Google Drive

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Learning Objectives
The learner will be able to:
1. Access Google Drive from computers and devices.
2. Access and utilize the Google Docs.
3. Open and convert files.
4. Manage web versions.
5. Create new documents and folders.
6. Move and delete files.
7. Organize drives and folders.
8. Work with Revisions and Chat.
10. Understand and utilize Google Sheets.
11. Understand and utilize Google Slides.

1.0 Version Control

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<th>Change</th>
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Introduction:

Google Apps, including Google Drive, can be used on your computer, phone and tablet to upload, store and share documents.

You can access the drive through the Internet or you can store the app on your computer or mobile device.

To access Google Drive, go to http://drive.google.com/a/rowan.edu. From here, you can either log in to the online version with your Rowan credentials or you can follow the directions to download the app to your PC or Mac.

Windows:

1. Open the settings menu.

2. Click Download Drive.

3. On the download page, choose PC from the list that appears under "Download Drive".

4. Don't see Download Drive? You may be using the old Google Drive and should use the alternate instructions.

5. Read the Terms of Service and click Accept and Install. You may also check the box next to "Optional" if you'd like to share your usage statistics and crash reports with Google.

6. Open googledrivesync.exe to automatically start the installation process. If you see a warning that Google Drive is an application downloaded from the Internet, click Open.

7. Type your Rowan email address and password to sign into Google Drive. This will be the account associated with Google Drive for your PC.

8. You will then be redirected to the Rowan CAS page to authenticate against our directory. Enter your Rowan username and password again to login.

9. Complete the installation instructions by clicking NEXT 3 times and then DONE.

10. Click Start and choose Google Drive.

Move or copy files and folders from your desktop into your Google Drive folder to begin syncing items. You’ll be able to find your files and folders in "My Drive" in the left hand navigation on drive.google.com.
Accessing and Storing the App

MAC:

Open the settings menu 🔄.
1. Click Download Drive.
2. Don’t see Download Drive? You may be using the old Google Drive and should use the alternate instructions.
3. On the download page, choose Mac from the list that appears under Download Drive.
4. Read the Terms of Service and click Agree and download.
5. Open installgoogledrive.dmg.
6. Move the Google Drive icon to your Applications folder.
7. Open Google Drive. If you see a warning that Google Drive is an application downloaded from the Internet, click Open.
8. Type your Rowan email address and password to sign in to Google Drive. This will be the account associated with Google Drive for your Mac.
9. You will then be redirected to the Rowan CAS page to authenticate against our directory. Enter your Rowan username and password again to login.
10. Complete the installation instructions by clicking NEXT 3 times and then DONE.

• Open Google Drive for your Mac 🔄 from the top right of your screen.

Google Drive is a cloud-based file storage and data sharing application. Personal Google accounts are given 15GB of free storage to use in Google Drive, Gmail and Google Photos. Rowan University accounts are given unlimited Google Drive space.
Uploading Files

Once you access Google Drive, you can upload files. On the web version, once you log in, you would select New, File Upload then select the file.

The file will now be uploaded to your My Drive folder and can be accessed from any device that you can access Google Drive.
Google Apps

Within your Google Drive, you can create and access several different types of Google Docs:

- **Google Docs** is a word processing program similar to Microsoft Word.

- **Google Sheets** is a program similar to Microsoft Excel in which users can manipulate data and tables.

- **Google Slides** is a presentation creator, similar to Microsoft PowerPoint.

- **Google Forms** can be used to create interactive forms and surveys. However, Rowan University uses Qualtrics as the official University survey tool.

- **Google Drawing** is used to create and manipulate drawings, pictures and tables.
Preview Lightbox

When you upload files into your Drive, you can do several things with them. If you double click on the file, it will open into the **Preview Lightbox**. From here, you can use the navigation buttons to scroll through pages in the document. You can choose to open the document using an editing program, such as one of the Google Apps. You can also print, download or share the document right from that preview screen. You may also choose to add a star or rename the document.

![Advanced Excel Table]

You can also use the **Details** toggle button to view the details of the file, choose to **Pop** it into its own window, or to exit the **Preview Lightbox**. You simply need to **X** out of it.
Opening and Converting Files

To open a file from your Drive, you can right click the file and select Open With and select the corresponding Google product.

<table>
<thead>
<tr>
<th>Student ID</th>
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<th>Course Number</th>
<th>Section ID</th>
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<td>1001A</td>
<td>Sec 3</td>
<td>Micro Economics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you are in a Google doc, there will be certain items on the top of the screen to help you. The name of the file is on top, where you can easily click on it to Rename it, Star it or Move it to another location.

One of the first things you will want to do once the file opens is to rename it. You can either select the name on the top left-hand side of the screen and rename right there, or you can select File, Rename. To save it into a Google App, simply remove the extension (for example, the .xlsx). Once you rename the document, it will be converted to a Google Doc and will automatically save and show when the last edit was made. The tabs and icon toolbar contain features and functions to manipulate the document. Depending on where your cursor is, you may get different options on the menus.
Managing Web Versions

While working in the web version of Drive, you can upload the latest version of the document. Right click on the document, then select Manage Versions, Upload new version and then select the updated document from wherever it is stored on your computer/device. This way you can keep one version of a document instead of multiple drafts.
Creating New Documents

Returning to Home Page
Clicking on the icon next to the name will bring you back to the home page for that application (not the Google Drive home page).

