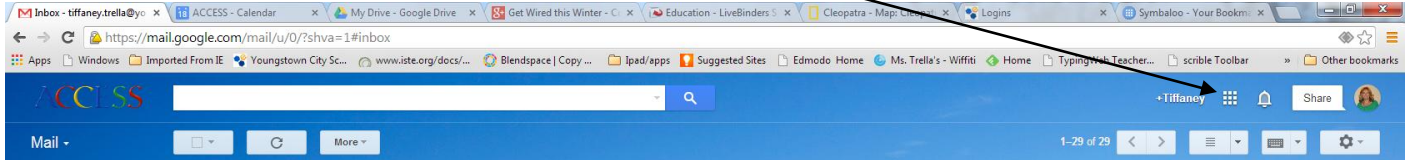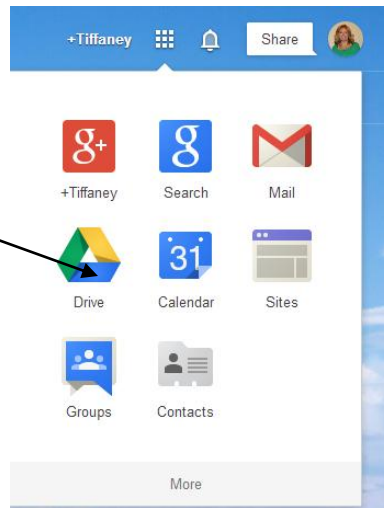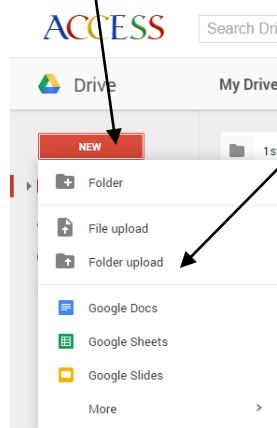# Google Drive

Import a file
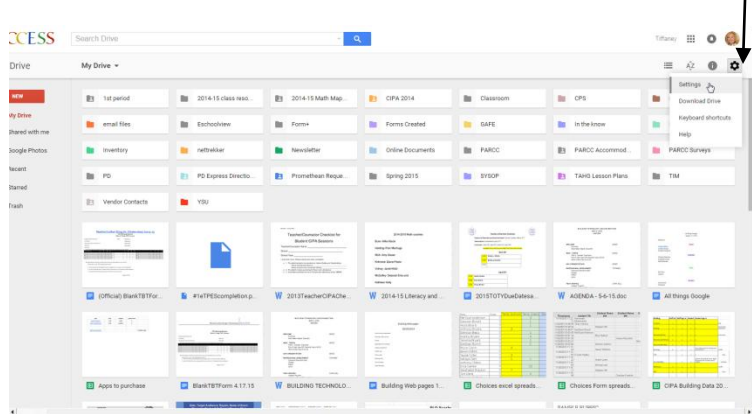
1. Click on squares

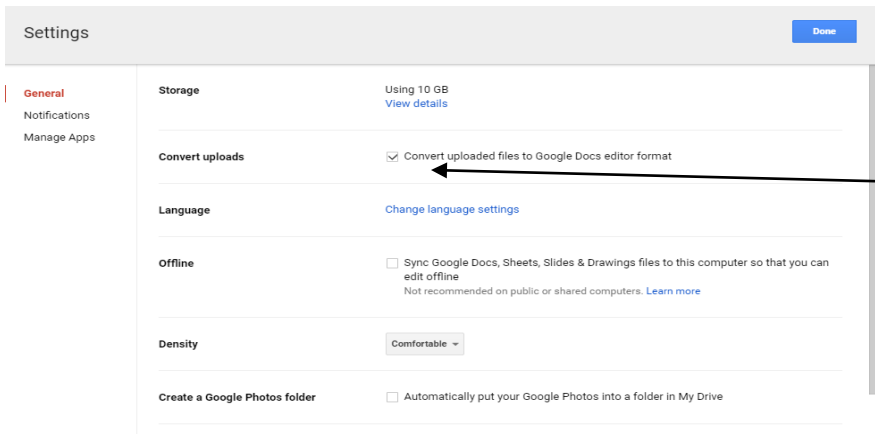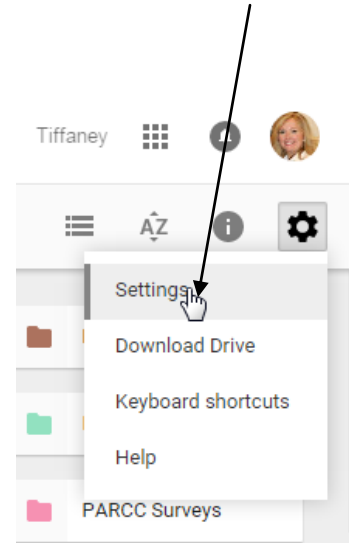2. Click on Drive

