The Ultimate
Guide to Google Drive
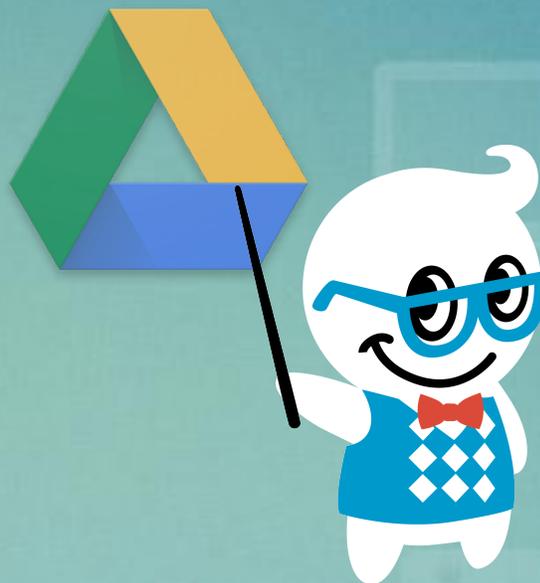
A Training Guide for Google Drive Users, from <u>*The Gooru*</u>

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Introduction

In a world that is rapidly moving all of it's storage to the cloud, Google Drive is king. But Drive is more than just storage. By integrating the ability easily create and edit a vast number of file types (documents, PDFs, video photos etc.) it is like the best parts of Microsoft Office and Dropbox rolled into one. And of course the ability to share and collaborate on Google Docs, Spreadsheets and Presentations with other users is a major plus.

A major upside of using Drive is the vast amounts of storage space you are provided. Google Apps users receive at least 30 GBs of unified storage for your Gmail, Drive and Google+ photos, but domains on Google Apps Unlimited have access to 1TB of storage. This storage goes along way considering only files not converted to Google Docs, Spreadsheets, or Presentations will count towards your storage limit. Converting non-native filetypes such as Microsoft Word and Powerpoint documents to Google file types is as easy as dragging them into your Drive. This guide takes you through everything you need to know to become a Google Drive master..

Drive Features

The Basics

These are some of the basic Drive how-tos everyone should know how to do when getting started.

➔ **Set Up** - Get an introduction to setting up and using Google Drive.

➔ **Organize** - These four tips will ensure you have an organized Drive that is quick and easy to navigate.

   ○ **Bonus**: Add a Drive File to Multiple Folders

➔ **Share** - Share a Google Drive item so others can view or collaborate on the file.

   ○ **Bonus**: Prevent Shared Files from Being Downloaded

➔ **Delete** - Delete files from Google Drive.

   ○ **Bonus**: Restore Deleted Drive Files

Drive Features

Unique Features

Some of the more unique features include:

- → **Advanced Search** -These advanced search operators are especially useful when you're navigating an extensive Drive library.

- → **View Revision History** - View and manage all the changes made to a file in Google Drive.

- → **Edit Microsoft Files in Drive** - You can edit Microsoft files in Google Drive just as easily as native files.

- → **Attach Drive Files to an Email** - Quickly add files from Google Drive as email attachments.

Drive Tricks

Knowing these tricks is what separates a Drive novice from a true master.

➔ **Add a Drive Image To Your Email Signature** - Inserting images into your email signature can be done directly from Google Drive.

   ○ **Bonus:** How to Create a Company Email Signature

➔ **Use Drive as an Image Host** - Host an image stored on Google Drive so the image can be linked to directly and used on websites.

➔ **Add Subtitles To Videos In Drive** - Subtitle videos you have stored in Google Drive with this handy trick.

➔ **Manage Revisions Of Non-Native Files** - Keep track of all the changes made to non-native files and make sure collaborators are only seeing the latest version.

➔ **Backup Google+ Photos to Drive** - Google Drive can automatically pull in all photos you post to Google+.

For Admins

Lots of domain data is stored in Google Drive. These tutorials will help Google Apps Admins keep their domain's Drive secure.

➔ **Drive Security for Google Apps Admins** - This session from our gCON event series gives an in-depth look at the tools and processes Admins should be using to secure their Drive.

➔ **Ensure Drive Compliance in Google Drive** - BetterCloud allows you to scan your domain's Drive to find credit card numbers, SSNs, and other secure information and adjust the sharing settings of those documents.

Other Training Materials

We've pulled together some Drive training materials from around the web for your reference.

→ **Google Drive Essential training** - Lynda.com's extensive training video teaches the essentials of creating, formatting and sharing documents in Google Drive. Learn how to work with your files, plus tips on organizing and searching Drive.

→ **Google Drive** - This article covers many of the features Google Drive offers.

The End

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