

1. From the **My Drive** page, click the **Settings** ⚙ button.
2. Select **Help** from the resulting menu.
3. Do any of the following:
   - *To search for a help topic*, enter a word or words in the **Search Help** box and select from results that appear.
   - *To view help on a popular topic*, select a link in the **Popular** section.
   - *To browse all help topics*, click the **Browse All Articles** shortcut.
   - *To visit the help forum*, click the **Visit Help Forum** shortcut.