

# Google Drive

Guides on logging in, uploading files, and managing permissions for Google Drive

- [Help Catalog](#)

# Help Catalog

## List of Google Drive Resources:

### Switching to Google Drive from other platforms

Source: [Google Support](#)

| If you previously used... | Read this guide...   |
|---------------------------|--|
| Microsoft® OneDrive®      | <a href="#">Switching to Drive from Microsoft OneDrive</a> |
| Box®                      | <a href="#">Switching to Drive from Box</a>                |
| Dropbox®                  | <a href="#">Switching to Drive from Dropbox</a>            |
| C:\ Drive                 | <a href="#">Switching to Drive from C:\ Drive</a>          |

Source: [Google Drive Learning Center](#)

## Uploading files to Google Drive

[https://www.youtube.com/embed/VtgPnHZjrUY?feature=emb\\_logo](https://www.youtube.com/embed/VtgPnHZjrUY?feature=emb_logo)

|  |  |
|--|--|
| <a href="#">Google Drive Cheat Sheet</a>     | A quick guide on the features of Google Drive in an easy to understand format.                                   |
| <a href="#">Shared Drive Cheat Sheet</a>     | A quick guide on the features of shared Google Drives for groups in an easy to understand format.                |
| <a href="#">Google Drive Best Practices</a>  | Best practices to follow to improve workflow and keep files secure.  |
| <a href="#">Google Drive Learning Center</a> | For tips on how to work on different files, manage permissions, and anything not covered in the other resources. |

# Level 1—Beginner

1. [Send & save large attachments in Drive](#)
2. [Access stored Drive files offline](#)
3. [Create document templates](#)
4. [See changes in Drive files & folders](#)
5. [Switch to a different version of your file](#)
6. [Share links to PDF versions of your files](#)
7. [Work with Microsoft Office files](#)
8. [See who's editing an Office file](#)
9. [Complete PDF forms using a mobile device](#)
10. [Find files and folders with shortcuts](#)
11. [Find and act on unresolved comments](#)

# Level 2—Intermediate

1. [Email collaborators](#)
2. [Get notified if a file is shared with you](#)
3. [Share content with multiple people](#)
4. [Set an expiration date for file access](#)
5. [Mark a shared file as final](#)
6. [Restrict sharing options on Drive files](#)
7. [Transfer ownership of a file](#)

# Level 3—Advanced

1. [Change your shared drive theme](#)
2. [Automatically sync downloads to Drive](#)
3. [Create an out of office document](#)
4. [Scan files as PDFs with your phone](#)

5. Record a video meeting
6. Get Drive notifications in Chat
7. Share a file publicly
8. Search for image files by description
9. Find files in a shared drive by owner
10. Only see the shared drives you want
11. Translate Docs into other languages