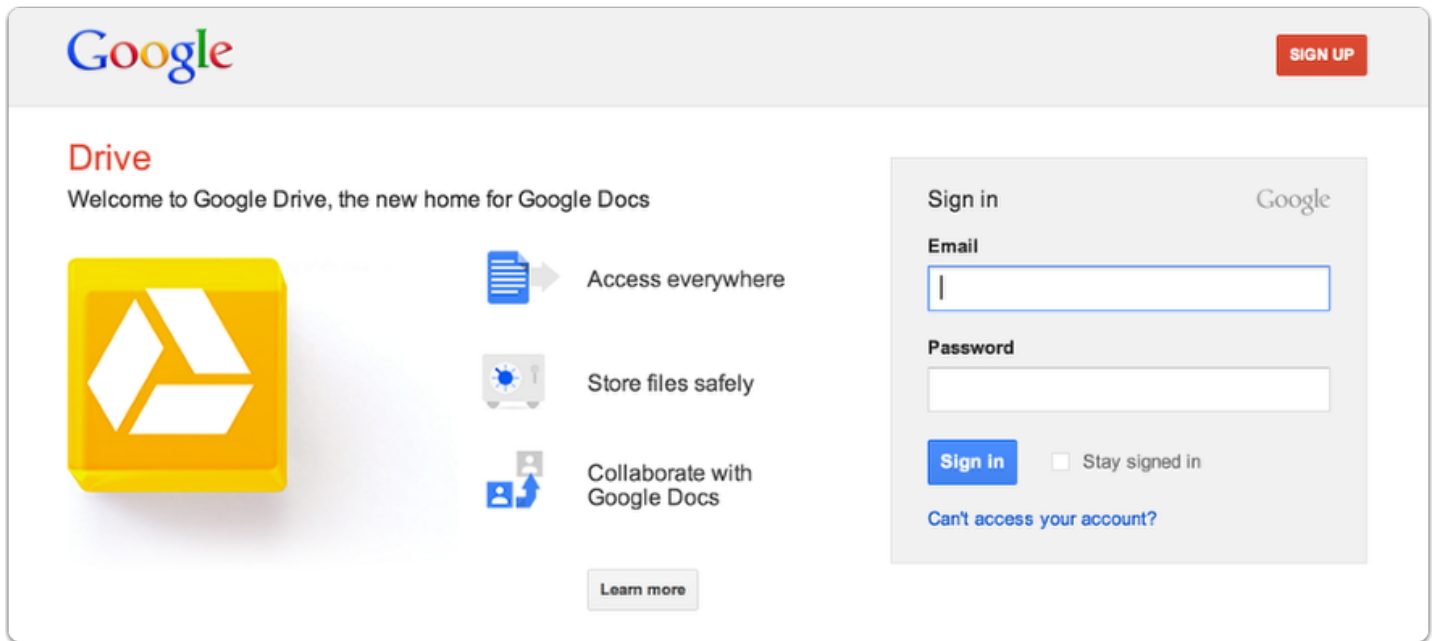


Get started with Google Drive

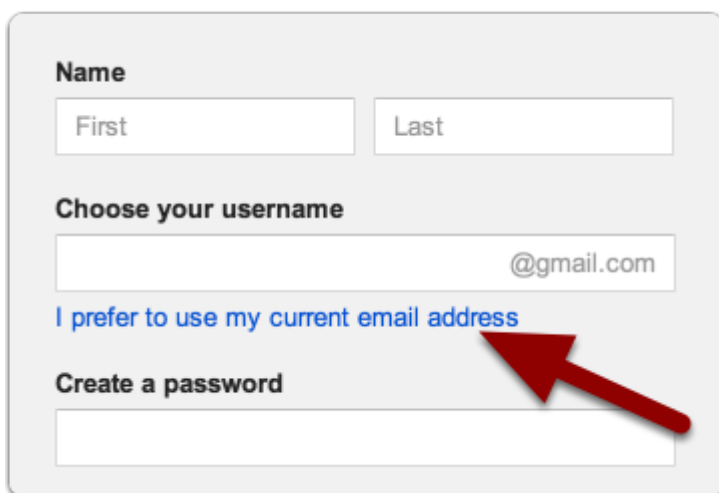
drive.google.com



Go to the web site at <http://drive.google.com>

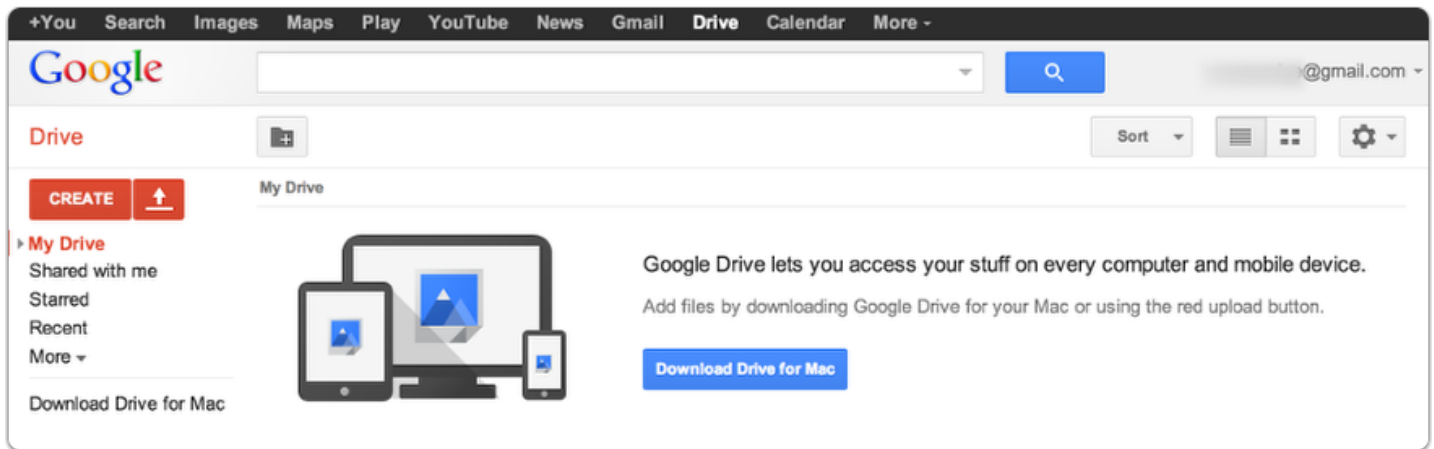
If you do not yet have an account with Google (such as a Gmail account) you will need to click the orange 'SIGN UP' button.

Google Accounts

A screenshot of the Google Account creation form. It has sections for 'Name' with 'First' and 'Last' input fields, 'Choose your username' with an input field and '@gmail.com' text, 'I prefer to use my current email address' (a blue link), and 'Create a password' with an input field. A red arrow points to the blue link.

If you need to sign up for a new Google Account you can choose to use your current email address to log in with - click the blue text to select this.

