

# Uploading to Google Drive

## Introduction

There are two methods for uploading files to share with others on Google Drive: Method 1. 'browser based' and method 2. 'local'.

To use the first method you must be logged in to Google Drive in any web browser, starting at <http://drive.google.com> using your personal Google account.

To use the second 'local' method for uploading you must install the Google Drive application (downloadable from [drive.google.com](http://drive.google.com) ). *Installing the Google Drive application is NOT a requirement.*

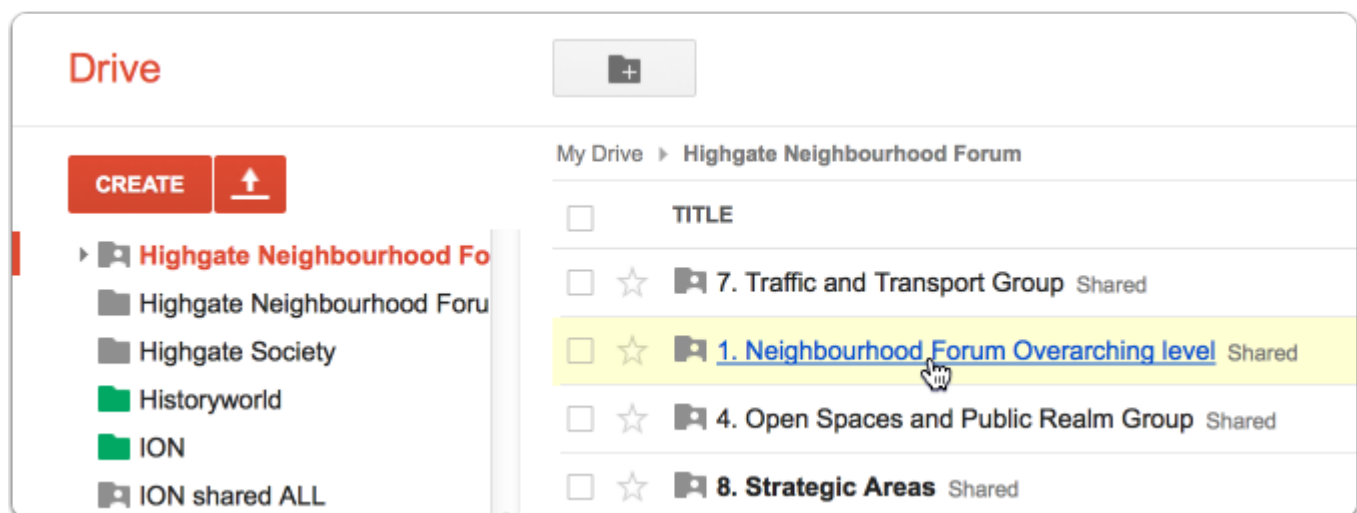
IF you choose to install Google Drive software on your computer you will have a local folder containing the same files as in the 'My Drive' section of Google Drive in the 'cloud' (online). You can therefore use Method 2 to upload a file. IF NOT you would use Method 1 to upload a file to the shared online cloud.

Both methods are covered below.

