

Google Drive (Backup & Sync)



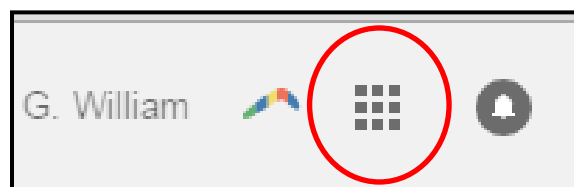
Any mobile professional who relies upon the office exclusively to manage the flow of documents can quickly find himself wasting time and energy, and not able to compete with the competition.

Google Documents can easily solve this problem by offering access to the documents, forms, contracts, marketing tools, spreadsheets and presentations from anywhere, any time.

Google Drive Features:

- Documents may be originated, uploaded from the PC, or emailed
- File save formats include Word, PDF, HTML, ODF, RTF, and Text.
- A document's revision history is automatically archived
- Easy to share or collaborate on documents with others
- Upload files up to 5TB in size (non-converted files)
- Images embedded into a document may not exceed 2MB
- spreadsheets limited to 256 columns, 200,000 cells, 99 sheets
- 15 GB of free file storage in Drive (shared with Gmail and Google Photos).
- Files stored in the Google Drive or converted format do not count towards your 15GB
- Offline access to documents

To begin using Google Drive, sign onto the application <https://drive.google.com/>, using your Google account name and password, or if you are already in a Google app, such as Gmail, simply click the **Apps Launcher**, in the top right area of your screen:



Storing Documents and More on Google Drive

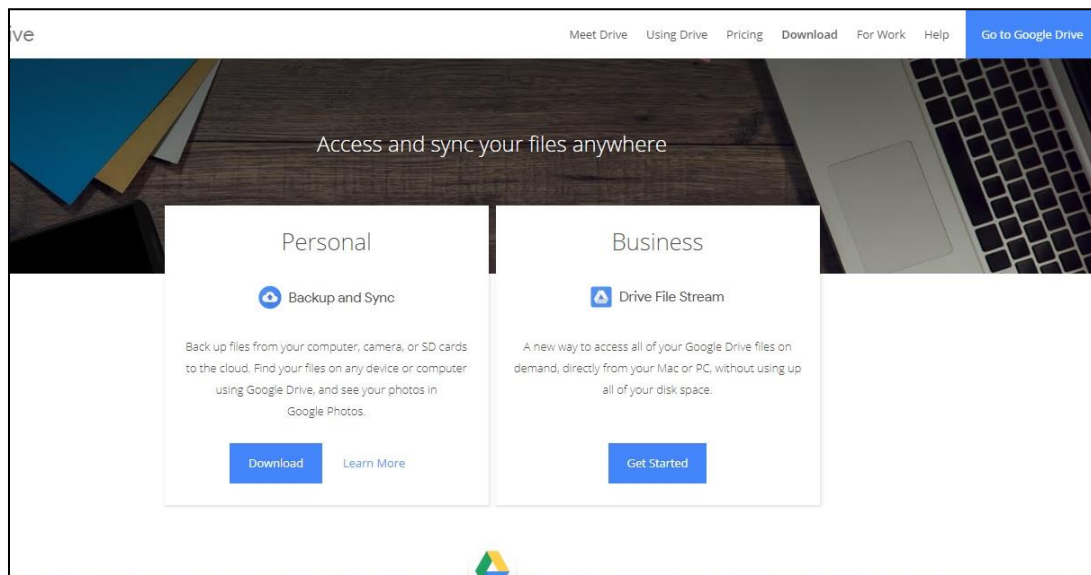
As part of my cloud computing solution, I have always recommended signing up for a free 2GB [Dropbox](#). This great application is super easy to use and provides for storage of any type of file you can save in your hard drive in your Dropbox, on the cloud and accessible over the Internet. Files are organized on your computers in folders just like the hard disk, and then uploaded to the cloud app in the same order. It is great for sharing large files too big to email, too. Keep in mind this is **storage only**. You must have an app capable of opening the file stored in Dropbox.

Not to be outdone, Google introduced [Google Drive](#), a 15GB cloud storage application. Like Dropbox, With Drive, you can access your files from any Internet connected device. The 15GB of free storage with your Google account is shared between Gmail, Drive and Google Photos. A new feature of Google Photos allows you to automatically upload them to a folder in Drive almost as quickly as you can shoot them using your connected mobile phone or tablet. Files that are uploaded into Drive on the web count against your 15GB based upon their size, but the great news is that files created in Drive or converted to Google format during upload are NOT counted towards the 15GB storage allocated. Also, should you wish to conserve space on the cloud storage side, you may choose not to sync all folders.

