


Google Drive Quick Start Guide


1. Access Google Drive:

- a. Visit drive.google.com and sign in with your Jackson College account.
- b. Explore the Interface:
 - i. My Drive: This is your personal storage space where you can upload, create, and organize files.
 - ii. Shared Drives: Collaborative workspaces for teams.
 - iii. Shared with me: Files and folders others have shared with you.
 - iv. Recent: Quickly access recently accessed files.
 - v. Starred: Find important files easily by starring them.
 - vi. Trash: Deleted files are moved here for a period before permanent deletion.

2. Upload Files:

- a. Click "New" > "Upload file" or "Upload folder" to add files from your computer.
- b. You can also drag and drop files directly into the Drive window.
- c.  [How to Upload File to Google Drive - Full Guide](#)


3. Create Files:

- a. Click "New" to create new files and folders.
- b. Use Google Docs, Sheets, Slides, or Forms to create documents directly in Drive.
- c.  [Google Drive: Creating Files](#)

4. Organizing Your Files:

- a. Create Folders: Create folders to categorize your files.
- b. Move Files: Drag and drop files to move them between folders.
- c. Rename Files: Double-click a file name to rename it.
- d. Add Descriptions: Add descriptions to files for easy searching.

5. Sharing Files and Folders:

- a. Share with Individuals: Click the "Share" button on a file or folder, enter email addresses, and choose sharing permissions (view, edit, comment).
- b. Create Shareable Links: Generate a link to share a file or folder with anyone. You can control who can access the link.
- c. Collaborate in Real-Time: Multiple users can edit a document simultaneously.
- d.  [How to Share Google Drive Files or Folders with a Link](#)

6. Additional Features:

- a. Offline Access: Download the Google Drive app to access files offline.
- b. Search: Use keywords to search for files within Drive.
- c. Version History: View and restore previous versions of your files.

- d. Google Drive Apps: Explore additional apps like Google Keep, Drawings, and more.
- e. Backup and Sync: Back up your computer's files to Drive and keep them synced across devices.
- f. Storage Management: Monitor your storage usage and purchase additional storage if needed.

7. Tips and Best Practices:

- a. Use Descriptive File Names: Make it easy to find files later.
- b. Backup Important Files: Regularly backup critical data.
- c. Take Advantage of Collaboration: Share and work on files with others.
- d. Explore Keyboard Shortcuts: Increase productivity with keyboard shortcuts.
- e. Utilize Search: Quickly find files using relevant keywords.
- f. Organize Regularly: Keep your Drive tidy for efficient access.