## Method 1 - Step 1a: Choose a folder to upload to

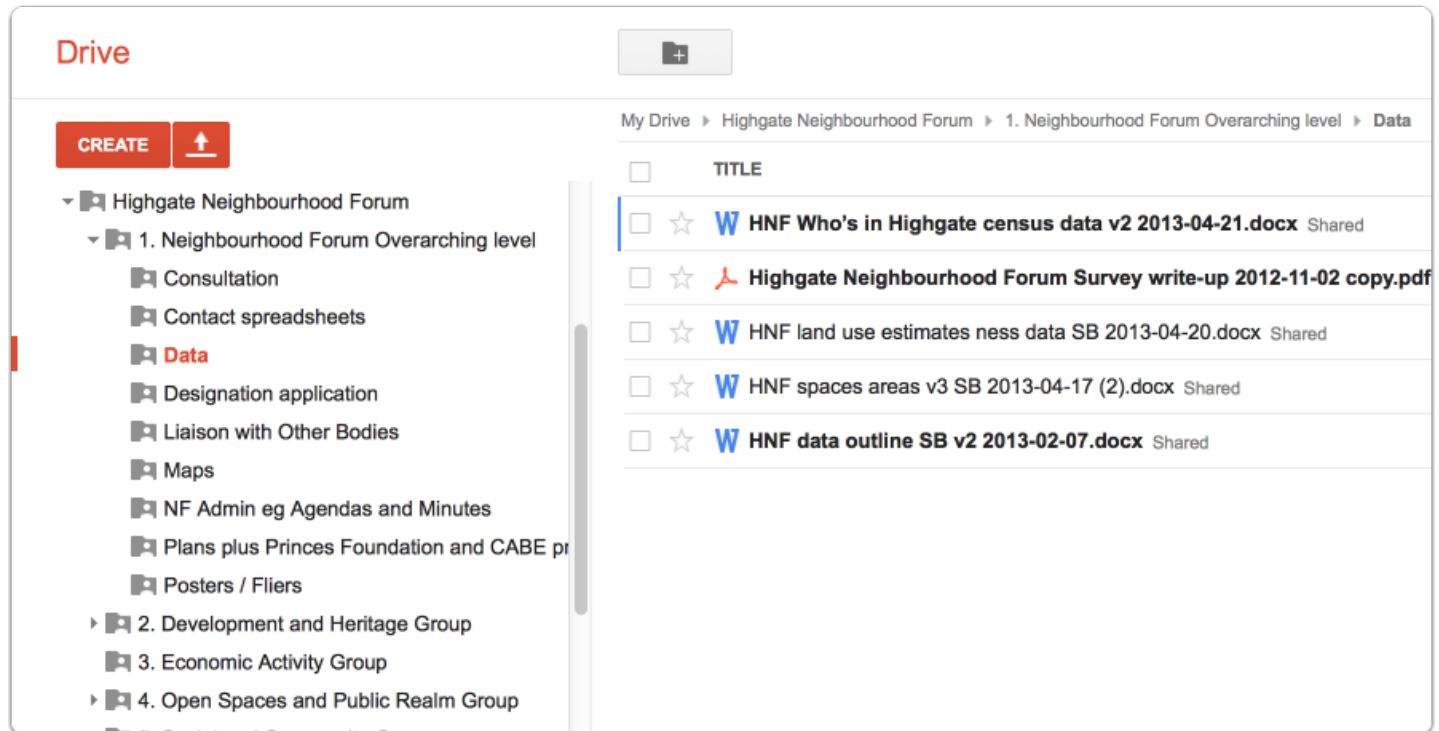
Here a web browser is being used to upload to a shared folder on Google Drive

The first step is to locate the folder where the uploaded file is to be placed: Click a folder name to open it and see what it contains.



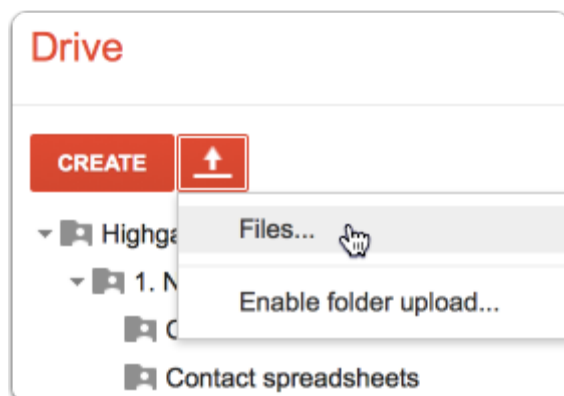
## Method 1 - Step 1b: Choose a folder to upload to

In this example the 'Neighbourhood Forum Overarching level' folder is clicked first and then the 'Data' sub-folder.