Download Backup and Sync To Your Computer

Step one is to download the Google Drive folder to your computer. This folder, like any other in your C drive will store your files as you organize them. The difference being this folder is actively synced to the Google cloud app whenever the computer is connected to the Internet. What appears on one shows up on the other as a mirror image. Download the app to all your computers so the sync can happen on all your computers.

Select the Settings Gear to the right ⚙ and select Download Backup and Sync. It will save to the hard drive of your PC.



Drive is comfortably compatible with Microsoft Office and 365. Google Drive allows users to create and edit documents online while collaborating in real-time with other users. Google Drive lets users upload files up to **5TB** in size, as long as they're not converted to Google Docs, Slides and Sheets. There is a **50MB** file size limit on presentations and documents uploaded to Drive and converted to Docs and Slides, and a **100MB** limit on spreadsheets converted to Sheets

How to customize which files and folders will Sync to Your Computer

The sync function from the cloud server to the computer(s) is optional: If you don't own a laptop or desktop computer, you will only utilize Google Drive on the cloud. Lots of people do just that. However, if you are choosing to sync your files and folders, you don't have to clog up the hard disk with files that don't need to sync. Here's how to use Selective Sync:

The download of Google Drive is set to sync All folders and files across to every computer you have connected to the account. You can leave it as such or choose which folders and files to sync over and which to leave on the Google server.

You can choose which folders sync or change the download and upload rates of your sync in Google Drive.

Start Google Drive on the computer:

On A PC:

Go to **Start > Programs > Backup & Sync from Google.**


On a PC, the icon is usually in the taskbar at the bottom right of the screen.

On A Mac:

Go to **Finder > Applications > Backup & Sync from Google..**

On a Mac, the icon is usually in the menu bar at the top right of the screen.

Click the Google Drive icon .

In the top right, click More 

Click **Preferences > Sync Options.**

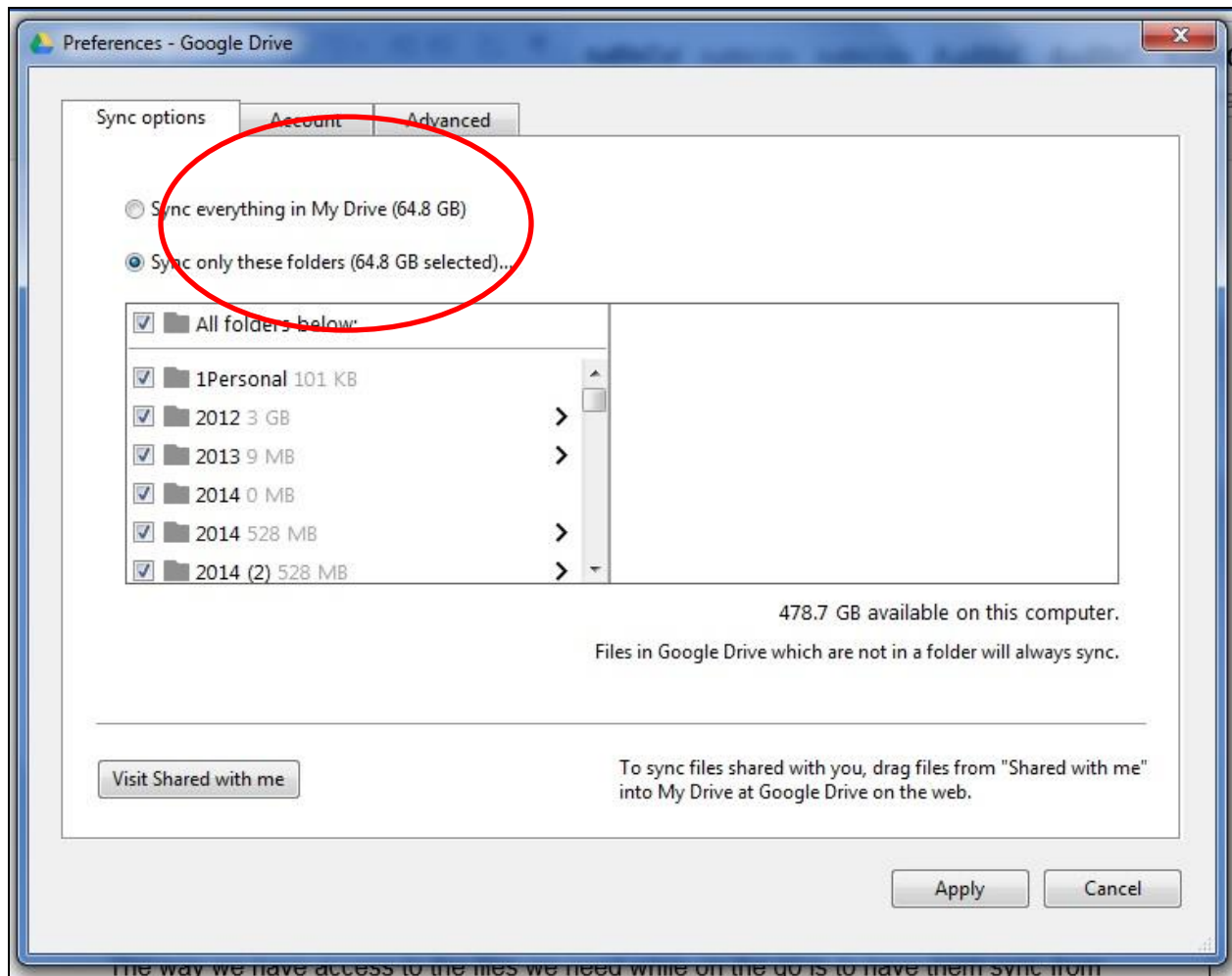
Click to choose which folders or subfolders will sync:

OPTION 1: "Sync everything in My Drive."

OPTION 2: "Sync only these folders."



If you choose **OPTION 2**, click the box to the left of the folder names to choose what folders will sync.

Click **Apply** to confirm your changes.



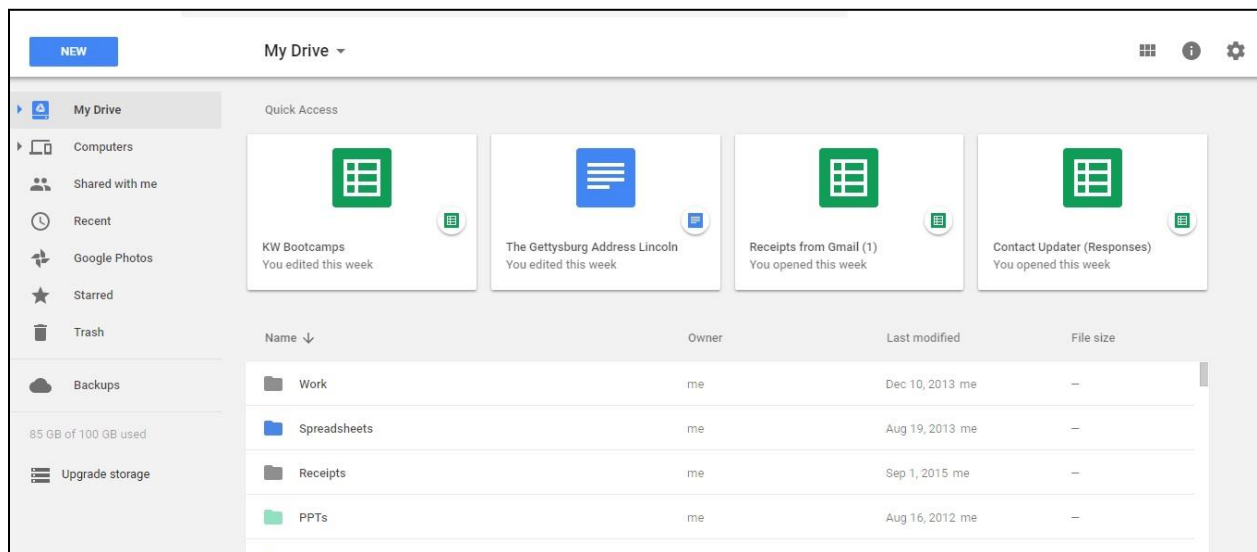
Change download & upload rates


If other programs on your computer seem slower when you sync Google Drive, you can limit your download or upload rate.

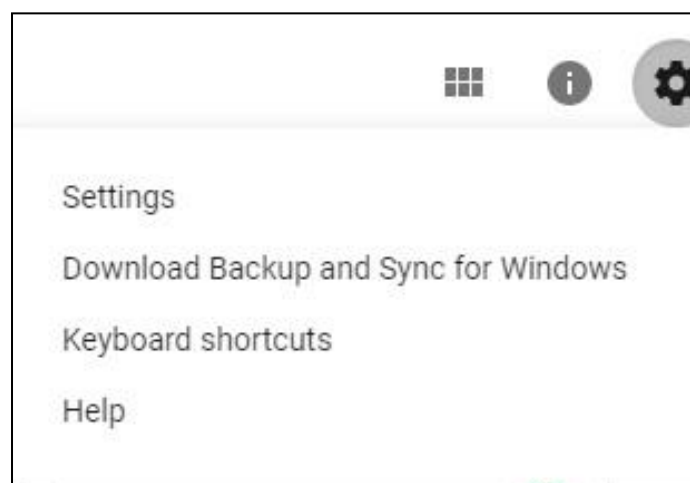
1. Click the Google Drive icon .
 - On a Mac, the icon is usually in the menu bar at the top right of the screen.
 - On a PC, the icon is usually in the taskbar at the bottom right of the screen.
2. In the top right, click More  > **Preferences**.
3. Click **Advanced**.
4. Click the button next to the "Download Rate" and "Upload Rate" option you want:
 - To use a slower rate, choose **Limit to** and use the arrows to change the rate. The numbers are measured in kilobytes per second.
 - To use a faster rate, choose **Don't limit**.
5. Click **Apply**.