My Drive

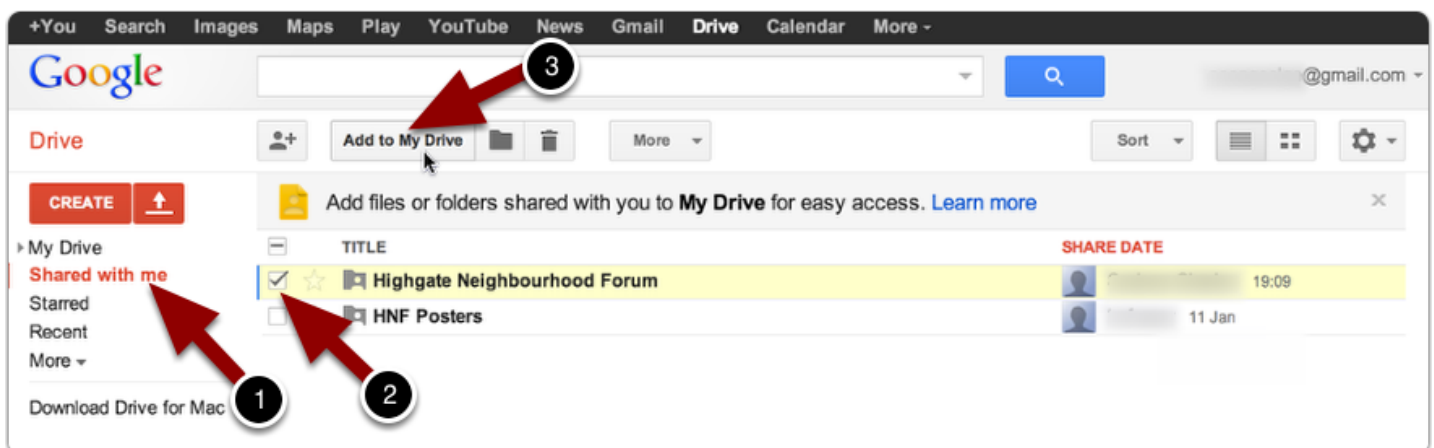


When you first sign in you will see a screen like this. You will be encouraged to 'Download Drive', but this is absolutely NOT necessary and not really advisable until you are familiar with Google Drive. (The download allows you to access Google Drive directly from your computers file system.)

Get access to shared folders and documents

If you are joining existing Google drive users and they have documents to share with you send them an email asking them to share with you. Be sure to give them your Google username (your Google email address). You will get a confirmation email once sharing has been set up for you. In the following example a folder has been shared which itself contains a number of sub-folders and documents of different types.

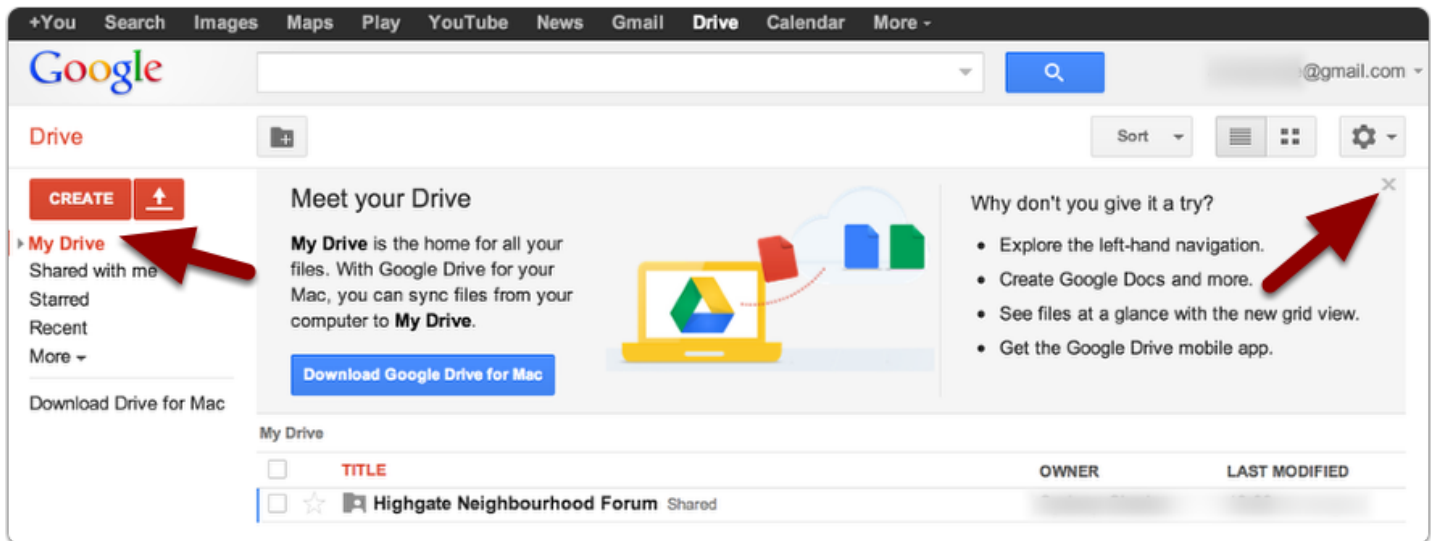
Shared with me



When sharing has been set up you will see the file or folder listed when you click on 'Shared with me' on the left (1).

To see this folder immediately when you log in to Drive in future, tick the box to the left of the folder name as shown above (2) and then click the 'Add to My Drive' button (3).