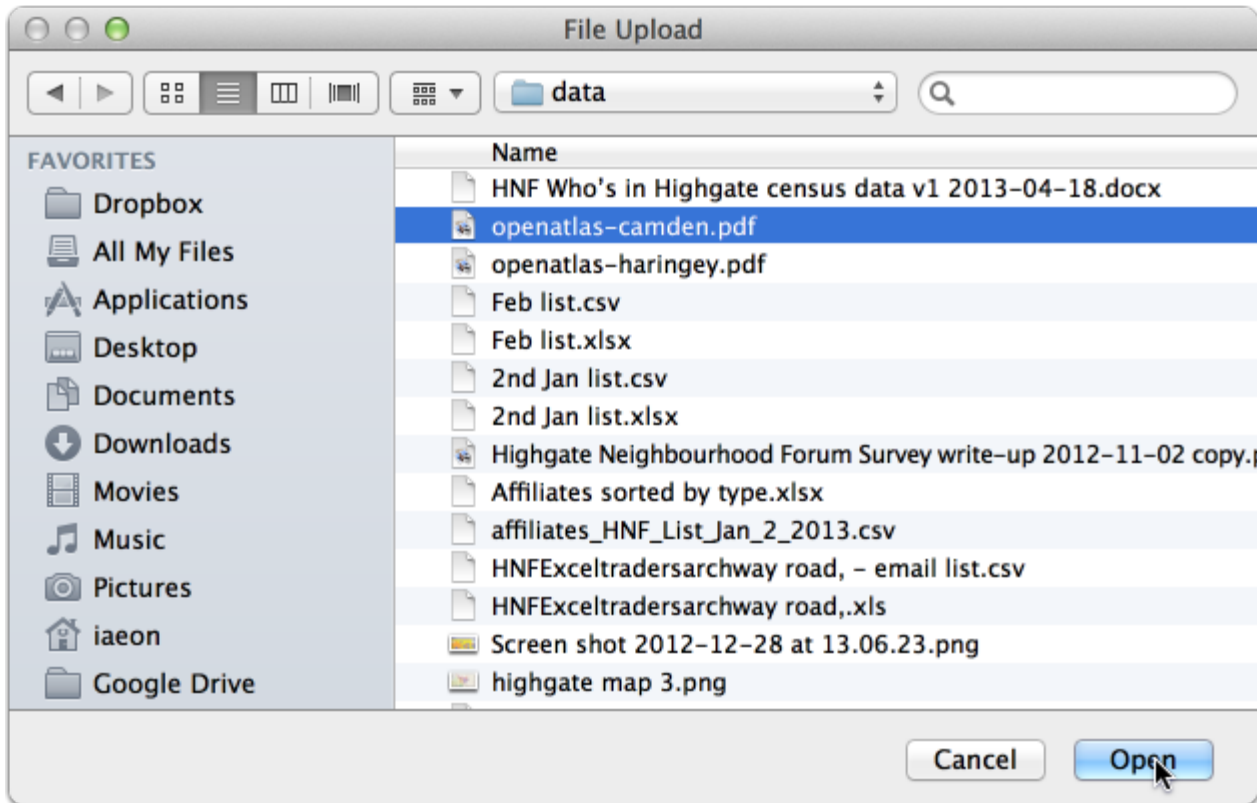
## Method 1 - Step 2: Upload a file

Click the orange button showing an 'upload' arrow and choose 'Files' from the menu.