3. Click on the word NEW

4. Click on File upload (folder upload, depending on the documents you want)
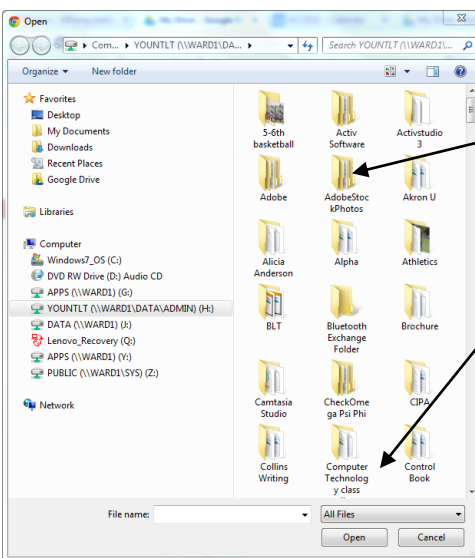
5. Choose to convert your document, it takes up less space in your memory and allows you to manipulate it in your Drive account. Click on cog wheel

6. Click on settings

Settings

General	Storage	Using 10 GB
		View details
Notifications		
Manage Apps	Convert uploads	☑ Convert uploaded files to Google Docs editor format
	Language	Change language settings
	Offline	☐ Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline
		Not recommended on public or shared computers. Learn more
	Density	Comfortable ▾
	Create a Google Photos folder	☐ Automatically put your Google Photos into a folder in My Drive

7. Click convert uploads

8. Choose your file -then click open

9. Your document should appear in your list

Identifying that you have uploaded successfully!

Sharing a Document/ Form

Click Share

Share settings window opens

Click Advance
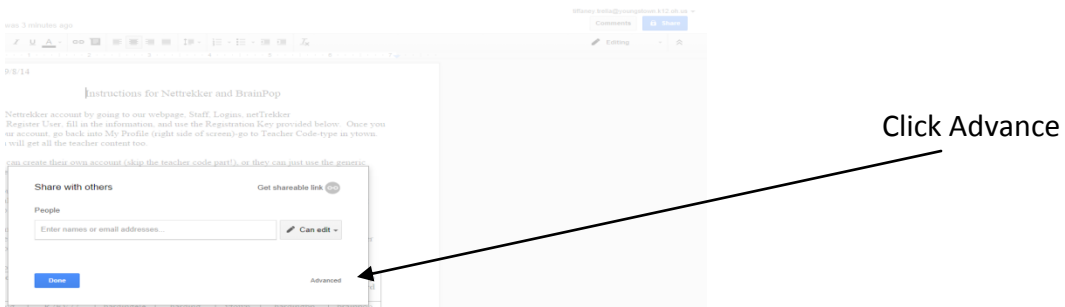
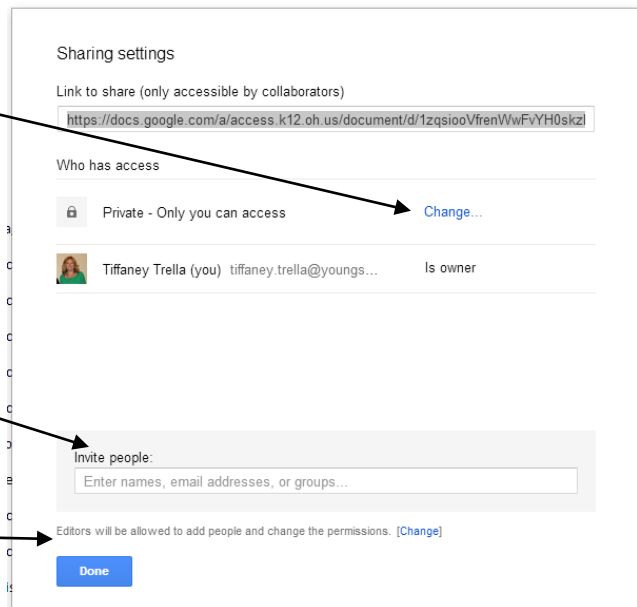*Click Change to give access to a group of people

Type in a person's email to give them specific access to the file, to view, comment or edit

This is where you can work together on a document or any type of file

Click DONE

Sharing settings

Link to share (only accessible by collaborators)

https://docs.google.com/a/access.k12.oh.us/document/d/1zqsiooVfrenWwFvYH0skzI

Who has access

Private - Only you can access   Change...

Tiffaney Trella (you) tiffaney.trella@youngs...   Is owner

Invite people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [Change]

Done

Sharing settings

Visibility options:

○ 🌐 Public on the web
   Anyone on the Internet can find and access. No sign-in required.

○ 👤 Anyone with the link
   Anyone who has the link can access. No sign-in required.

○ 🏢 ACCESS
   People at ACCESS can find and access.

○ 🏢 People at ACCESS with the link
   People at ACCESS who have the link can access.

◉ 👥 Specific people
   Only people explicitly granted permission can access.

Note: Items with any visibility option can still be published to the web. Learn more

Save   Cancel   Learn more about visibility

*You now have options on how you would like to share the file and with whom.

If you are posting the file on the internet you must choose anyone with a link.

Click SHARE