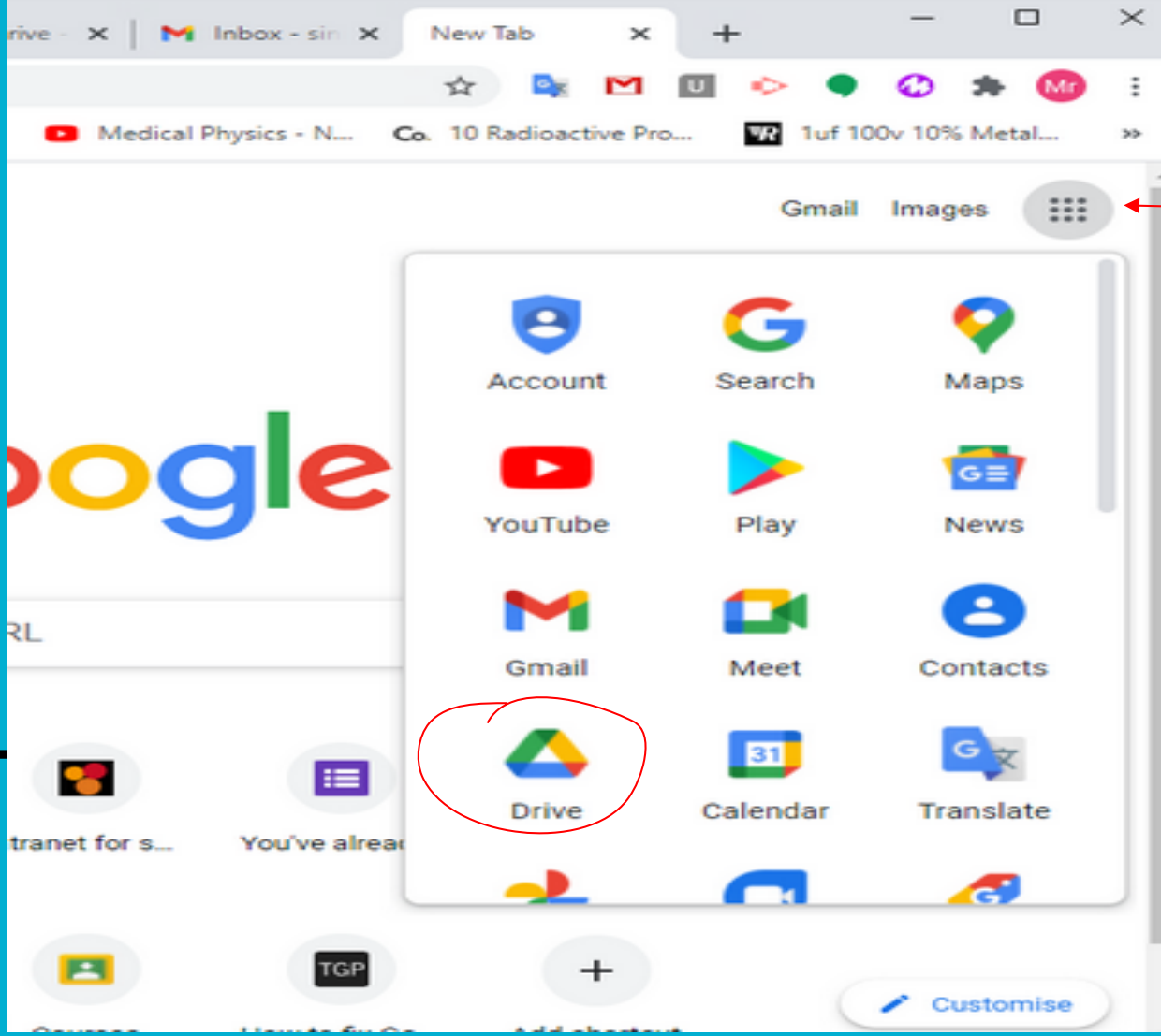


Finding Ways to be Productive with Google Drive

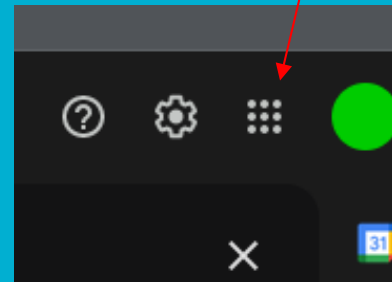
**New York Amateur Computer Club
Lightning Talk - May 2024**

What is Google Drive?

