

Manual for Google Drive

- **Add/Upload Files**

To add/upload new files on the drive, click on 'New' button in the left side of the screen (highlighted in Figure 1). A drop down box will appear as shown in Figure 1.

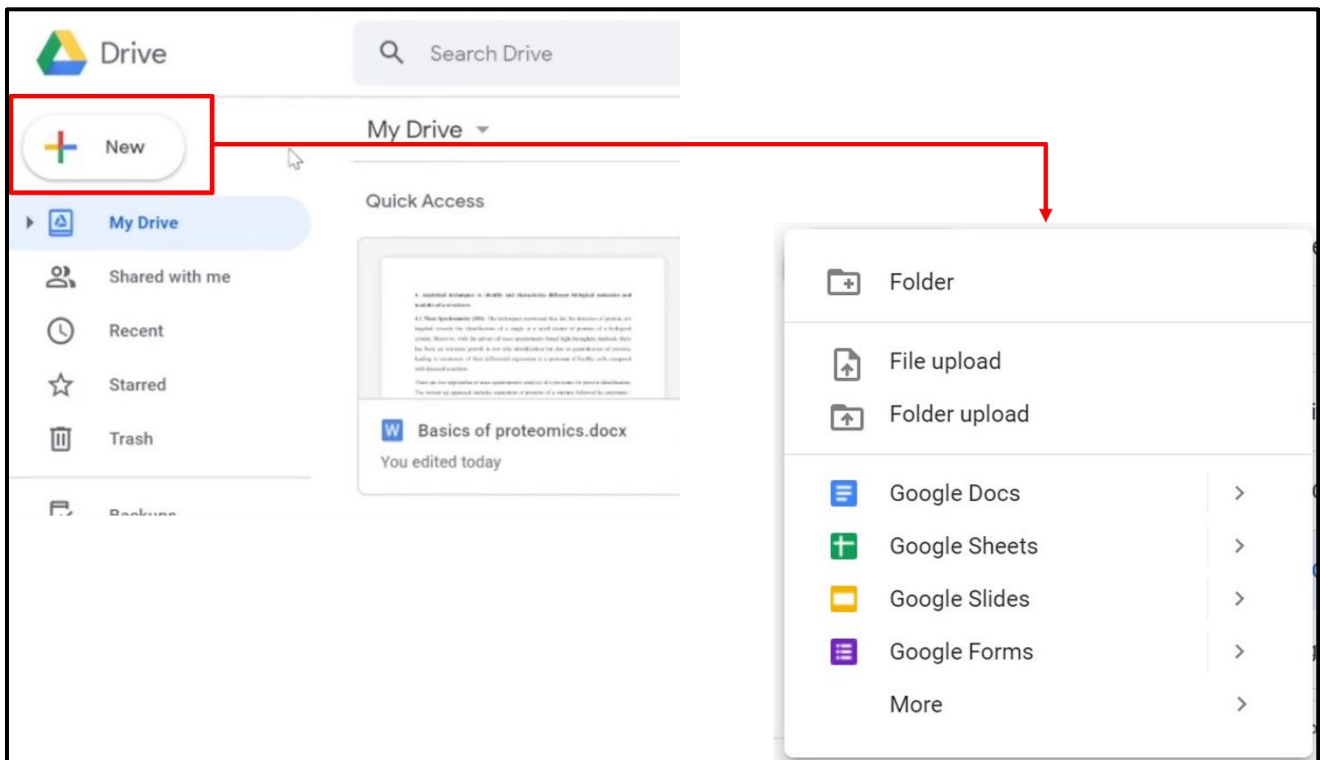


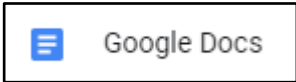


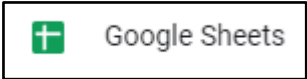
Figure 1

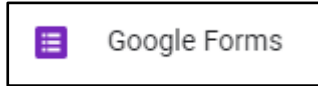
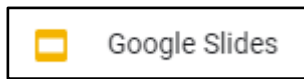
To add a folder in the file, click on  shown in Figure 1.

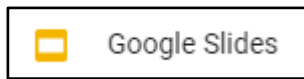
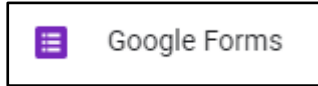
To upload a file from the computer, click on  shown in Figure 1.

To upload a folder from the computer, click on  shown in Figure 1.

To create a new Google Doc and save it on the drive, click on  shown in Figure 1 and select a template.

To create a new Google Sheet and save it on the drive, click on  shown in Figure 1.



Similar click on  or  respectively to create and save Google Slide or Google Forms.

- **My Drive**

All the files saved on Google Drive appear under 'My Drive' shown in Figure 2, it shows all the information related to the files in the Drive. The details are shown in Figure 2.