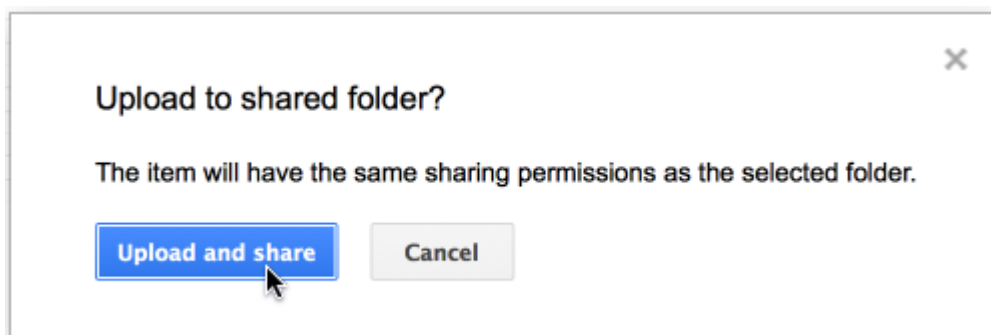
## Method 1 - Step 3: Choose what to upload

This dialog shows the files on your own computer. (Here we see a Mac file upload dialog, Windows PCs have a similar dialog you will recognise as a PC user.) Click the file you want to upload to select it, and then the 'open' button to proceed.



## Method 1 - Step 4: Confirm upload

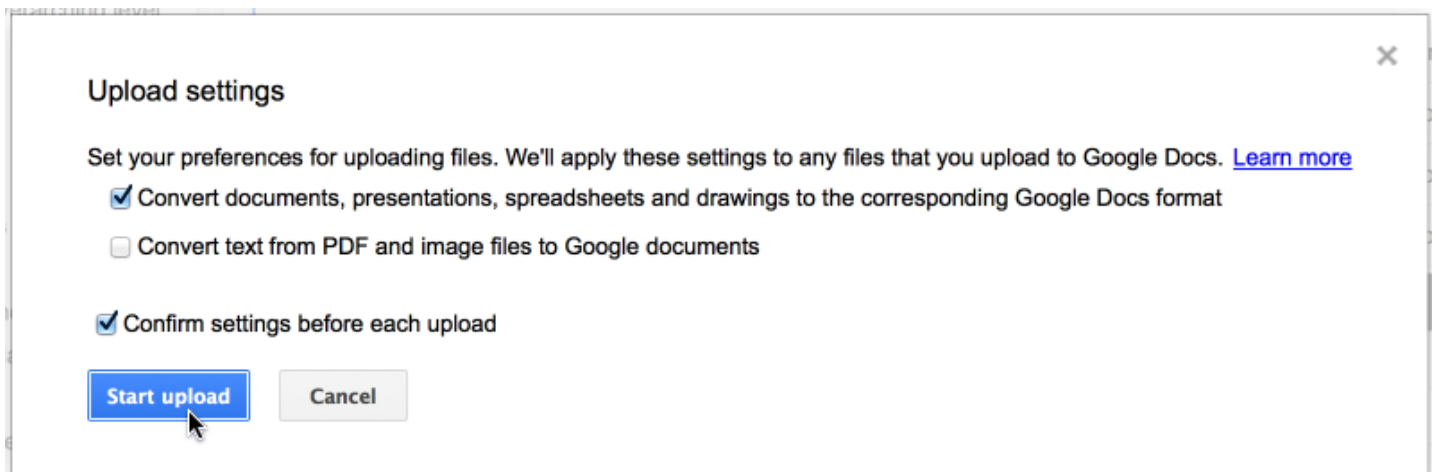
Confirm that you want to upload to Google Drive.



