

## Keep all your work in one secure place with online file storage.

After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.

Click		IEW Folder	to	a		Upload any files (such as PDFs, videos, and pictures) and folders from your computer.		
					b	Create new documents right in your browser.		
			upload			Description	Example uses	
		Google	Docs			Text documents	Proposals, reports, shared meeting notes	
		Google	Sheets			Spreadsheets	Project plans, budget sheets	
			Slides			Presentations	Pitch decks, training modules, team presentations	
		Google Forms				Surveys	Customer satisfaction surveys, group polls	
		More		>		Drawings	Flowcharts, diagrams, wireframes	

## 2 Work with files you've stored in Drive.

Get link to file	e Share files w		eview files with ying extra soft			
				~ Q		Search for files
	Drive	My Drive 👻	G) 🤹 🗿		¢-	Change settings
	NEW	drive-cheats	neet.pdf 🕞		>	Right-click a file or folder to:
See what other people shared with you	Shared with me			Move to		Move it to another folder
View, restore, or				Move to	-/	Upload a new version or revert to previous versions
permanently delete	Trash			Manage versions Make a copy		Make a copy
				Download	•	Save a copy on your computer

Click + to share your files and folders, then choose what collaborators can do. They'll also receive an email notification.

	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit Docs files	Comment or suggest edits in files	View files and folders
Can edit	X	X	X	X	X	X
Can comment					X	X
Can view						X

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## Access your files from any device.

Browser or device	Requirements	How to access
Web browser (any device)	Install any web browser.	Go to <u>drive.google.com</u> .
Desktop computer	Install Google Drive for Mac/PC at https://www.google.com/drive/download/.	Open the Google Drive folder on your desktop
Mobile and tablet devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your smartphone or tablet.