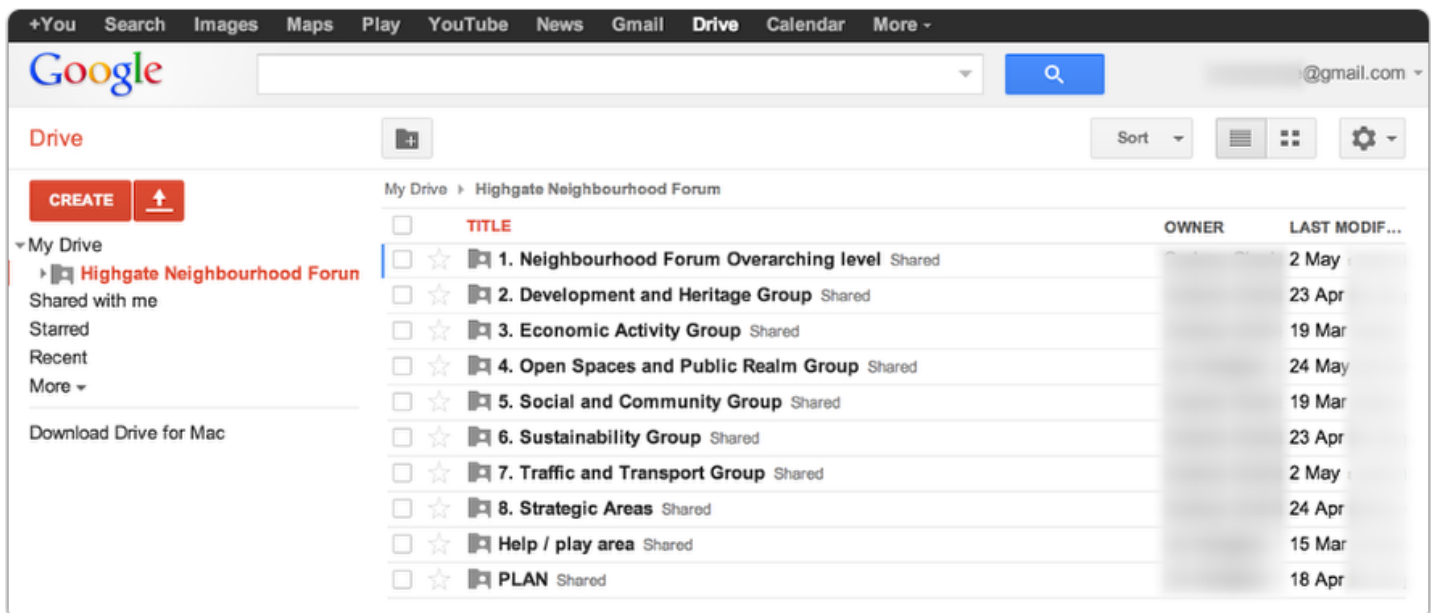
Shared folders in My Drive



Now when you click 'My Drive' on the left you will see the folder is listed here too.