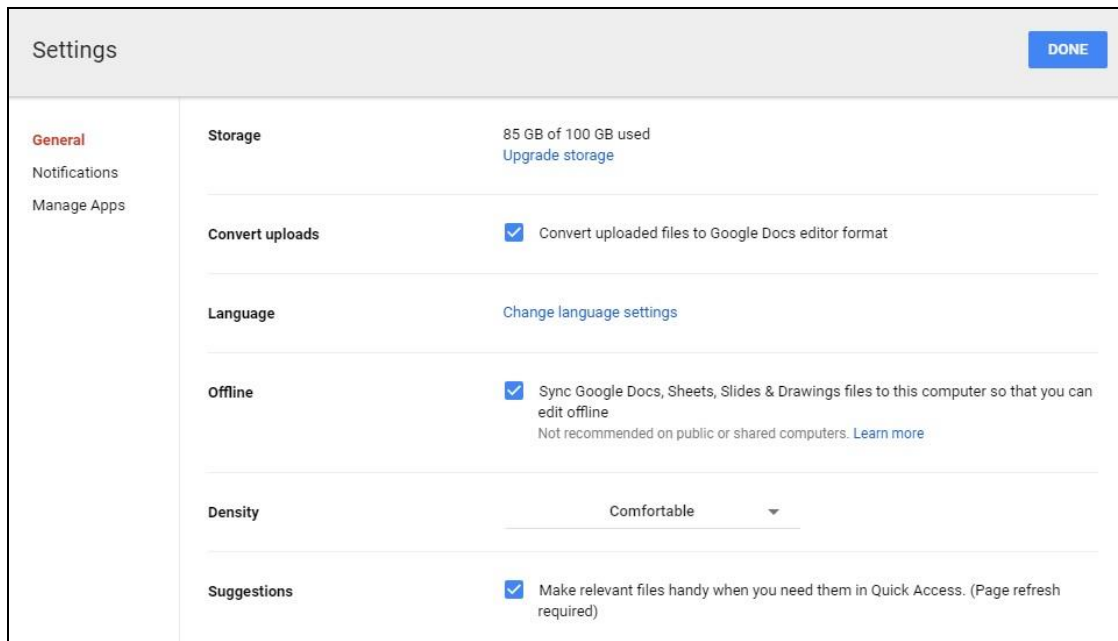
Uploading and Converting Files: Is it Really Something Necessary To Do?

The way we have access to the files we need while on the go is to have them sync from the computer to the cloud app, and vice-versa. The files will be on your smartphone and tablet in the exact folder, exact order as they are on your computer. You may choose to upload them and keep them in their original format, such as a Microsoft Word or Excel file, but if you do, they cannot be edited in the Google Drive environment. To make edits, the file must first be converted to Google Docs. This is not a liability in the least, however. You may always convert them back to an MS document even after editing. To upload and convert a document we start on the Google Docs inbox on the web:



First, look to the upper right corner for the Gear icon  and select Settings:





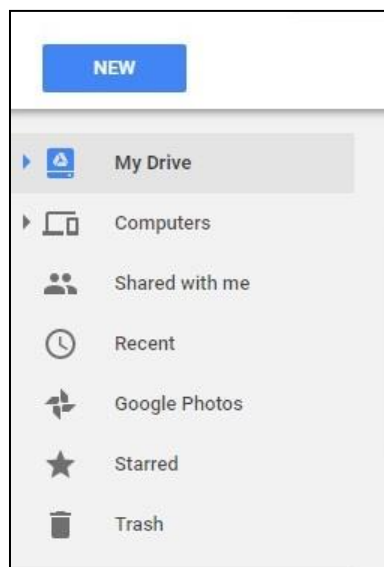
In Settings, you have the options to:

- Convert all uploads automatically to Google Docs format, making them editable;
- Sync the documents to the computer so they may be edited even when not connected to the Internet, such as when on a flight;
- Automatically upload photos from your phone or tablet to be uploaded to a folder in Drive

Now you are ready to create folders, upload and create files, and organize them.