## Method 1 - Step 5: Confirm upload settings

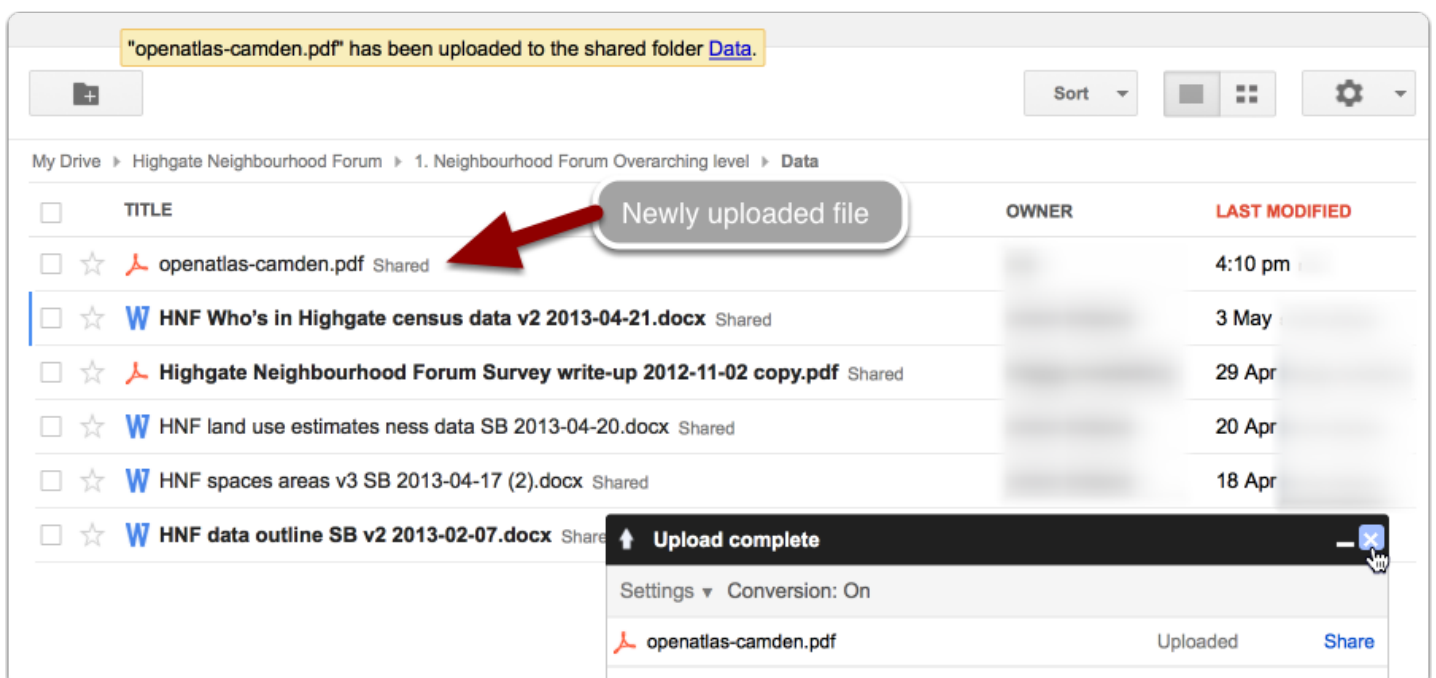
If you do not see this step refer to 'Configure upload settings' below.

Normally you would NOT convert a PDF file or any document that you do not want others to be able to edit directly online. Because in this example we are uploading a PDF file the settings are correct, and the file will not be converted. Were we uploading a different file type however it would be converted to a Google Document format which can then be edited directly online using any web browser.



## Method 1 - Step 7: Upload complete

You will have confirmation of upload progress whilst it is underway, and the file you have just uploaded will appear in the list when done. You can close the overlay window when done if you wish (small 'x' beneath the hand icon in the example below).

