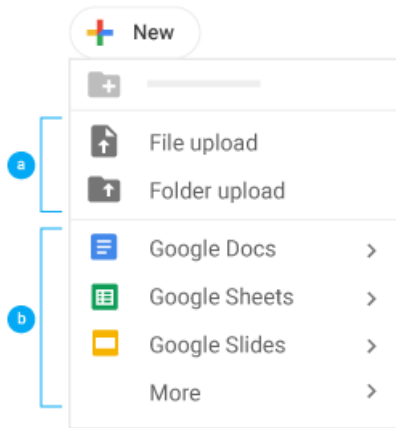


 Drive Cheat Sheet

## 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...



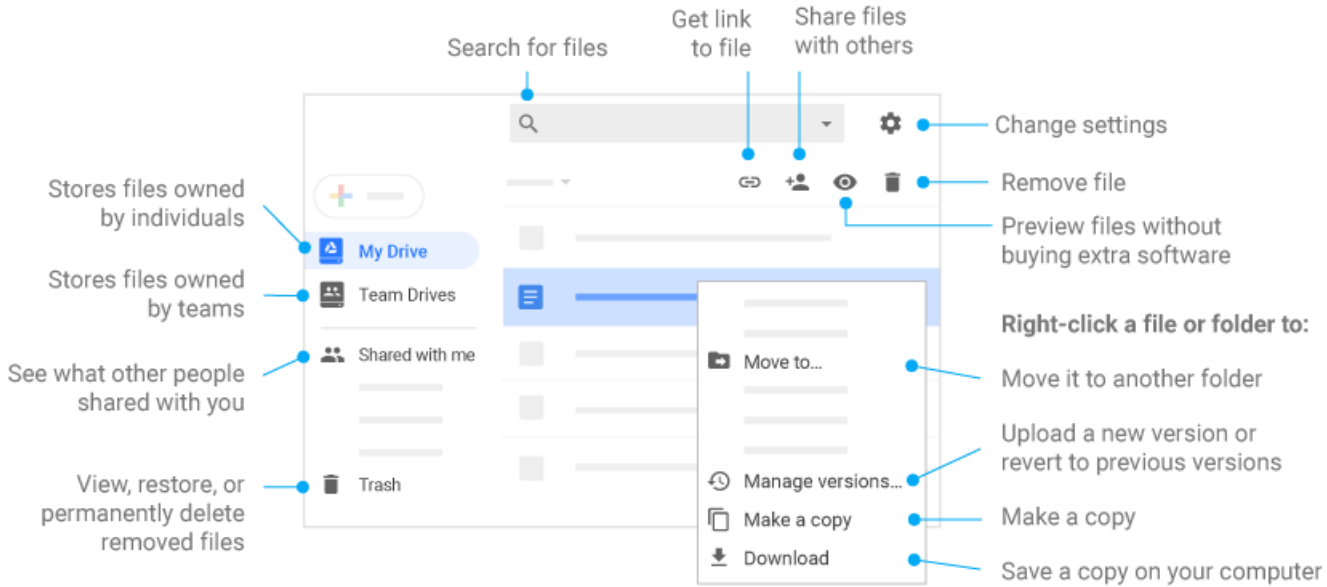
**a** Upload any file (such as Microsoft® Outlook® files, PDFs, and videos) or folder from your computer.

**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                          |

### 2 Work with files stored in Drive.

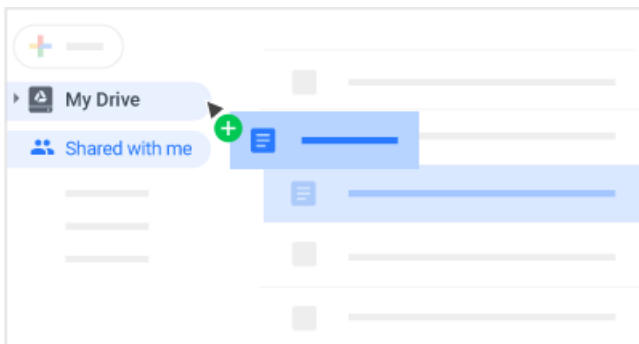
# Drive Cheat Sheet



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

|             | Delete files and folders | Add and remove files and folders | Share or unshare files and folders | Edit Docs files | Comment or suggest |
|-------------|--------------------------|----------------------------------|------------------------------------|-----------------|--------------------|
| Is owner    | ✓                        | ✓                                | ✓                                  | ✓               | ✓                  |
| Can edit    | ✓                        | ✓                                | ✓                                  | ✓               | ✓                  |
| Can comment | —                        | —                                | —                                  | —               | ✓                  |
| Can view    | —                        | —                                | —                                  | —               | —                  |

**4 Add shared files to My Drive.**








**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.**



## Drive Cheat Sheet

| 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.   |