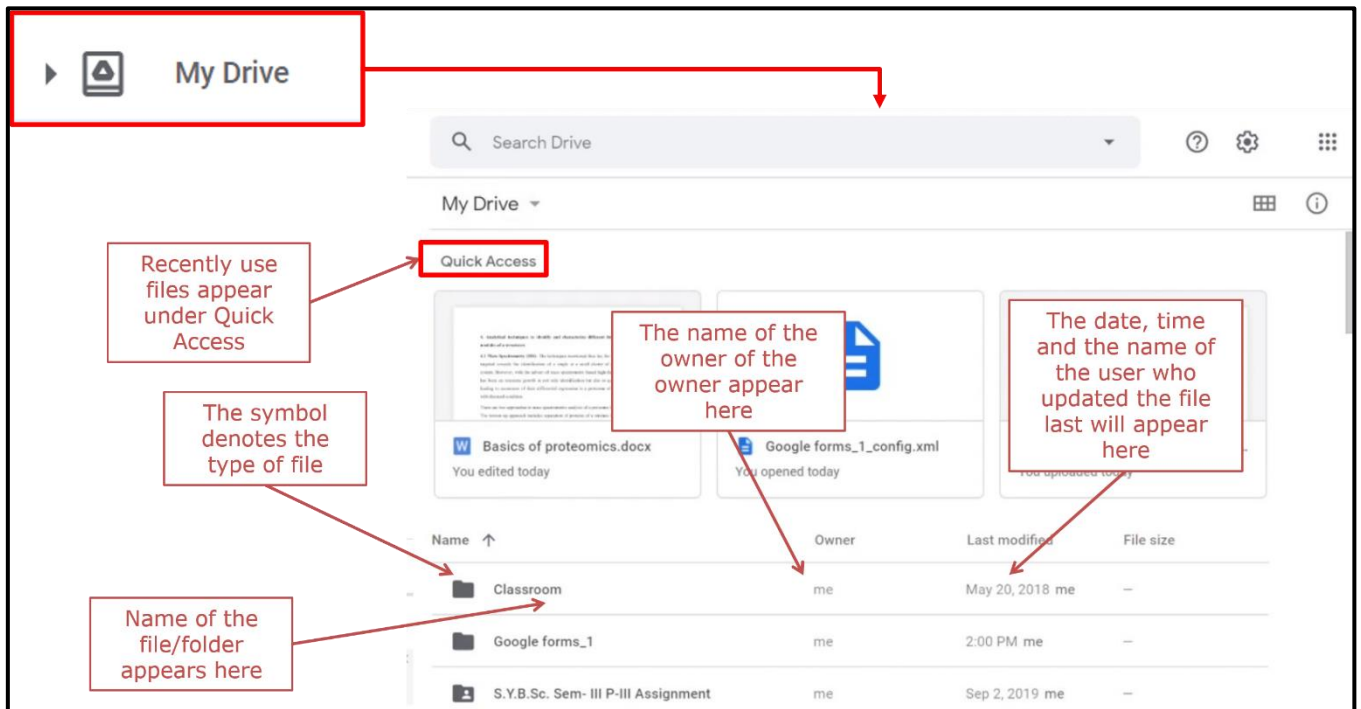


Figure 2

- **Shared files/folder**

On Google Drive, a user can share the file and folder with others. To view the files/folders shared with them, click on 'Shared with me' tab (shown in Figure 3). The user can view the details of the files/folder (details shown in Figure 3)

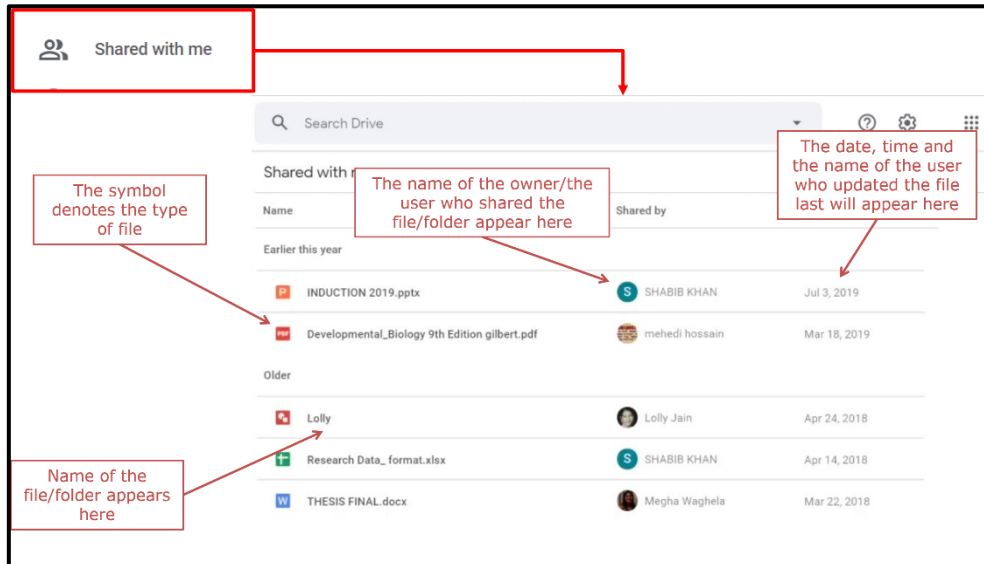


Figure 3

- **Recent files**



To quickly view recently added or edited files on Google Drive, click on Recent tab, the files will appear as shown in Figure 4.

