

Getting Started with Google Drive

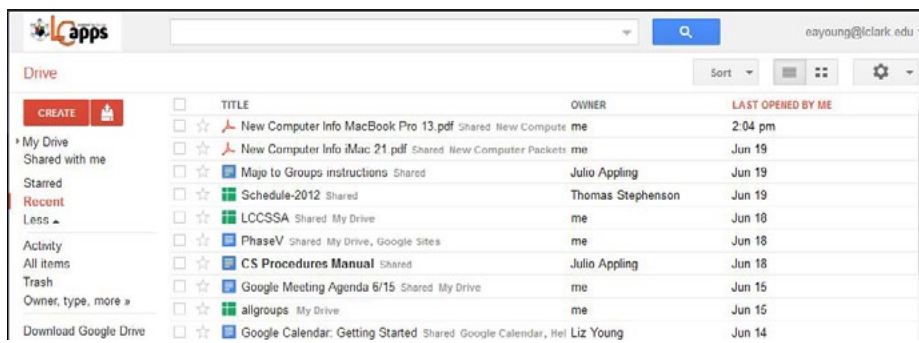
Software: Google Drive

Platform: Mac/PC

Overview

Google Drive is an application suite and storage space that lets you create different kinds of documents, collaborate in real time with others, and store your documents and your other files--all online, and all for free. You can access your documents and files via the web from any computer, anywhere in the world. Additionally, you can download Google Drive for your Mac/PC and sync your files automatically whenever you're connected to the internet. You have 5GB of storage space available for files not created or converted to a Google Doc; for those files you have unlimited storage.

Web view



To log into LCdrive, navigate to lclark.edu and enter your LC login and password. When you log into LCdrive, you will be brought to the home screen. This screen displays a list of your documents, files and folders, as well as the left navigation pane, sorting options, and search bar.

To sort your documents list, expand the **Sort** drop-down menu above your list of items, and select sorting by Last edited by me, Last modified, Last opened by me, Title, or Quota used. The left-hand navigation in your Documents List also lets you view your list of docs and files in a variety of ways.

- **My Drive** shows you all of the files and docs that you have created or uploaded, except those in the Trash. You can choose to automatically sync the contents of "My Drive" with a Google Drive folder on your computer.
- **Shared with me** shows all of the files, folders and Google Docs that have been shared with you. To sync files in this view, move them to My Drive.
- **Starred** shows you only items that you've marked with a star.
- **Recent** displays all of your private and shared files that you've opened in reverse chronological order.
- **Activity** displays everything that has been edited recently. This view includes anything that you've created, that has been shared with you, or that you've clicked the link to open.
- **All Items** displays all of your items, excluding those in the Trash.
- **Trash** includes all the items in the trash. You can only move items that you own to the trash. For items you don't own, you can select Remove from the *More* menu.

Grid view mode

Grid view in Google Drive on the web shows thumbnail previews of your files, folders and Google Docs. These small images can help you see all of your content without having to open each individual item. To enter grid view, click the grid icon in the top right of Google Drive on the web. Switch back to list view at any time by clicking the list icon.





To create a doc, click the red **Create** button in the upper left of your documents list. Select an option from the drop-down menu, depending on the type of doc you'd like to create. You can also create a folder to group your docs and files together. Click the red upload button (disk icon) to upload files and folders from your computer to your documents list.



Google Drive for Mac/PC

Google Drive for your Mac/PC is an application that installs a folder on your computer not unlike other folders on your computer. Except for one big difference: automatic syncing with Google Drive on the web. Google Drive for your Mac/PC behaves like any other folder on your computer, so that you can take many of the actions on your files and folders that you would with folders stored locally on your computer. You can drag files in and out of the folder, rename files, move files and folders around, edit and save documents, or delete files and folders. Most of the files and folders in your Google Drive folder are available even when you don't have an Internet connection.

The difference with Google Drive for your Mac/PC is that any changes you make locally in this folder are mirrored in My Drive (part of LCdrive on the web). That means anything you share, move, modify, or put in the trash will be reflected in My Drive the next time your computer syncs.

How storage is counted in LCdrive

Any file that you sync or upload (without converting to a Google Doc) to drive.lclark.edu counts toward your 5GB storage limit.

Items that don't count toward your storage limit include:

- Google Docs (Google documents, spreadsheets, presentations, drawings, etc.)
- Empty folders
- Files that others have shared with you

To get the most out of your storage, delete versions of files, empty your trash, and transfer a file's ownership if it makes more sense for someone else to own it.

About the Google Drive viewer

Any file that you upload or sync to LCdrive and don't convert to a Google Docs format can be accessed through the Google Drive viewer. To do so, click on the file's title in Google Drive on the web or by following a link shared with you. Google Drive viewer helps you preview over 16 different file types, listed below:

Microsoft Word (.DOC and .DOCX)	Scalable Vector Graphics (.SVG)
Microsoft Excel (.XLS and .XLSX)	PostScript (.EPS, .PS)
Microsoft PowerPoint (.PPT and .PPTX)	TrueType (.TTF)
Adobe Portable Document Format (.PDF)	XML Paper Specification (.XPS)
Apple Pages (.PAGES)	Archive file types (.ZIP and .RAR)
Adobe Illustrator (.AI)	Text files (.TXT)
Adobe Photoshop (.PSD)	Markup/Code (.CSS, .HTML, .PHP, .C, .CPP, .H, .HPP, .JS)
Tagged Image File Format (.TIFF)	
Autodesk AutoCad (.DXF)	

For information on sharing, see the Sharing in LCdrive helpsheet.