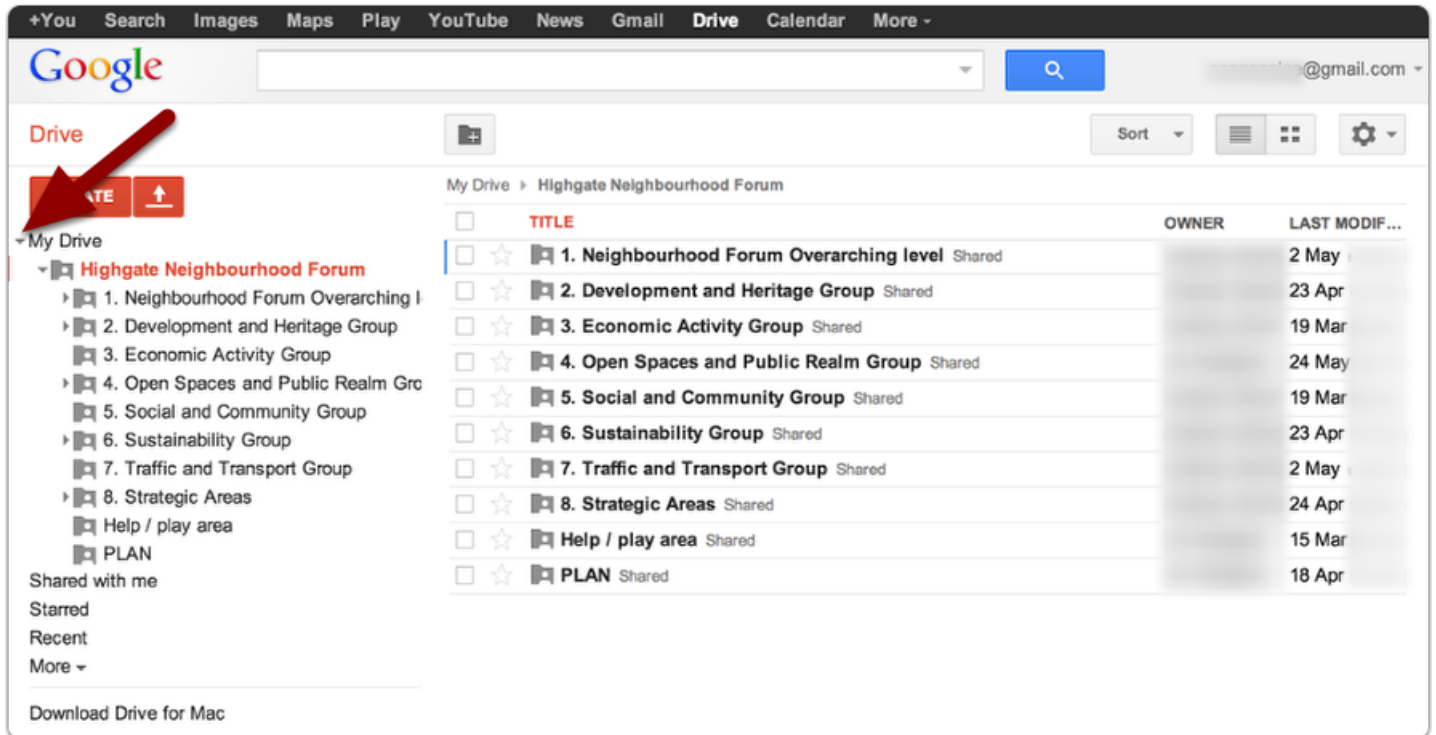
Notice that Google is again encouraging you to 'Download'. We suggest you click the small 'x' to close this message!

Sub-folders



In the example the 'top' folder contains a number of 'sub-folders' to organise content. Here a click on the words 'Highgate Neighbourhood Forum' has revealed what the folder contains.

