

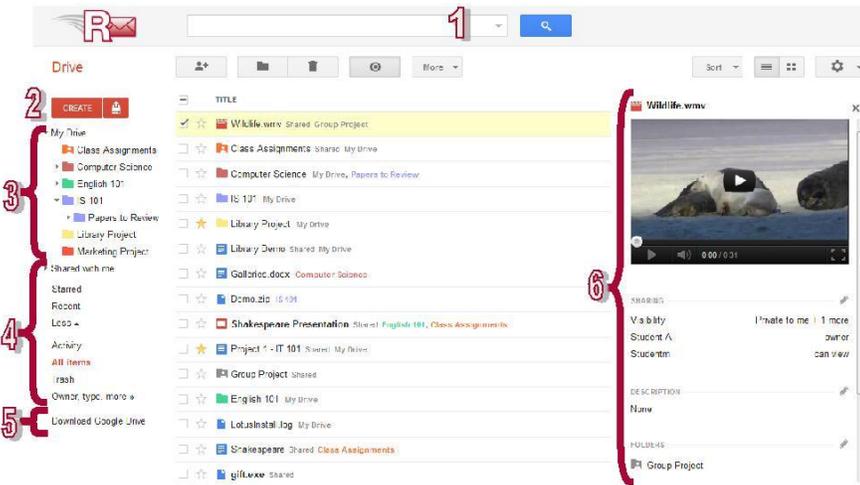


Supported browsers - The two most recent version of:

- Internet Explorer Safari
- Firefox Google Chrome

<http://drive.google.com/a/unlv.nevada.edu>

Google Drive Homepage Overview



1. **Search Drive:** Enter your search text and click on the **Search** icon to find your files. Select the folder first if you would like to search within a specific folder.
2. **Create & Upload:** Click **Create** and choose from the list of documents, presentations, or spreadsheets you can create using Google Drive. **Click the Upload icon to upload and store up to 5 GB of files.**
3. **My Drive:** The section of Google Drive on the web that syncs to your computer. Any time you modify a file or folder in *My Drive*, these changes will be mirrored in the local version of your Google Drive folder.
4. **Navigation Panel:** Links to your starred items and trash. *Shared with me* lets you view files, folders, and Google Docs that others have shared with you.
5. **Download Google Drive:** Download and install the Google Drive Client for your Mac/PC to sync files from your computer to Google Drive on the web.
6. **Details Pane:** Here you can see a preview of the selected file, the time of your last view, when it was last modified, and by whom. You can also view and update the file's sharing settings and organize it into folders.

Upload Files and Folders into Google Drive

You can upload and convert the following file types into Google Drive for online editing and sharing.

- **Documents:** Microsoft Word, OpenOffice, StarOffice, RTF (.rtf), HTML, or plain text (.txt). **File size cannot not exceed 2MB.**
- **Presentations:** Microsoft PowerPoint. **File size cannot not exceed 50 MB.**
- **Spreadsheets:** Microsoft Excel spreadsheets, Comma-Separated-Value files (.csv), or plain text files (.txt). **File size cannot not exceed 20MB.**

To Upload Files:

1. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Files** from the drop-down menu.
2. Select one or more files to upload and click **Open**.
3. If you wish to convert your files into Google Docs format so that you can edit them online, make sure to check **Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format.**
4. Click **Start Upload**. The uploaded files appear under *My Drive*.

To Upload Folders: (Google Chrome users can skip to step 3)

1. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Enable folder upload** from the drop-down menu.
2. Click **Install applet**. When the applet is installed successfully, you will see the message Java Applet installed at the top of the page.
3. From your Google Drive homepage, click the **Upload** button at the top sidebar and select **Folder** from the drop-down menu.
4. Select a folder and click **Open**.
5. If you wish to convert your documents into Google Docs format so that you can edit them online, make sure to check **Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format.**
6. Click **Start Upload**. All sub-folders and files within that folder will be uploaded to *My Drive*.

AutoSave

Files edited in Google Drive are automatically saved every time changes are made. You can see when your document was last saved by looking at the save status at the upper right corner of the screen.

Last edit was made 13 minutes ago by studenta

Revision History

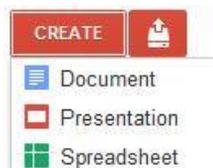
Every time Google Drive saves a document, presentation, or spreadsheet, a revision history is kept so that you can revert to an earlier version. To revert a document, presentation, or spreadsheet to an earlier version, do the following:

1. Open your document, click **File** and select **See revision history**.
2. A revisions list is displayed on the right. Changes are color-coded for each collaborator.
3. Locate the version you'd like to revert to and click **Restore this revision**. Now when you or your collaborators open it, they will see the version that you have restored.

