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®	Switching to Drive from Microsoft OneDrive
Box®	Switching to Drive from Box
Dropbox®	Switching to Drive from Dropbox
C:\ Drive	Switching to Drive from C:\ Drive

Source: Google Drive Learning Center

Uploading files to Google Drive

https://www.youtube.com/embed/VtgPnHZjrUY?feature=emb_logo

Google Drive Cheat Sheet	A quick guide on the features of Google Drive in an easy to understand format.
Shared Drive Cheat Sheet	A quick guide on the features of shared Google Drives for groups in an easy to understand format.
Google Drive Best Practices	Best practices to follow to improve workflow and keep files secure.
Google Drive Learning Center	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