Once you return to the app home page, you can select the indicator again and choose to return to Drive or another app home page.

Creating New Documents
Select **New**, then the type of document (Google Docs, etc.). Select the **Untitled Document** link and rename the document. This will automatically save the document and Google will continue to update/save the document as you work.
New Folders

Organizing and Working In Your Drive

You can organize and keep your drive clean while utilizing Google Drive. One thing you can do is create folders to store your files in.

Either select the New button, then New Folder, or right click on My Drive and select New Folder. You will then be brought into a window where you can name your new folder.
Organizing Folders

Your new folder will now show both when you expand your menu on the left, plus also on the folder menu once you select My Drive.

Once you right click on either of these, you will get a menu of options to manipulate that folder. You can rename the folder, select a color for it, add a star to mark it as important and move it to another folder or drive. You can also create subfolders within that folder.
Moving Files

Once you have your folders created, you can move your files into them. You can drag and drop the files right from your My Drive menu into the folders, or you can right click on a file, select Move To and select the appropriate folder. You can also select the appropriate folder, select the New button and then Upload File. Finally, you can move a file while editing the file in Google Docs, Google Sheets, etc.

Move To

Excel Courses

Advanced Excel

My Drive

Excel Courses

Advanced Excel

Library

advanced_excel.xlsx

This file is in 1 folder:

GoogleDriveClass

Move this item
To delete a file, simply select it and then select the Trash icon from the toolbar above the list of files. It will then be sent to the Trash folder.

To permanently delete the items from your Drive, go to the Trash, highlight that one file and then select Delete Forever. To delete all files in Trash, select Trash, then Empty Trash. To restore files from Trash, simply select the file, then Restore.
Starred and Recent Drives

Stars are also helpful tools to keep your files and folders organized. If you are working on a project with several files, you can star them. That way you can view all of your starred documents and folders by selecting the Starred drive. Once you are done working on a particular file or folder, you can unstar it.

The Recent drive will show all documents you most recently opened or modified and the details of the file.
Sharing Google Docs

Select one of your documents and then right click and select Share.

Another Google App user: Type name or email address in the People box and select if they can edit, comment or just view.

Not Google App user: Select Get Shareable Link and can copy and send anywhere.

You can then limit access to certain people, allow “all can view”, “all can comment” or “all can edit.” You can be specific to people at your organization (Rowan), all of the public, all who have the link or only specific people.

![Share with others](image-url)
Sharing Google Docs

Once you share the document, there will be an icon next to the document on your Google Drive.

You can right click on the document and go back into Share to view Advanced options to view the Sharing settings, including who has access.

Sharing settings

Link to share

https://docs.google.com/a/students.rowan.edu/spreadsheets/d/1dEl5sr0rT3duG8yrJk

Who has access

Anyone at Rowan University who has the link can view

Change...

Jennifer Savage (you)
savagej@rowan.edu

Is owner

Invite people:

Enter names or email addresses...

Can edit

Owner settings Learn more

Prevent editors from changing access and adding new people

Disable options to download, print, and copy for commenters and viewers

Done
You can also share within a document. There is a Share button on the top right side of the screen. When you select it, it will have you name the document if you have not done so already, select the recipients and their access level, then send. Once it has been shared once, you will access the Advanced Sharing options when you select the Share button.

When a Google document is shared with you, you will receive an email and can then access the document. If you were given editing or commenting access, you can manipulate the document and close it. The changes will be automatically saved.

When you access your Google Drive, you can always find the document in Shared with Me. However, for it to automatically synch via your desktop app, you will need to move it to your drive. Simply right click on the document and select Move to my drive, then which folder or subfolder you would like to place it in. There will still be a copy in your Shared with Me drive, too.
Revisions and Chat

Google automatically tracks any changes made to a document. Simply go into the document, then select the link “Last edit was...” next to your toolbar. This will bring you into a new screen where the revision history will be listed, color coding all who made changes. You can scroll through the changes, and can select Restore this Revision for any change made.

To view more detailed, step-by-step revisions, select Show more detailed revisions on the bottom right-hand side of the screen.

If you want to save a version of the document, you can select File, Make a Copy and name the version and place it somewhere on your Google Drive.

Google will assign each person with access to edit the document an avatar and a color. The avatar and color will display on the upper right side of the screen of anyone actively working on the document, and the cursor will change to the color of that person as they edit the document. You will all see all changes as they occur within the document.

There is also a chat feature that you can activate while working on the document. Simply select the button next to the avatar and the Chat dialog box will open.
Suggestions and Intro to Docs

You can make suggested edits into a document, giving the author the ability to accept or reject them. Go to the Editing icon on the top right side of the screen and select Suggesting. Any changes you make will automatically show as a suggestion to the author.