Creating New Folders

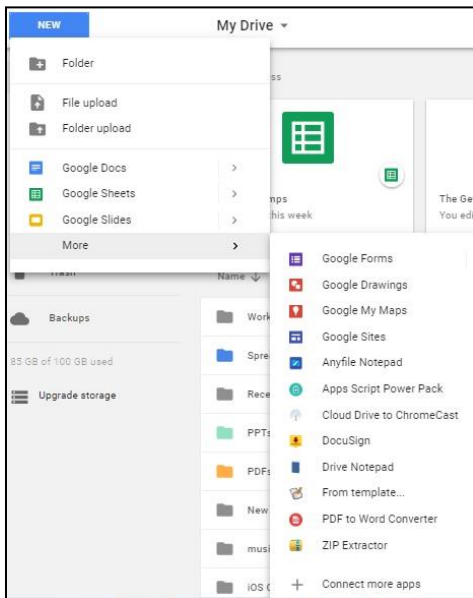
Now you are ready to create folders, upload and create files, and organize them.



On the left panel, you will see the above menu.

From this menu you can easily organize and navigate through your Drive. The small arrow to the left of **My Drive** will expand the selection to reveal folders and subfolders you have created by starting at **NEW**.

Here, you can create folders and sub-folders, upload files from the computer or create new Google documents. Begin here by clicking **Folder** and create a new folder. If you create the folder on the computer side, the folder will sync to the Google Drive exactly as you created it, so the choice of where to set up the organization structure is yours.



Compare here the folders on the Google Drive app to the Google Drive Folder on the C:\\ Drive of the computer:

My Drive ▾	
Name ↑	Owner
1Personal	me
2012	me
2013	me
2014	me
2014 Dropbox backup	me
2015	me
2016	me

Google Drive Web App

	Name	Date modified	Type
★ Favorites			
Desktop	1Personal	7/5/2015 3:32 PM	File folder
Downloads	2012	5/10/2015 12:19 AM	File folder
Recent Places	2013	5/10/2015 12:19 AM	File folder
Google Drive	2014 (2)	7/5/2015 3:32 PM	File folder
Dropbox	2014 Dropbox backup	7/5/2015 1:41 PM	File folder
OneDrive	2015	1/27/2016 8:49 AM	File folder
	2016	1/20/2016 2:27 PM	File folder

Hard Drive On Computer

As illustrated, note that the file folders are in the exact same order in both environments.

Creating, Uploading and Sharing Documents

Select **New**: From the menu, choose to upload an existing file from your computer or create a new document: All of the following steps apply to Docs, sheets and slides.

From the list, you can choose to create:

Google Docs: A document like Microsoft Word

Google Sheets A document like Microsoft Excel

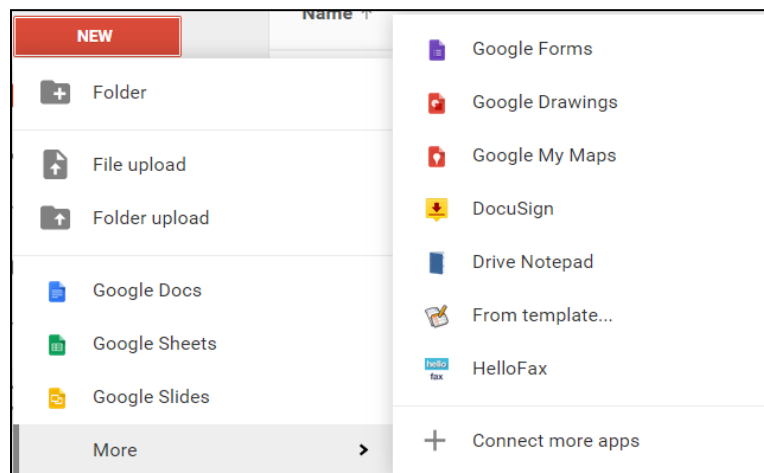
Google Slides: A document like Microsoft PowerPoint

Google Forms: Create and analyze surveys. Elegant and easy to use

Google Drawings document like Microsoft Publisher

Google My Maps: Make and edit your own custom maps to share. With Navigation.

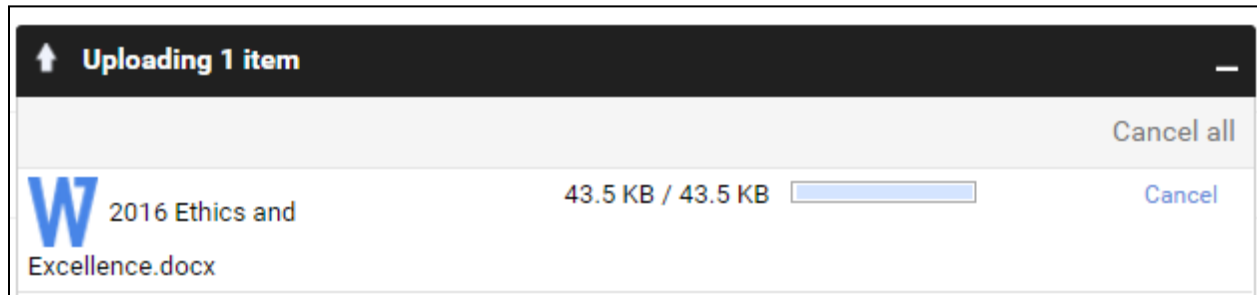
Or, simply choose to upload a file you already have stored on your computer, in any folder.