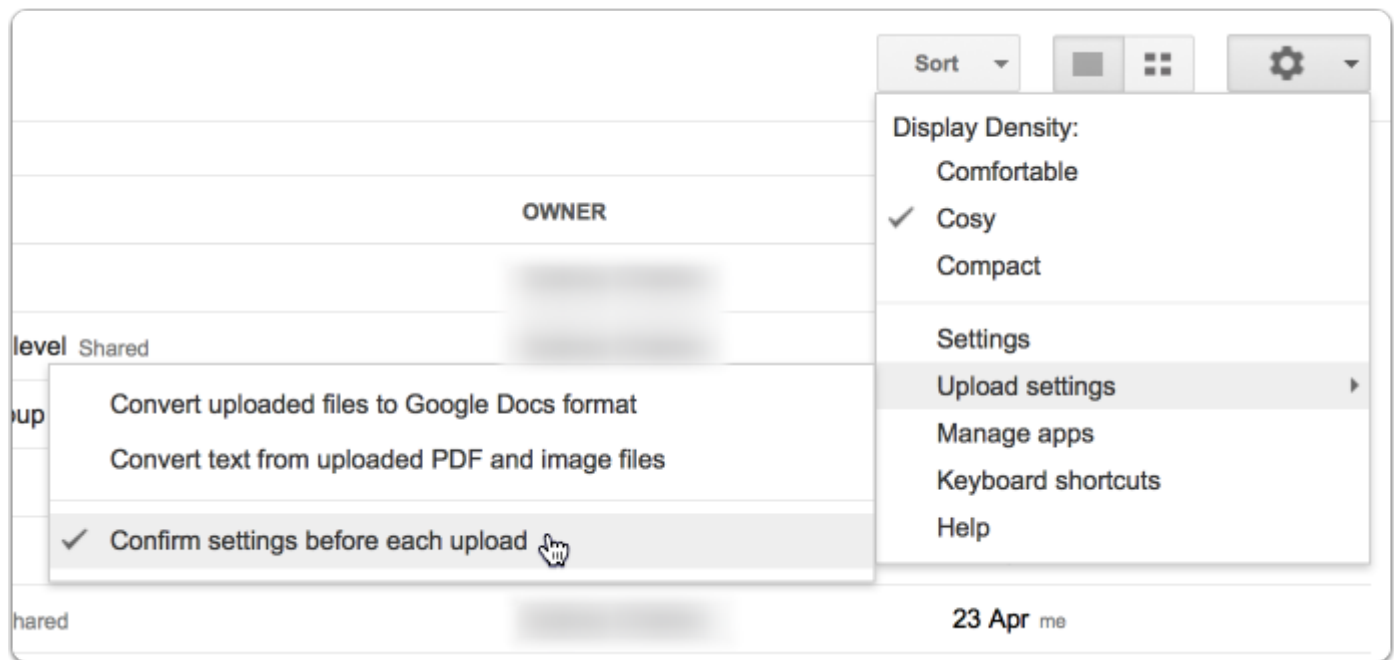


## Configure upload settings

If you do not get a confirmation of upload settings at step 5 above you will need to click the 'settings' (cog) button towards the top right, and choose 'upload settings' from the menu.

It is a good idea to have 'Confirm settings before each upload' ticked and leave it like this.

Ticking the 'convert' choices above is optional and sets the default selections you will see when at the confirmation stage.



## Method 2 - Uploading with Google Drive directly in Finder (Mac) or Explorer (Windows)

If you install the optional Google Drive application on your computer (a one-time operation), All the data files in the 'My Drive' area of Google Drive will be copied to your computer organised in the same way as you see them when using a browser. All the native Google Document files will have shortcuts as a quick way of linking to them.

Here a second PDF 'openatlas-haringey' has been dragged into the same 'Data' folder using Finder on a Mac. It can take a short while before the file appears online.

**IMPORTANT NOTE:** If you drag and drop a file in Finder or Explorer it will be MOVED to your local Google Drive folders. Whilst it is still on your computer as well as online it is no longer available in the original folder it came from as is the case when you upload using a web browser. You may prefer therefore to COPY the file to the Google Drive folder if working this way.

- Finder, (Mac OSX only) is normally the first icon in your dock. 'fn' + 'ctrl' + 'f3' will reveal the dock. Then press the return key (enter) to open finder. You may of course prefer to just use the mouse to open Finder from the dock area.
- Windows Explorer can be opened by pressing the Windows key and 'e' together.