As the author, you will see the suggestion on your screen in the document, as well as the text/edit will be highlighted with that person’s assigned color. You can select the check to accept or the x to reject the suggestions.

Once you accept them, they will be incorporated into your document. If you reject, they will disappear.

Introduction to Google Docs

We have explored the storage and accessibility features of Google Drive. Now we will take a look at the Google Applications that you can utilize. We will look closer at Google Docs, which is similar to Microsoft Word, Google Sheets, which is similar to Microsoft Excel and Google Slides, which is similar to Microsoft PowerPoint. We will examine the similarities to these programs as well as some extra features that will help you to make your documents much more accessible and easier to collaborate with your colleagues.
Google Docs:

Google Docs is a word processing program similar to Microsoft Word, with many of the same features.

File
- New
- Make a Copy
- Download As
- Page Setup

Edit
- Cut, Copy, Paste
  - Ctrl + C
  - Ctrl + X
  - Ctrl + V
- Web Clipboard
  - Highlight and copy to Web Clipboard
  - Can Paste as Rich Text or HTML
  - [https://support.google.com/docs/answer/161768](https://support.google.com/docs/answer/161768)

View
- Print Layout
- Mode
  - Editing: Edits directly
  - Suggesting: Edits are suggestions until Author accepts
  - Viewing: Print/View final
Insert

Insert Image

- Upload
- Take a Snapshot (with webcam)
- By URL
- From Google Drive

- Special Character
- Lines
- Page Number
- Header
- Footer
Format

- Bold, Italic, Underline
- Super/Subscript
- Lists
- Line formatting (as needed)
- Image formatting (as needed)

Tools

- Spelling
- Word Count
- Document Outline

Table

- Insert/Format basic tables

Translate document

Create a translated copy of the current document

New document title

Translated copy of screenshot_script

Translate into

Choose a language

Translate  Cancel
Add-ons

- Get/Manage Add-ons
  - Doc Tools
  - Table of Contents

Help

- Docs Help
- Keyboard Shortcuts
Google Sheets:

Google Sheets is a program similar to Microsoft Excel with many of the same features.

File
- New
- Make a Copy
- Import
- Spreadsheet Settings

Edit
- Cut, Copy, Paste
  - Ctrl + C
  - Ctrl + X
  - Ctrl + V
- Paste Special

View
- Freeze
- Gridlines
- All Formulas
Google Sheets

Insert

- Rows, Columns, Sheets
- Comments, Notes, Functions
- Chart

Chart Editor

Recommendations  Chart types  Customization

DATA/M29
- Aggregate column M
- Switch rows / columns
- Use row 29 as headers
- Use column M as labels

Line

Area

Insert  Cancel

MARCH, APRIL, MAY and JUNE

Eastern Conference
Google Sheets

Format
- Number
- Font
- Paragraph

Data
- Sort
- Named Ranges
- Filter
- Pivot Tables
- Data Validation: Create a drop down list in your Sheet.
Tools

- Script Editor (JavaScript, similar to VBA for MS Excel)
- Spelling
- Protect Sheet

Add Ons

- Advanced Find & Replace
- Advanced Power Tools
Google Sheets

Help

- Sheets Help
- Function List
- Keyboard Shortcuts
Google Slides:
Google Slides is a presentation program similar to Microsoft PowerPoint with many of the same features.

File
- New
- Make a Copy
- Download As
- Page Setup

You can also See Revision History, Email as an Attachment or Email Collaborators directly from File.

Edit
- Cut, Copy, Paste, Paste without Formatting
  - Ctrl + C
  - Ctrl + X
  - Ctrl + V
  - Ctrl + Shift + V
- Duplicate, Delete

View
- Present
- Animations
- Master
Insert
- Textbox
- Image
- Video
- Slide Number
- Comments
- New Slide

Slide
- New, Duplicate, Delete Slide
- Change Background, Apply Layout, Change Theme
- Edit Master
- Move Slides
- Next, Previous, First and Last Slide

Format
- Font Format (Bold, Italic, Size, Color)
- Paragraph Format (Style, Align, Spacing)
- Fill Color, Change Shape, Change Connector
- Image Format (Crop, Replace, Reset)

Arrange
- Send to Back, Front
- Align, Center
- Rotate
Google Slides and Conclusion

Tools
- Spelling
- Research
- Define

Table
- Insert Table

Help
- Search
- Slides Help
- Keyboard Shortcuts

Conclusion:

Google Apps and Google Drive enable users to store, edit and share documents in a much more organized and controlled manner. No more multiple drafts and copies of documents to become confused with or lost. Google has made collaboration and the ability to access documents across multiple platforms much easier.
Additional Resources

Google Apps @Rowan University:  https://confluence.rowan.edu/display/IRT/Google+Drive

Google Apps Learning Center:  http://learn.googleapps.com/products/drive/#!/list

Google Drive Essential Training:  https://www.lynda.com/Google-Apps-tutorials/Google-Drive-Essential-Training/371931-2.html?srchtrk=index:1%0Alinktypeid:2%0Aq:Google%2Bdrive%0Apage:1%0Arelevance%0Asa:true%0Aproducttypeid:2