By choosing to upload, you'll be prompted to access the folders at their location on the PC:

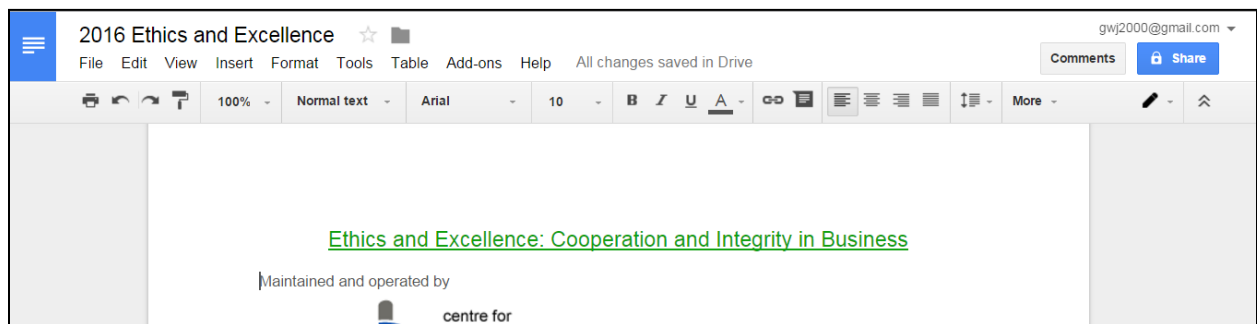
	Name	Date	Type
★ Favorites			
Desktop	Clients	1/5/2016 11:45 AM	File folder
Downloads	Consultations	1/5/2016 5:51 PM	File folder
Recent Places	Continuing Ed	1/8/2016 9:04 PM	File folder
Google Drive	Expense Reports	1/28/2016 10:53 PM	File folder
Dropbox	HCS	2/29/2016 3:28 PM	File folder
OneDrive	iBooks	12/13/2015 1:45 PM	File folder
	Me	2/29/2016 3:28 PM	File folder
Libraries	Personal	1/3/2016 6:32 PM	File folder
Documents	Webinars	2/15/2016 9:07 AM	File folder
Music	Writings	2/23/2016 7:00 AM	File folder

Open a folder, select a file. It will begin the upload process:



Note that although the big blue “W” suggests that this original MS Word document appears to have uploaded as such, because I have made the setting for all uploaded documents to convert to Google docs, it has done so. To make the option each time you upload, simply uncheck to convert in Settings.

Locate and open the document:

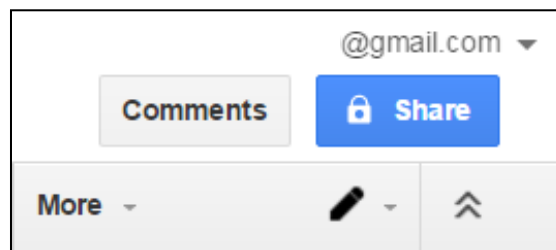


The menus across the top look similar to those in the MS Word environment, but there are a few key features of note:

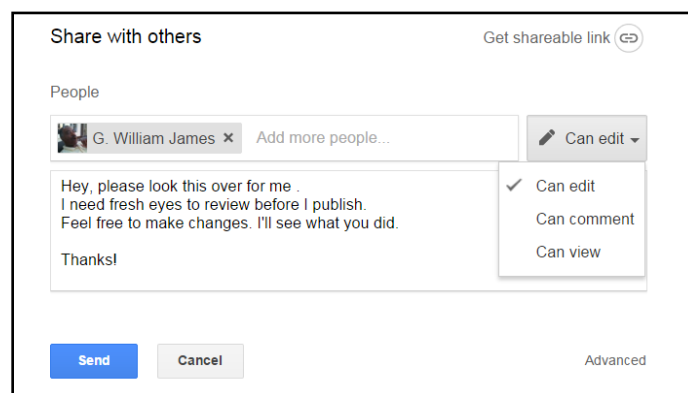
- There is no “Save”. All changes are saved automatically. It is very simple to undo changes if needed.
- There is a feature called **Revision History** located under Files. It will show every change ever made to a document, when and by whom.
- Under Files is the option to “**Download As**” allowing you to revert the file back to MS Word, or save it as a PDF or other file formats
- Voice typing can be found under Tools and will allow you voice transcribing and some editing features all by the sound of your voice.
- Under **Add-ons**, find and connect with hundreds of tools and apps that work with Google Drive to enhance your document management experience.

