



What is Google Drive?

A suite of products to edit, create, store, and share various files online, including: Documents, Spreadsheets, Presentations, Drawings, and Forms.

What Will I Need To Do?

- Sign up for a Google Account, or sign in, if you already have one
- Signing up will create a Gmail address for you
- First, go to <http://drive.google.com>
- Next, click "SIGN UP" and follow the prompts

How Can I Use It?

- Work on files in real time with other people
- See their work as they type it
- Store your documents and your other files -- all online for free
- With an Internet connection, you can access your documents and files from any computer

My Drive: all of your files collected

- Create and organize Google documents, spreadsheets, and other file types
- Upload, manage, and store files and folders
- Manage Google Drive settings
- Share Google docs, files, and folders
- Preview your docs and files before you open or share them
- View images and videos that you've uploaded to Google Drive
- Search for items by name, type, and visibility setting

Google Docs (Documents)

- Convert most file types to Google Docs format
- Enhance and format your documents with paint format, margins, spacing, and fonts
- Invite other people to collaborate on a doc with you, giving them edit, comment or view access
- Collaborate online in real time and chat with other collaborators
- View your documents' revision history and roll back to any version
- Download Google Docs to your desktop as Word, OpenOffice, RTF, PDF, HTML or zip files
- Translate documents to different languages
- Email documents as attachments

Google Sheets (Spreadsheets)

- Import and convert .xls, .csv, .txt and .ods formatted data
- Export .xls, .csv, .txt and .ods formatted data and PDF and HTML files
- Use formatting and formula editing so you can calculate results of your final product
- Chat in real time with others who are editing your spreadsheet
- Create charts and gadgets
- Embed a spreadsheet, or individual sheets of your spreadsheet, into your blog or website

Google Slides (Presentations)

- Insert images and videos, and format your slides
- Share and edit presentations with your friends or coworkers
- Allow real-time viewing of online presentations from separate remote locations
- Import and convert existing presentations in .pptx and .pps file types
- Download your presentations as a PDF, a PPT, or a .txt file
- Publish and embed your presentations in a website

Google Drawings

- Share and edit drawings with your coworkers or friends
- Download presentations as PNG, JPEG, SVG, or PDF files
- Insert shapes, images, and lines
- Real-time collaboration with people anywhere in the world
- Insert drawings into documents, spreadsheets, or presentations

Google Forms

- Collect RSVPs to events online
- Conduct online surveys. Link to it, embed them on your website, or send links by email
- Create a team roster with an easy online form
- Results are presented in a Google Spreadsheet
- Access your results from any device where ever you are

Additional Resources

Google Drive Help

<http://support.google.com/drive/?hl=en>

Google Docs YouTube Videos

<http://www.youtube.com/docs>

Google Docs in Plain English

<http://www.commoncraft.com/google-docs-plain-english>

GCFLearnfree.org

<http://www.gcflearnfree.org/googledriveanddocs>

Lynda.com (from library's website)

(Includes video tutorials: "Google Docs Essential Training")