- Cloud storage, plus much more
 - Available on the web:
<https://drive.google.com>
 - Available via Google Waffle menu
 - Available via Desktop app or Mobile app



Google
Waffle Menu



Benefits of Google Drive

- Availability of your files
- Automatic saving of your files
- Backup your files manually or synching
- Lots of Google Apps connected to Drive
- File sharing and collaboration
- 15GB of free online storage

Possible Drawbacks

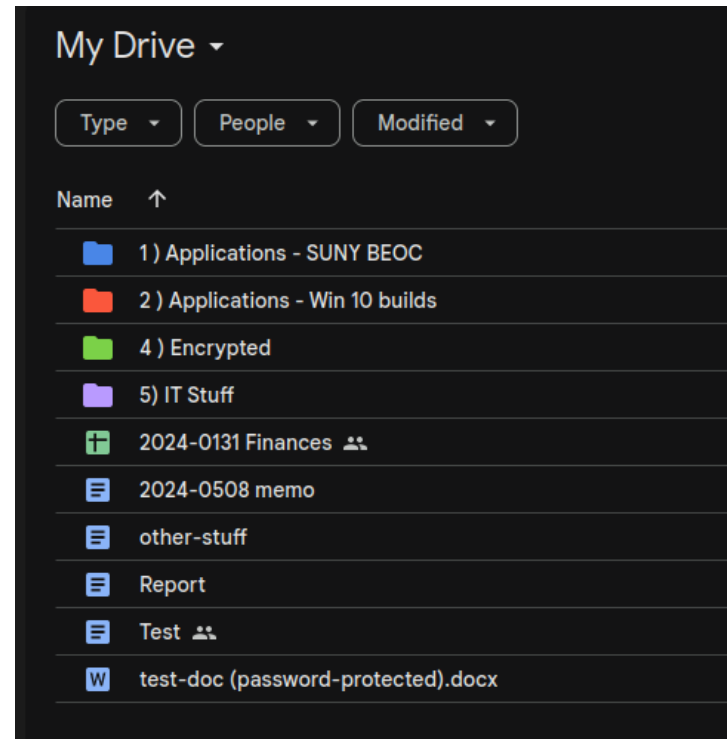
- Privacy concerns
- Reliability of cloud provider
- Limited storage space
- Cannot encrypt files on Google Drive
(but, you can upload encrypted files)

Being Productive with Google

Drive

Naming your files:

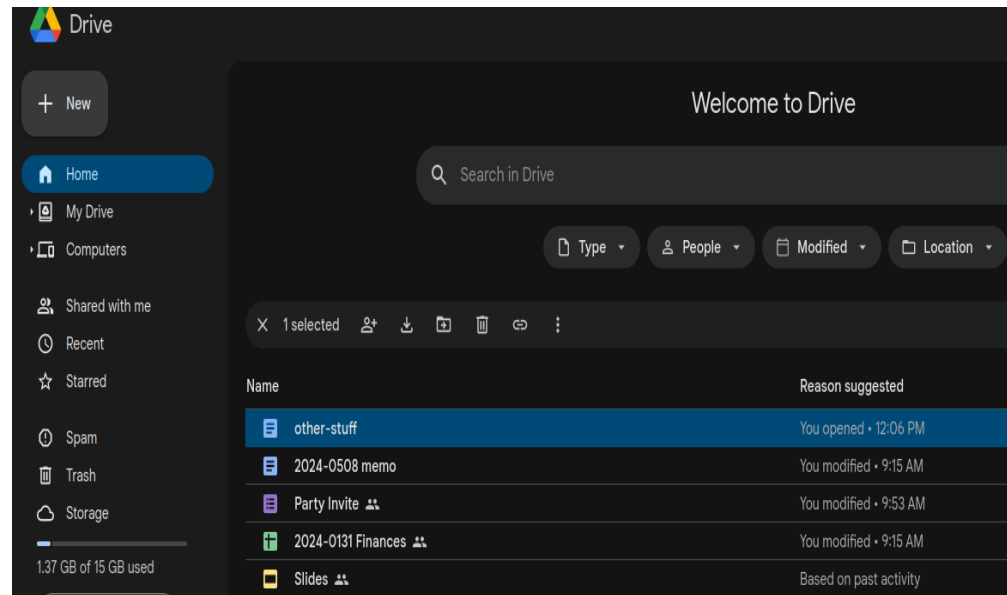
- Use numbers in front of the folder name
- If you have a lot of similar files then put date in the filename
YEAR-MonthDay + desc name
2024-0501_memo.docx



Being Productive (Cont'd) (2 of 5)

Organization, Filtering and sorting:

