

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). *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

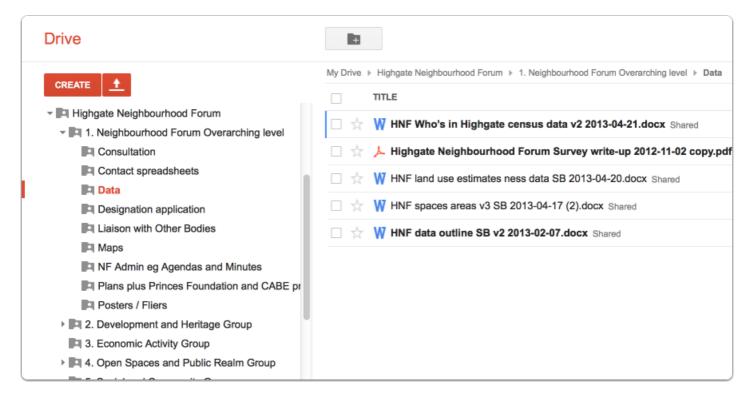
The first step is to locate the folder where the uploaded file is to be placed: Click a folder name to open it and see what it contains.

Drive	
	My Drive > Highgate Neighbourhood Forum
	TITLE
Highgate Neighbourhood Fo	□ ☆ 🖪 7. Traffic and Transport Group Shared
Highgate Neighbourhood Foru Highgate Society	
	A Page 1. Neighbourhood Forum Overarching level Shared
Historyworld	4. Open Spaces and Public Realm Group Shared
ION	
ION shared ALL	☆ ■ 8. Strategic Areas Shared



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

In this example the 'Neighbourhood Forum Overacthing 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.

Drive	
CREATE	<u>+</u>
- 🖬 Highga	Files
- □ 1. N	Enable folder upload
Contact spreadsheets	



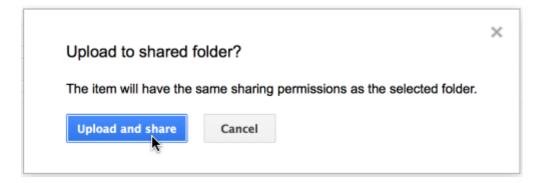
Method 1 - Step 3: Choose what to upload

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.

000	File Upload
	₩ ▼ a data + Q
FAVORITES	Name
Dropbox	HNF Who's in Highgate census data v1 2013-04-18.docx
	🧃 openatlas-camden.pdf
All My Files	🧋 openatlas-haringey.pdf
Applications	Feb list.csv
🔜 Desktop	Feb list.xlsx
Documents	2nd Jan list.csv
	2nd Jan list.xlsx
Ownloads	Highgate Neighbourhood Forum Survey write-up 2012-11-02 copy.
Movies	Affiliates sorted by type.xlsx
🎵 Music	affiliates_HNF_List_Jan_2_2013.csv
Pictures	HNFExceltradersarchway road, - email list.csv
A	HNFExceltradersarchway road,.xls
😭 iaeon	Screen shot 2012-12-28 at 13.06.23.png
Google Drive	💌 highgate map 3.png
	Cancel

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.

	×
Upload settings	
Set your preferences for uploading files. We'll apply these settings to any files that you upload to Google Docs. Learn mo	re
Convert documents, presentations, spreadsheets and drawings to the corresponding Google Docs format	
Convert text from PDF and image files to Google documents	
Confirm settings before each upload	
Start upload Cancel	

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).

		Sort 👻	= :: <
v Drive > Highgate Neighbourhood Forum	▶ 1. Neighbourhood Forum Overarching level ▶ Data		
TITLE	Newly uploaded file	OWNER	LAST MODIFIED
🛾 🛧 , bopenatlas-camden.pdf s	hared		4:10 pm
HNF Who's in Highgate census data v2 2013-04-21.docx Shared			3 May
🛛 📩 , Highgate Neighbourhood Forum Survey write-up 2012-11-02 copy.pdf Shared			29 Apr
₩ HNF land use estimates ness data SB 2013-04-20.docx Shared			20 Apr
W HNF spaces areas v3 SB 2013-04-17 (2).docx Shared			18 Apr
🛾 📩 🦞 HNF data outline SB v2	2013-02-07.docx Share 🛉 Upload complete		-
	Settings v Conversion: On		
	→ openatlas-camden.pdf		Uploaded Sha



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.

OWNER	Sort ▼ Display Density: Comfortable ✓ Cosy Compact	
level Shared	Settings	
Convert uploaded files to Google Docs format Convert text from uploaded PDF and image files	Upload settings Manage apps Keyboard shortcuts	
✓ Confirm settings before each upload	Help	
hared	23 Apr me	



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.

😑 😑 💿 💼 Highgate Neighbourhood Forum (1)			
FAVORITES	Name 🔺	Date Modified	
Dropbox	🔻 📖 1. Neighbourhood Forum Overarching level	Today 16:40	
_ ·	🕨 🔎 Consultation	2 May 2013 18:48	
All My Files	Contact spreadsheets	29 Apr 2013 22:53	
TirDrop	🔻 🔎 Data	Today 16:46	
Applications	🔎 Highgate Neighbou2-11-02 copy.pdf	29 Apr 2013 20:07	
	HNF data outline SB v2 2013-02-07.docx	7 Feb 2013 11:39	
Desktop	HNF land use estim2013-04-20.docx	20 Apr 2013 13:28	
Documents	HNF spaces areas v3 SB 2013-04-17.docx	18 Apr 2013 17:20	
Downloads	HNF Who's in High2013-04-21.docx	Yesterday 12:27	
Movies	🔎 openatlas-camden.pdf	Today 16:10	
	📓 openatlas-haringey.pdf	26 Feb 2013 22:48	
Music	Designation application	29 Apr 2013 22:53	
Pictures	🕨 🔎 Liaison with Other Bodies	18 Apr 2013 13:51	
😭 iaeon	🕨 📖 Maps	18 Apr 2013 13:51	
Google Drive	MF Admin eg Agendas and Minutes	18 Apr 2013 13:50	
doogle Drive	Plans plus Princes Fod CABE presentations	20 Apr 2013 20:04	
SHARED	Posters _ Fliers	29 Apr 2013 22:53	
📃 ben-pc	Jacobias 2. Development and Heritage Group	27 Apr 2013 18:05	
	Jan 3. Economic Activity Group	18 Apr 2013 13:49	