Create New Documents

1. From your Drive homepage, click **Create new** and select **Document, Presentation, or Spreadsheet**.
2. A new untitled file will appear in your browser. Click **Untitled {Document/Presentation/Spreadsheet}** at the top to rename it. Now it is ready for editing.

Note: You can also create new files from templates by clicking on **Create new** and selecting **From template**.



Organize Your Files

Folders allow you to organize your files and documents in a meaningful way. To create a Folders, do the following:

1. From your Google Drive homepage, click **Create new** and select **Folder** from the drop-down menu.
2. Enter a name for your folder and click **OK**. The folder you created now appears under the *My Drive* section.

Download a Local Copy to Your Computer

Google Drive is an application that requires you to be online and signed-in, but you can download a local copy of your files to your computer and work on them offline. To do this, open your document, click **File** and select **Download as** from the drop down menu. Select from one of these file types: HTML, RTF, Word, Excel, PowerPoint, Open Office, PDF, and plain text and click **OK** to download the file to your computer.

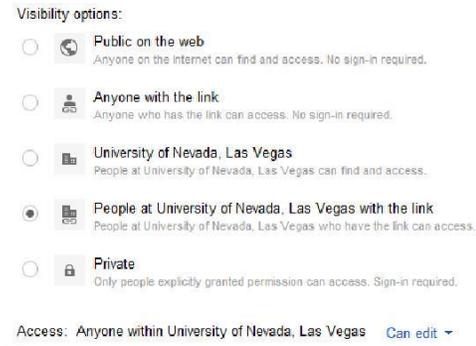
Share Your Files

One of the best feature offered by Google Drive is the ability to share your files with others. Collaborators can then edit the same file at the same time. To share your files, open the file you wish to share and click the **Share button** in the top right corner of the document, presentation, or spreadsheet to bring up the *Sharing settings* window. From here, you have the following options:

Share with Individuals or Google Groups:

Under Add people, enter the email address of the person or Google Groups addresses of the people you want to share the file with and choose their level of access. An e-mail invitation will be sent out to new invitees inviting them to view, comment, or edit your file. Here are the settings:

- **Can edit:** Invitees can add and edit content in your file.

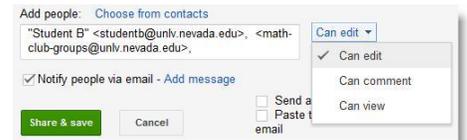


- **Can comment (Documents and Presentations only):** Invitees can view and add comments without being able to edit the content.

- **Can view:** People can access a read-only version of the file. They can print the file but cannot make any changes.

Share with Everyone:

You can share your files with a large group of people by changing their visibility settings. Click on the **Change** link under Permissions and select from one of five visibility options (see left screenshot) that best suits your need. Make sure the access setting is set to **Can edit** if you would like them to edit the file.



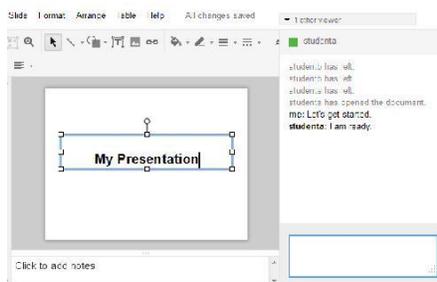
Collaborate on Your Google Drive

Google Drive enables multiple people in different locations to work on the same file simultaneously. All changes made to the file are in real-time, so all of the collaborators can see them and respond to them immediately. Before collaborators can work on a file together, all collaborators need to have editing access to the file.

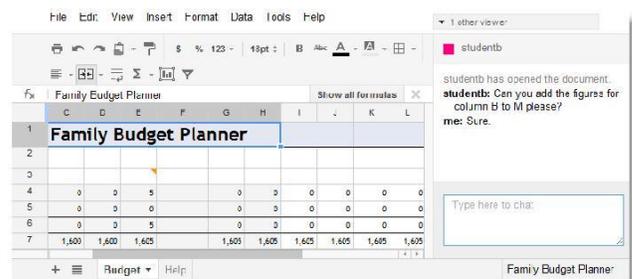
To start collaborating, just open the same file from each individual's Google Drive. Keep these three features in mind as you are collaborating on a document with others.

- When you and another collaborator are viewing or editing the same file at the same time, a box with the name of the collaborators appears at the top of the screen.
- When a collaborator make changes to the file, you will be able to see their edits in real-time.
- Use the built-in chat window to communicate with your collaborators in real-time.