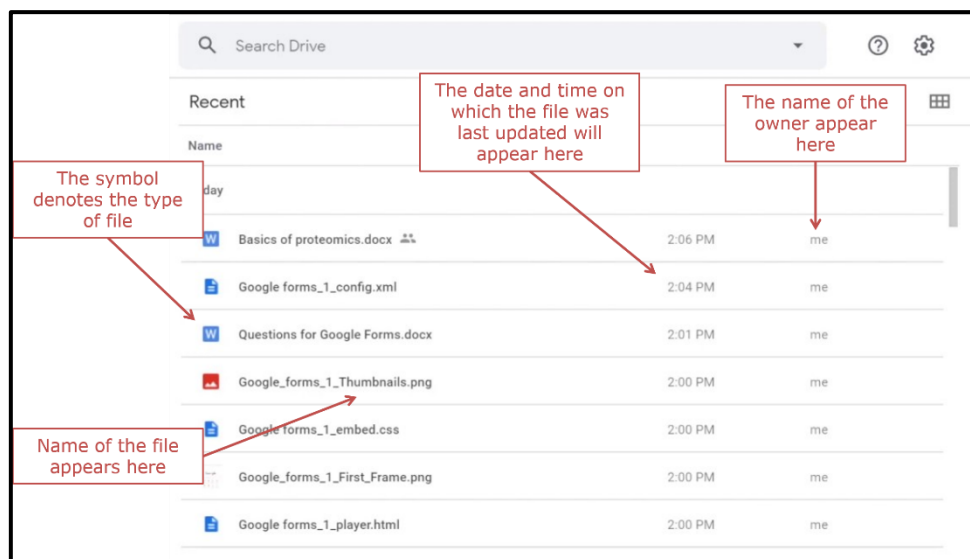
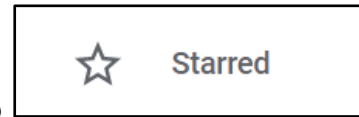


Figure 4

- **Starred files/folder**



To view the starred files/folder on the Google Drive, go to the **Starred** tab, the files that are star marked by the user will appear in the space shown in Figure 5. This feature helps the user to have easy access of the important files

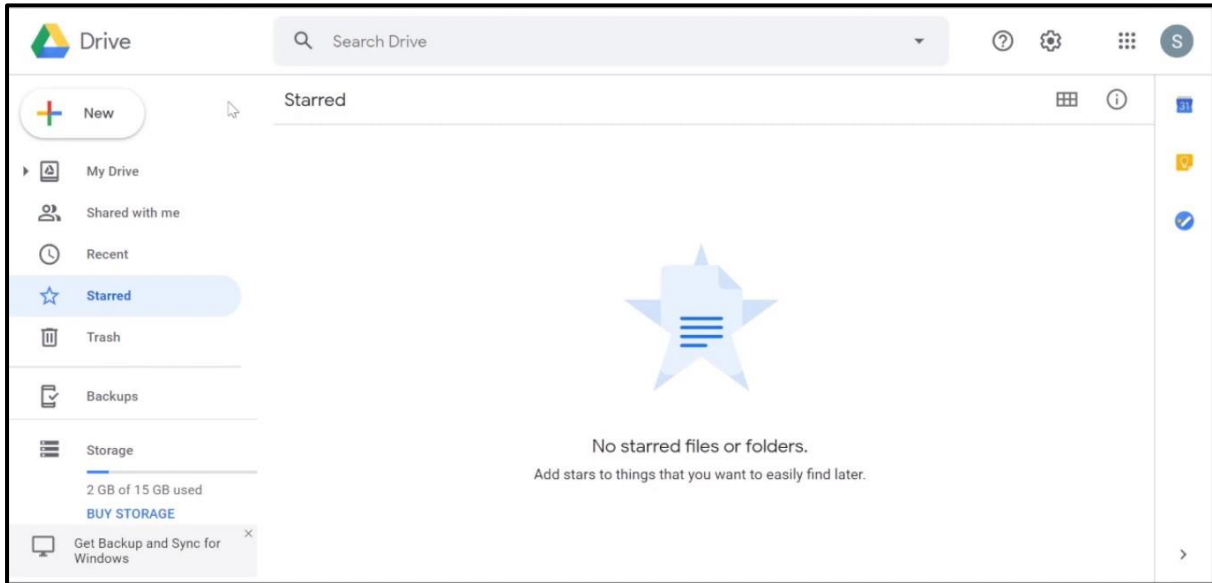


Figure 5