In the upper right corner of the document screen you will see two items to select, Comments and Share:

Comments allows others with whom you give access to the document to write their own comments to you. A notification will alert you whenever someone makes a comment. How do others get that access? Through your ability to Share the document, either directly with others by email for example, or connecting with a link that can be placed in social media, a blog page or a website. There is a lot of flexibility here in who gets access and what they can do with the document once they open it.



Start by selecting **Share** and follow the prompts to set the document up for sharing and collaborating with others.



In the above illustration I have elected to share by email, and I've given the individual editing rights to the document. It can be opened by him any time and can change whatever is editable without further permissions. **He also has the right to invite others or changing access settings**, but these rights can be revoked. Note that I can also offer only viewing or commenting rights. I can also share by a click-able link, for a convenience such as sending it to him in a text message instead.

Select **Advanced** in the lower right corner. Here there are more **Sharing Settings** by which we can even better control access to our document:

The screenshot shows the 'Sharing settings' dialog box in Google Drive. At the top, it says 'Link to share (only accessible by collaborators)' and displays a long URL: 'document/d/1wMh2QlprnFtA-HN_LHcxNcV1waf5e-t3BzWlvEsTtsOE/edit?usp=sharing'. Below this, there are icons for sharing via email, Google+, Facebook, and Twitter. The 'Who has access' section shows the document is 'Private - Only you can access' with a 'Change...' link. Below that, it lists 'G. William James (you)' as the owner. The 'Invite people' section has a search bar with 'G. William James' entered, a 'Can edit' dropdown, and a 'Notify people - Discard message' checkbox. There is a text box with 'Thanks!' and 'GWI' entered, and buttons for 'Send' and 'Cancel'. At the bottom, there are 'Owner settings' and a checkbox for 'Prevent editors from changing access and adding new people'.

The link we created can now be used to email anyone by clicking the Gmail icon, or shared through social media in Google+, Facebook or Twitter. Make sure you have the right access settings made, especially if you intend your document to be **view-only**. You must change the **Who Has Access** setting:

On- Public On The Web: Opens to anyone, and is now discoverable in search engines

On- Anyone With The Link: Opens to anyone who can see and click onto the link

Off- Specific People: Opens to only those invited by email, and cannot be forwarded.

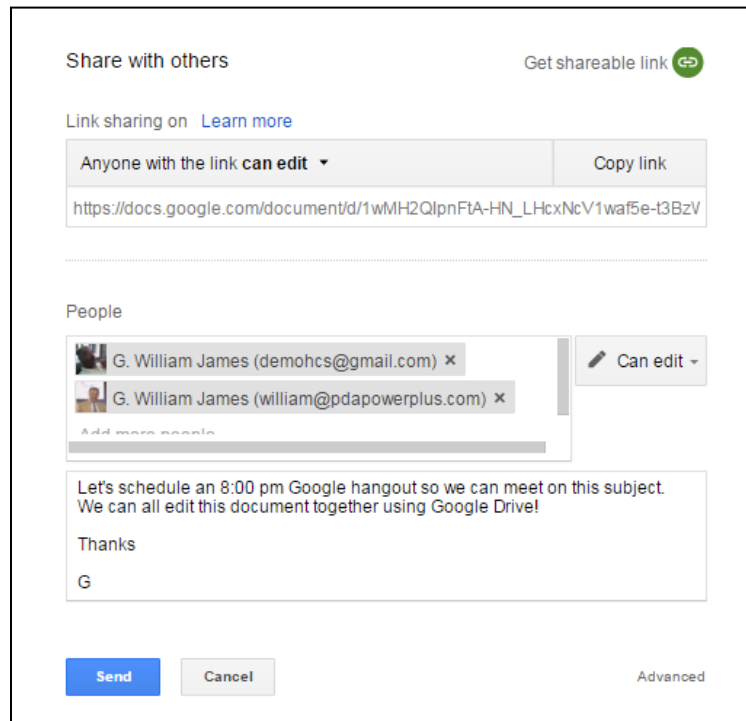
Under Owner Settings, you have the option to revoke the right of people with whom you share editing of the document from sharing with other people or changing who has access, and also to limit commenters and viewers to not be able to print, download or copy the doc.

