

Weds March 26th

7:00pm – 9:00pm

Instructor:
Ariana Haze

Google Drive



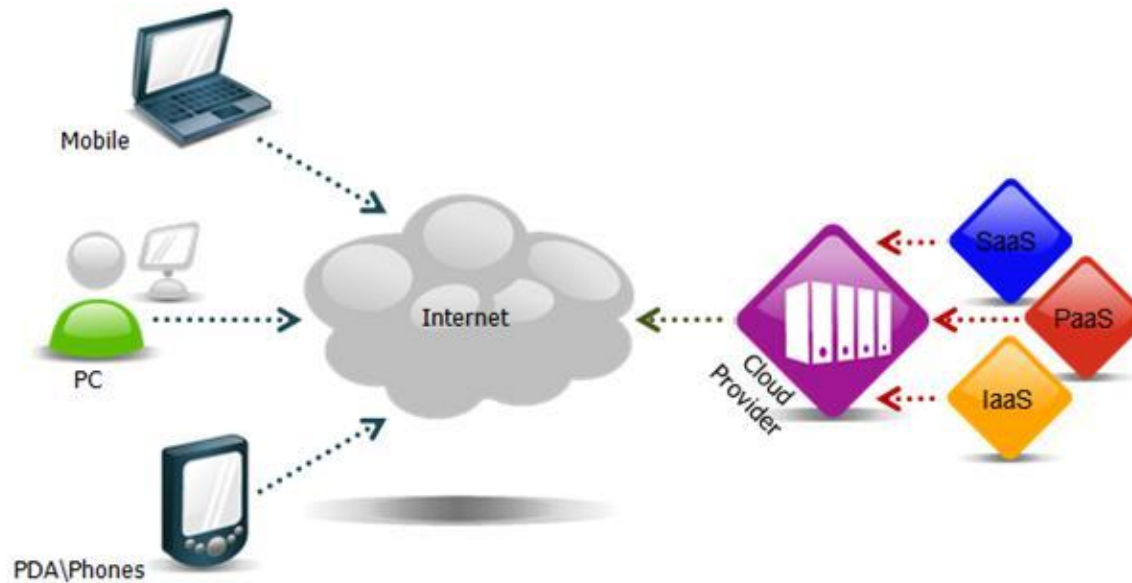
- Introduce key concepts including cloud storage, google account, slideshow, word processing
- How to save, share, and access saved files
- Basics of Word Processing, Slideshow, drawing, form, etc

“Explore, Learn, and Grow”

- Technology is not just a plus anymore it’s essential and a marketable skill for **personal growth** and **career development**
- Google Drive has a lot to offer --There’s a lot to learn! But with some practice Drive can be an incredibly cost effective and time saving device and we have a ton of resources at the library to help
- It’s okay to make mistakes

“The Cloud”

Cloud- offers (often free) storage anywhere an internet connection is available. Files are saved to Providers’ data centers



<http://wso2.com/library/articles/2010/09/understanding-cloud-computing/>

- Google drive offers 15 GB of free cloud storage, file sharing, and collaborative editing features
- several free software programs
- Free service as part of Google account



- For backing up files
- Access files anywhere with internet
- Free file creation software
- Share files to edit with others (*in present time!*)

- Access by creating a new Gmail account
(Also creates a Google+ account)
- Links multiple services calendar, Youtube, Google play, maps, news and drive *but one need not use them all*

Navigation Bar

Search window where you can search for your projects

Click on squares to get to other Google products

This is the link to your acct.

Google

1 item was moved to the Trash. [Undo](#)

+Elm

Drive

My Drive

<input type="checkbox"/>	TITLE	OWNER	LAST EDITED BY ME
<input type="checkbox"/> ☆	Google Drive Presentation	me	11:32 am
<input type="checkbox"/> ☆	Notes for Google Drive 101	me	Jan 14
<input type="checkbox"/> ☆	Poetry haiku presentation1.pptx	me	11/13/13
<input type="checkbox"/> ☆	pets.jpg	me	11/13/13
<input type="checkbox"/> ☆	Social Media and the Future of Publishing.docx	me	10/15/13

My Drive
 Shared with Me
 Starred
 Recent
 Trash
 More

Connect Drive to your desktop



Google Drive Basics

Two ways to upload files which work in tandem

Web/Public Computer

- simply hit upload browse for file and it appears in drive

Folder/Private Computer

- Download the drive application which creates a drive folder
 - Drag files into the drive folder and they are immediately saved online in drive
- *only one drive folder is allowed at a time**

*Great free alternative to
Microsoft office*

- Files Auto Save so be careful!

Ability to attach additional
apps including picture editing
and many more



Document



Presentation



Spreadsheet



Form



Drawing

Sharing allows multiple users to view and/or edit a document in real time

How to Share

In the right corner blue button “share” control privacy setting and various ways to share files

Shared Files

Shared files show up in a separate tab on the right side of the home screen

Starting at 2 GB for free and up to 16 GB with referrals.

Pro accounts with up to 500 GB.

Business accounts start at 1 TB for 5 users.

Works even when offline. You always have your files, whether or not you have a connection.

Dropbox transfers just the parts of a file that change (not the whole thing).

Manually set bandwidth limits -- Dropbox won't hog your connection.



<http://www.pcmag.com/article2/0,2817,2410763,00.asp>

Thank you for coming!

And look out for all of EPL's new classes!