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
OAvailable on the web:

https://drive.google.com

 Available via Google Waffle menu
 Available via Desktop app or Mobile app

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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

Prive Naming your files:

- Use numbers in front of the folder name
- If you have a lot of similar files then put
 vdaterintbay files and 2024-0501_memo.docx

My Drive -			
Туре	Type • People • Modified •		
Name	↑		
	1) Applications - SUNY BEOC		
	2) Applications - Win 10 builds		
	4) Encrypted		
	5) IT Stuff		
ŧ	2024-0131 Finances 🚢		
E	2024-0508 memo		
E	other-stuff		
E	Report		
E	Test 🕰		
W	test-doc (password-protected).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

	Drive	
+	New	Welcome to Drive
A	Home	Q Search in Drive
, 4	My Drive	
۰Lo	Computers	🗋 Type 🔹 🛎 People 👻 🗂 Modified 👻 💼 Location 🔹
<u> J</u> e	Shared with me	
S	Recent	X 1selected & Ł ⊡ ⊕ :
☆	Starred	Name Reason suggested
(!)	Spam	other-stuff You opened + 12:06 PM
Ū	Trash	2024-0508 memo You modified + 9:15 AM
۵	Storage	E Party Invite 🕰 You modified • 9:53 AM
-		🚰 2024-0131 Finances 🕰 You modified - 9:15 AM
1.37	GB of 15 GB used	Slides 🕰 Based on past activity

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 ...

📥 Drive	Q Search in Drive			
+ New	Туре	Any -		×
▲ Home▲ My Drive	Owner	Anyone -		
▶ □ Computers	Has the words			
Shared with me Recent Starred	ltem name			
O SpamTrash	Location	Anywhere Anywhere In trash Starred Encrypted		
Storage 1.37 GB of 15 GB used	Date modified	Any time		
Get more storage	Approvals	Awaiting my approval Requested by me		
	Shared to	Enter a name or email address		
	Follow-ups	- •		
	Learn more		Reset	Search

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

+New button:

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

	Drive	Q Search in Drive
	New folder	Shared with me
.	File upload Home Folder upload My Drive Google Docs	Type People Name
1 II	Google Sheets Shared with me Google Slides Recent Google Forms Starred More	Today Miscellaneous S Yesterday CFL-Winnipeg E
0	Snom	

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 ...

Settings		
eneral	Storage	
otifications	1.37 GB of 15 GB used	
anage apps	Buy storage View items taking up storage	
	Start page	
	O Home	
	My Drive	
	Appearance	
	O Light	
	Dark	
	O Device default	
	Density	
	O Comfortable	
	Cozy	
	O Compact	