

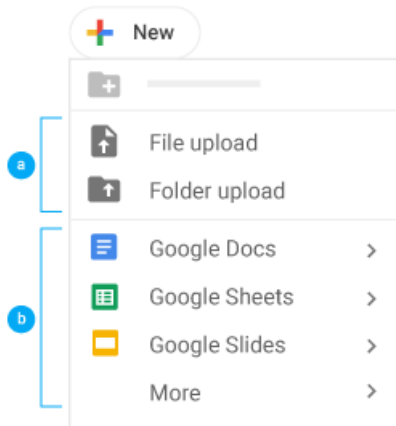


## Drive Cheat Sheet

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.

1 Click  to...



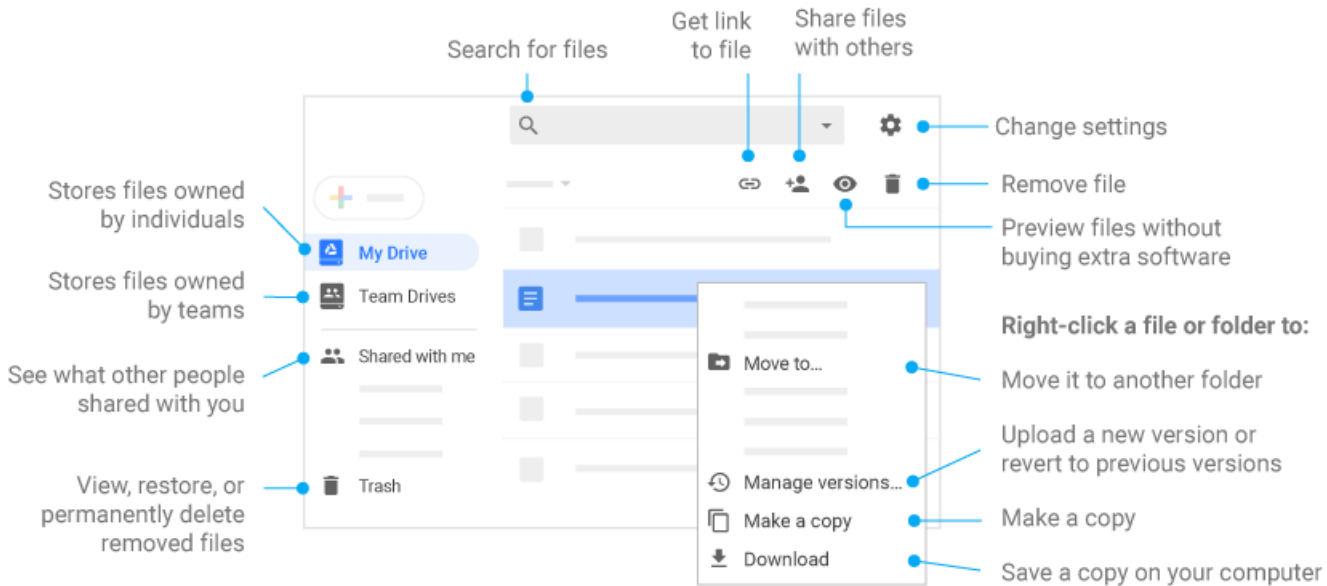
**a** Upload any file (such as Microsoft® Outlook® files, PDFs, and videos) or folder from your computer.

**b** Create new documents right in your browser.

Editor	Description	Example uses
 <b>Google Docs</b>	Text documents	Proposals, reports, shared meeting notes
 <b>Google Sheets</b>	Spreadsheets	Project plans, budget sheets
 <b>Google Slides</b>	Presentations	Pitch decks, training modules, team presentations
 <b>Google Forms</b>	Surveys	Customer satisfaction surveys, group polls
 <b>Google Drawings</b>	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
 <b>Google Sites</b>	Websites	Team sites, project sites, resume sites

# Drive Cheat Sheet

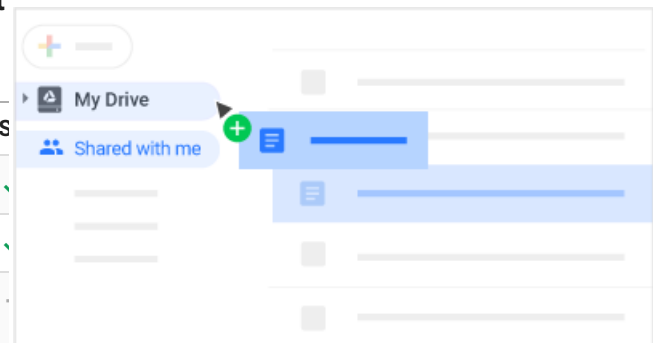
## 2 Work with files stored in Drive.



## 3 Share your files and folders by clicking Share + and then choose what collaborators can do. They'll get an email notification, too.

## 4 Add shared files to My Drive.






	Delete files & folders	Add & remove files and folders	Share
<b>Is owner</b>	✓	✓	✓
<b>Can edit</b>	✓	✓	✓
<b>Can comment</b>	—	—	—
<b>Can view</b>	—	—	—



**Note:** When you move a shared file to My Drive, it only moves the file in your view, not in anyone else's.



## 5 Access your files from any device.

Browser or device	Requirements	How to access
 <b>Web browser (any device)</b>	Install any web browser.	Go to <a href="https://drive.google.com">drive.google.com</a> .
 <b>Computer</b>	Install Drive File Stream from the <a href="#">Drive Help Center</a> .	Click Drive File Stream  and then Open Google Drive  .
 <b>Mobile devices</b>	Install the Drive app from the Play Store (Android) or App Store (iOS®).	Open the Drive app on your device.