| Logging in to your Google Account   * Chrome Browser (ideal) * Signing into Chrome Browser vs. Account   + Browser:     - Full sync of all your tools     - Identifies you across all platforms     - Keeps you signed in until you purposely sign out     - Multiple accounts can be saved and toggled between (opens new window)   + Account     - Access to apps (Drive, Docs, Mail etc) but not to bookmarks, extensions     - May not be able to access files shared privately with your account |  |
| --- | --- |
| Accessing Google Drive   * Access through the “Waffle” of apps * The “file cabinet” of your materials * Materials can have different levels of access   + Editor   + Comment Only   + View Only |  |
| Google Drive   * My Drive   + Your personal materials   + Only accessible by you unless you share it * Organizing   + Creating folders/subfolders   + Moving Files * Uploading files   + File compatibility (i.e. Word = Docs)   + Opening Microsoft files     - Editing as docx     - Saving as Doc * Navigation and Searching for files * Working offline   + <https://www.google.ca/drive/download/> |  |
| Google Docs   * Creating new documents   + New documents will be saved wherever they are created; create ***within*** the folder you want it to live in, to minimize steps and avoid misplacing files   + Documents will automatically adopt the permissions of the folder it’s created in - unless you change it   + NAME YOUR FILES     - Autosave won’t remind you * Collaborating/editing   + According to permissions * Revision History   + Recovering lost work   + Identifying contributors |  |
| File Sharing  *Sharing*   * Setting permissions * Using links * Downloading files to email as attachments   *Receiving*   * Drive > Shared with me - “mailbox”   + Access/permissions of all the files in *Shared with me* will vary and is controlled by the owner(s) * Moving files/folders to My Drive   + Drag and drop (maintains share)   + Make a Copy (breaks share) | Tiny URL - <https://tinyurl.com/>  Bit.ly - <https://app.bitly.com/> |