Sharing With Collaborators

One of the most innovative tools in Google Drive, what sets it apart from most other solutions is the ability to collaborate on documents with others in real-time. No longer do you need to make edits, send for approval, etc. With Google Drive, invite others to share and

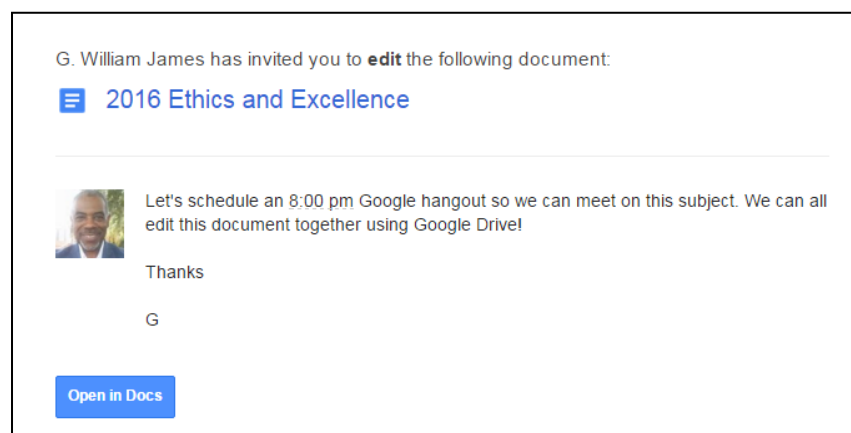
edit a document. Schedule a time to have the document open and you will all see each other's cursors, and changes as they are being performed.

Click Share from your document in the upper right corner. This window will open. Invite other people by their email address, assign them editing rights and send.



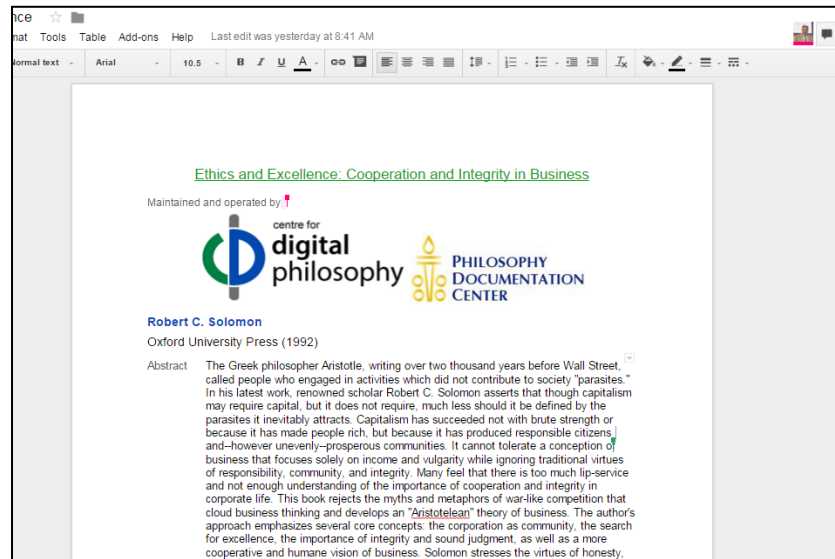
The screenshot shows the 'Share with others' dialog box. At the top, it says 'Share with others' and 'Get shareable link' with a green link icon. Below this, it says 'Link sharing on' followed by a blue link 'Learn more'. There is a dropdown menu set to 'Anyone with the link can edit' and a 'Copy link' button. The link itself is 'https://docs.google.com/document/d/1wMH2QlpnFtA-HN_LHcxNcV1waf5e-t3BzV'. Below the link, there is a section titled 'People' with two entries: 'G. William James (demohcs@gmail.com)' and 'G. William James (william@pdapowerplus.com)', each with a close button. There is an 'Add more people' button. Below the people list, there is a text area with the message: 'Let's schedule an 8:00 pm Google hangout so we can meet on this subject. We can all edit this document together using Google Drive!'. Below the text area, it says 'Thanks' and 'G'. At the bottom, there are 'Send' and 'Cancel' buttons, and an 'Advanced' link.

This is how the recipient will see your invitation



The screenshot shows the invitation received by the recipient. It starts with 'G. William James has invited you to edit the following document:'. Below this, there is a blue icon and the text '2016 Ethics and Excellence'. Below this, there is a profile picture of G. William James and the message: 'Let's schedule an 8:00 pm Google hangout so we can meet on this subject. We can all edit this document together using Google Drive!'. Below the message, it says 'Thanks' and 'G'. At the bottom, there is a blue button that says 'Open in Docs'.

When they accept the invitation, you will immediately see them enter the document on your screen, and their cursor will appear in the text. There are three cursors on the screen here:



As each collaborator edits the document, everyone will see them being made in real-time. If the edits are made without you, the document's owner present, you will be notified and can see the specific changes, who made them and when. Simply open the Revision History.

Template Galleries

Each of the apps have their own pre-designed templates for your convenience. Simply click onto the icon to the left of the page to create a new document, choose from previous files or select from the gallery.