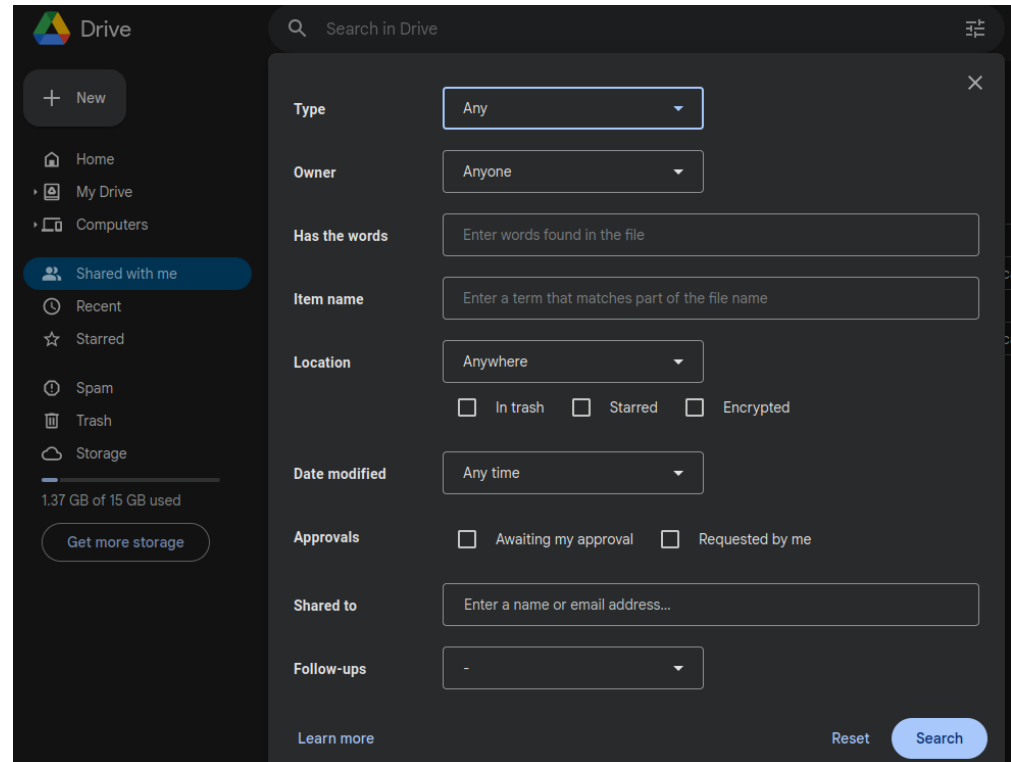
- List layout vs. Grid layout
- Hide or show details
- By Type, People, Modified, and location
- Sort Column headings



Being Productive (Cont'd) (3 of 5)

Advanced Search Options:

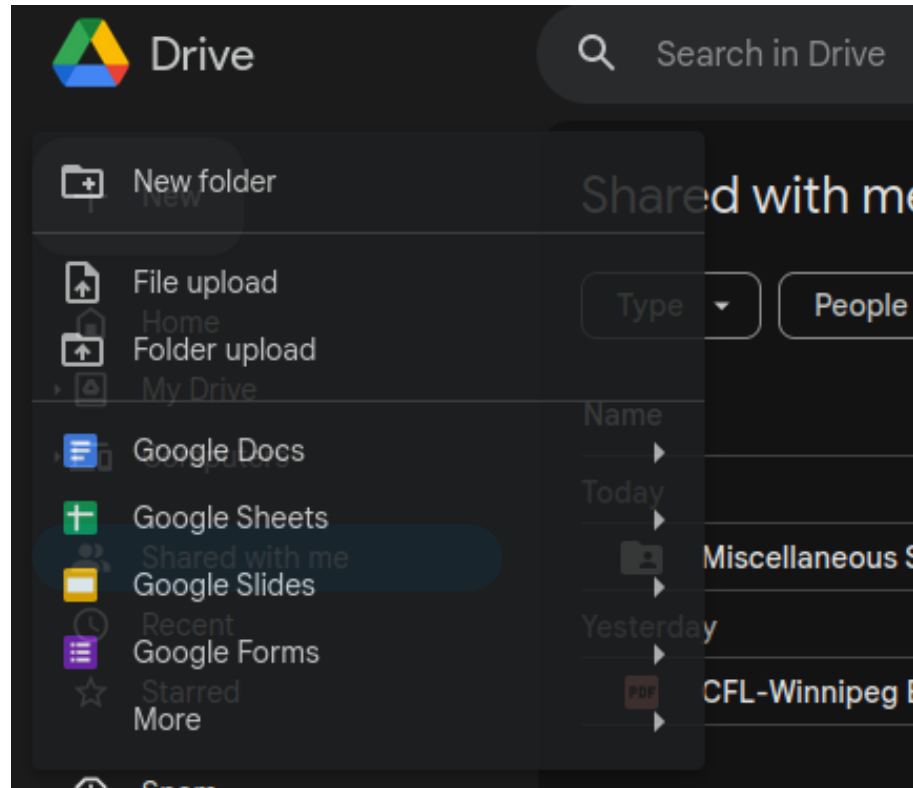
- Google is known for niche in the Internet Search market
- Multiple options to choose from ...



Being Productive (Cont'd) (4 of 5)

+New button:

- Upload files/folders
- New Folder
- List of Google Apps (Docs, Sheets, Slides, Forms, and more ...)



Being Productive (Cont'd) (5 of 5)

Settings Gear button:

- Change start page
- Light or Dark theme
- Site's density
(comfortable, cozy, or compact)
- Keyboard shortcuts
- And more ...