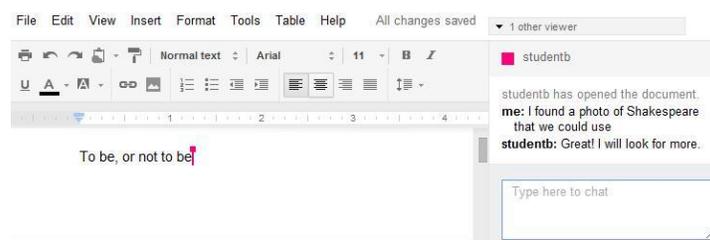
Note: You can share a document, spreadsheet, or presentation with up to 200 people. A maximum of 50 people can edit a document, presentation, or spreadsheet at the same time.



Google Presentations



Google Spreadsheets

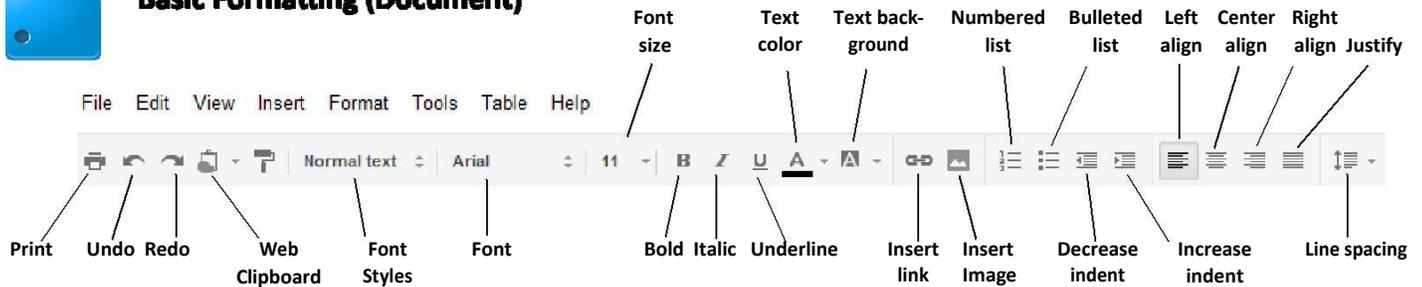


Google Documents

- Internet Explorer Safari
- Firefox Google Chrome



Basic Formatting (Document)



Insert Headers and Footer:

1. Click **Insert** and select **Header** or **Footer** from the drop-down menu.
2. Type your text within the header or footer dotted-lines area.

Insert Images:

1. Click **Insert** and select **Image** from the drop-down menu.
2. Select from one of the following:
 - **Upload:** Click **Browse** to select an image from your computer.
 - **Take a snapshot:** Take an image of yourself.
 - **By URL:** Paste an image URL you have found on the web.
 - **Your Albums:** Select an image from your web album.
 - **Search:** Search for an image on the web.

Adding Comments:

1. Highlight the text that you wish to comment on.
2. Click **Insert** and select **Comment** from the drop-down menu.
3. Enter your comment in the box that appears and click **Comment**.

Insert Links:

1. Click anywhere in your document where you want the link to appear.
2. Click **Insert** and select **Link** from the drop-down menu. Enter the text that you would like to be displayed as the link.
3. Select either Web address or Email address.
4. Enter a URL or an e-mail address and click **OK**.

Add Drawings:

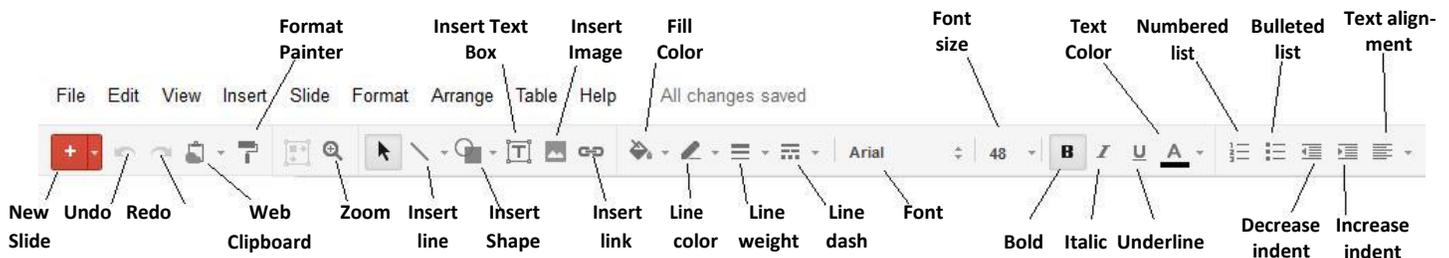
1. Click **Insert** and select **Drawing** from the drop-down menu.
2. The Google drawing window appears. Create your drawing using the available lines and shapes from the toolbar.
3. To add the image to your document, click **Save and Close**.