Sub-folders; keeping oriented

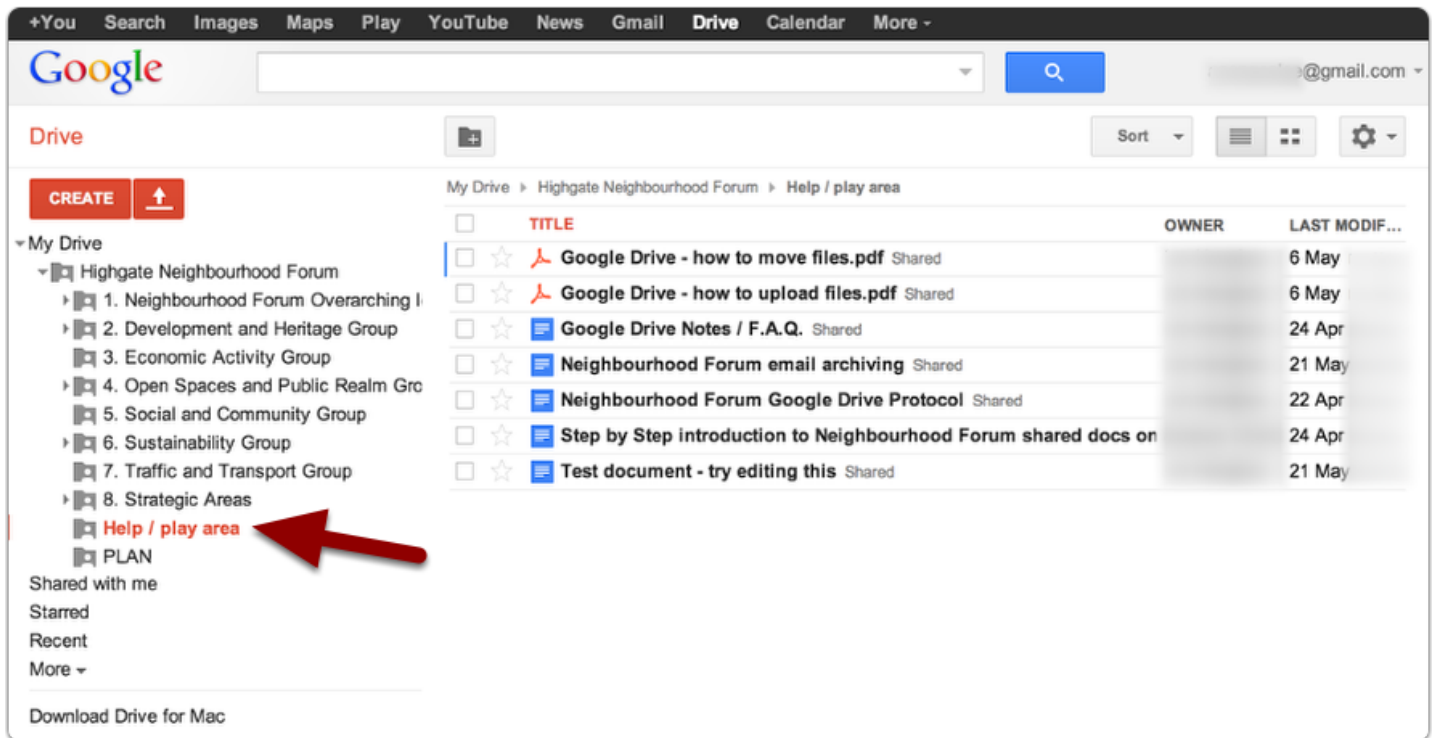


The screenshot shows the Google Drive interface. On the left, the navigation pane shows 'My Drive' expanded to 'Highgate Neighbourhood Forum'. A red arrow points to the folder icon next to 'Highgate Neighbourhood Forum'. The main area displays a table of sub-folders under 'Highgate Neighbourhood Forum'.

TITLE	OWNER	LAST MODIF...
1. Neighbourhood Forum Overarching level Shared		2 May
2. Development and Heritage Group Shared		23 Apr
3. Economic Activity Group Shared		19 Mar
4. Open Spaces and Public Realm Group Shared		24 May
5. Social and Community Group Shared		19 Mar
6. Sustainability Group Shared		23 Apr
7. Traffic and Transport Group Shared		2 May
8. Strategic Areas Shared		24 Apr
Help / play area Shared		15 Mar
PLAN Shared		18 Apr

The navigation area on the left can help to keep track of where you are within the folder structure. Here a click on the little arrow next to 'Highgate Neighbourhood Forum' reveals the same list of folders underneath. The 'current' or 'open' folder is highlighted in orange.

Viewing the contents of a folder



The screenshot shows the Google Drive web interface. The top navigation bar includes links for +You, Search, Images, Maps, Play, YouTube, News, Gmail, Drive, Calendar, and More. The main header features the Google logo, a search bar, and a user profile icon. The left sidebar shows the 'My Drive' section with a tree view of folders: Highgate Neighbourhood Forum (expanded), 1. Neighbourhood Forum Overarching I, 2. Development and Heritage Group, 3. Economic Activity Group, 4. Open Spaces and Public Realm Gro, 5. Social and Community Group, 6. Sustainability Group, 7. Traffic and Transport Group, 8. Strategic Areas, Help / play area (highlighted with a red arrow), and PLAN. Below this are 'Shared with me', 'Starred', 'Recent', and 'More' options. The main content area shows the breadcrumb path 'My Drive > Highgate Neighbourhood Forum > Help / play area' and a table of files:

<input type="checkbox"/>	TITLE	OWNER	LAST MODIF...
<input type="checkbox"/>	Google Drive - how to move files.pdf Shared		6 May
<input type="checkbox"/>	Google Drive - how to upload files.pdf Shared		6 May
<input type="checkbox"/>	Google Drive Notes / F.A.Q. Shared		24 Apr
<input type="checkbox"/>	Neighbourhood Forum email archiving Shared		21 May
<input type="checkbox"/>	Neighbourhood Forum Google Drive Protocol Shared		22 Apr
<input type="checkbox"/>	Step by Step introduction to Neighbourhood Forum shared docs on		24 Apr
<input type="checkbox"/>	Test document - try editing this Shared		21 May

A click on the 'Help / play area' folder shows the files in the folder. Files can be read online and downloaded.

Enjoy!

Google Drive is a fantastic way of collaborating on documents and sharing files of all kinds. There is much more to discover, but no need to try to figure everything out at once! Just learn the steps you need to get started and practice without leaving too long an interval and you will soon be confident. Learn more online at <http://diditon.com/google/>