Page Margins, Orientation, and Color: Adjust these settings by clicking **File** and selecting **Page setup** from the drop down menu.

Printing: Click **File** and select **Print**. A PDF opens up ready for printing. Click **Insert** and select **Page number** to insert page numbers.



Basic Formatting (Presentation)



Insert a Theme:

1. Click **Slide > Change theme**.
2. Click on the theme of your choice to insert it into your presentation.

Insert Your Own Background Image:

1. Click **Slide > Background**.
2. Click on the **Choose** button.
3. Click **Choose an image to upload** to browse for an image.
4. Click **Done** to insert the image into your presentation.

Insert Images:

1. Click **Insert** and select **Image** from the drop-down menu.
2. Upload an image from your computer or enter the URL of an image you found on the web. Click **Select** to insert the image.

Insert Tables:

1. Click on the slide where you want the table to appear.
2. Click **Tables** and select **Insert Table** from the drop-down menu.
3. Select the number of rows and columns to insert the table.

Insert Video:

1. Click **Insert** and select **Video** from the drop-down menu.
2. Search for a YouTube video and click **Select** to insert it.

Add Transitions:

1. Click **Slide > Change transition**.
2. Select the type of transitions that you would like to add to the your objects from the right sidebar.
3. Click **Apply to all slides** to add the transition to all your slides.

Add Animations:

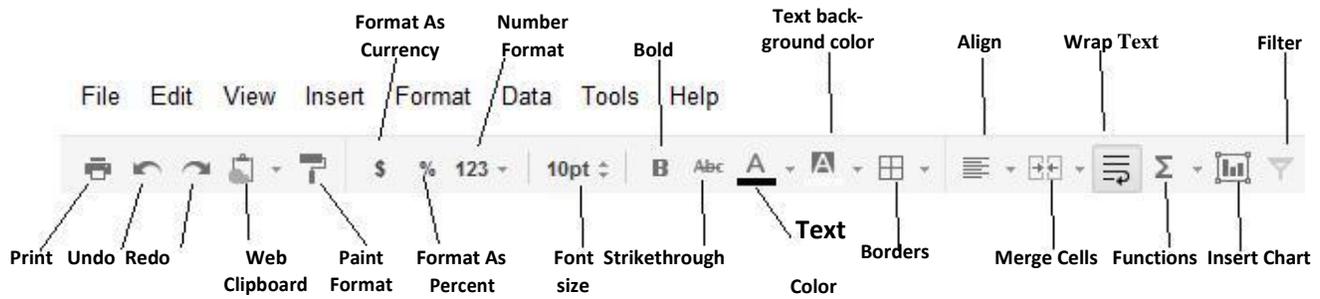
1. Click **Insert** and select **Animation** from the drop-down menu.
2. From the right sidebar, select how you'd like your object to appear, set the timing, and adjust the speed of each object's animation.
3. Click **Play** to see a live preview of the animations.

Printing:

1. Click **File** and select **Print**.
2. Select the print layout and settings and click **Print**.



Basic Formatting (Spreadsheet)



Add and Delete Rows or Columns

1. Right click on the **column letter** or the **row number**.
2. A menu appears allowing you to insert and delete rows or columns.

Insert Images:

1. Click **Insert** and select **Image** from the drop-down menu.
2. Select from one of the following:
 - **Upload:** Click **Browse** to select an image from your computer.
 - **Take a snapshot:** Take an image of yourself.
 - **By URL:** Paste an image URL you have found on the web.
 - **Your Albums:** Select an image from your web album.
 - **Search:** Search for an image on the web.

Insert Formulas:

Start by typing an equal sign (=) in any cell followed by the name of the function. Enter the first few characters of the formula you want to use and a list of the most relevant formulas appear below the cell. Click on the formula to insert it into your cell.

Insert Charts:

1. Select the cells with data that you wish to include in your chart.
2. Click **Insert** and select **Chart** from the drop-down menu.
3. In the **Start** tab, you can edit the range of cells, select basic layout, and view recommended charts.
4. Click the **Charts** tab to select a new chart type.
5. Click **Insert** to add the chart to your spreadsheet.

Insert Gadget:

A gadget is a mini program that interacts with the content of your spreadsheet.

1. Click **Insert** and select **Gadget** from the drop-down menu.
 2. Select from a list of gadgets created by Google or by the public.
 3. To add the gadget to your spreadsheet, click **Add to spreadsheet**.
- Printing:** Click **File** and select **Print**. A PDF opens up ready for printing. Click **File** and select **Print settings** to add page number.