



## Switching to Drive from your C:\ drive


### Differences at a glance

In the past, you might've used the C:\ drive on your Microsoft® Windows® computer to store your files. Now that you have access to Google Drive, here are some tips to begin using it as your new cloud-storage solution.

Get Drive:  [drive.google.com](https://drive.google.com)  [Android app](#) | [iOS app](#)



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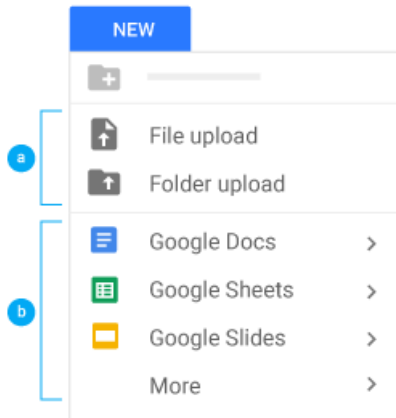
Feature	In C:\ drive	 In Drive
<b>Storage</b>	Store any file type ( <i>Microsoft Outlook<sup>®</sup> files, image files, PDFs, and so on</i> )	<ul style="list-style-type: none"> <li>• Store any file type (<i>Outlook files, image files, PDFs, and so on</i>)</li> <li>• Store files owned by you in My Drive</li> </ul>
<b>File synchronization</b>	<b>No sync</b> You can only access files from your computer's hard drive.	<b>Syncs across all devices</b> When you change or delete a file stored in one device, Drive immediately makes the same change everywhere else, so you don't have to.
<b>Ways to share</b>	<ul style="list-style-type: none"> <li>• Internal or external people</li> <li>• Groups</li> </ul>	<ul style="list-style-type: none"> <li>• People in your organization</li> <li>• Google Groups</li> <li>• External collaborators</li> </ul>
<b>Set sharing access</b>	Find the files in your hard drive and share them by: <ul style="list-style-type: none"> <li>• Email</li> <li>• USB device</li> </ul>	<b>4 access levels</b> <ul style="list-style-type: none"> <li>• View only</li> <li>• Edit access</li> <li>• Comment only</li> <li>• Owner (<i>can transfer ownership</i>)</li> </ul>
<b>Control sharing visibility</b>	<b>No way to control visibility</b> Everything on your hard drive is private.	<b>6 ways to control visibility</b> <ul style="list-style-type: none"> <li>• Specific people or Google Groups</li> <li>• Anyone with the link</li> <li>• Anyone in your domain with the link (<i>not searchable in Drive</i>)</li> <li>• Your domain (<i>searchable in Drive</i>)</li> <li>• Public on the web (<i>searchable on the web</i>)</li> <li>• Set sharing expiration dates</li> </ul>
<b>Advanced search</b>	You can perform a basic text-based search of the files in your hard drive.	<ul style="list-style-type: none"> <li>• File type</li> <li>• Ownership</li> <li>• Opens with</li> <li>• Domain only</li> <li>• Date modified</li> <li>• Contains words</li> <li>• Shared with</li> </ul>
<b>Sort files and folders</b>	Available sorting options on your computer.	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date last modified</li> <li>• Date last edited by me</li> <li>• Date last opened by me</li> </ul>
<b>Track versions and changes</b>	None	<ul style="list-style-type: none"> <li>• Manage versions</li> <li>• Activity stream</li> </ul>
<b>Access offline</b>	Offline files	<ul style="list-style-type: none"> <li>• Mobile devices</li> <li>• Desktop computer</li> <li>• Web browser (<i>Chrome browser only</i>)</li> </ul>
<b>Delete a file</b>	<b>Deleted</b> <ul style="list-style-type: none"> <li>• Moved to Recycle Bin but still counts in storage quota</li> <li>• Kept indefinitely in Recycle Bin unless you permanently delete it</li> </ul>	<b>Automatically "Removed" on all devices</b> <ul style="list-style-type: none"> <li>• Moved to Trash folder but still counts in storage quota</li> <li>• Kept indefinitely in Trash folder unless you permanently delete it</li> </ul>



# Work with files

Your most important features exist in Drive, too.

## 1 Click **NEW** to...



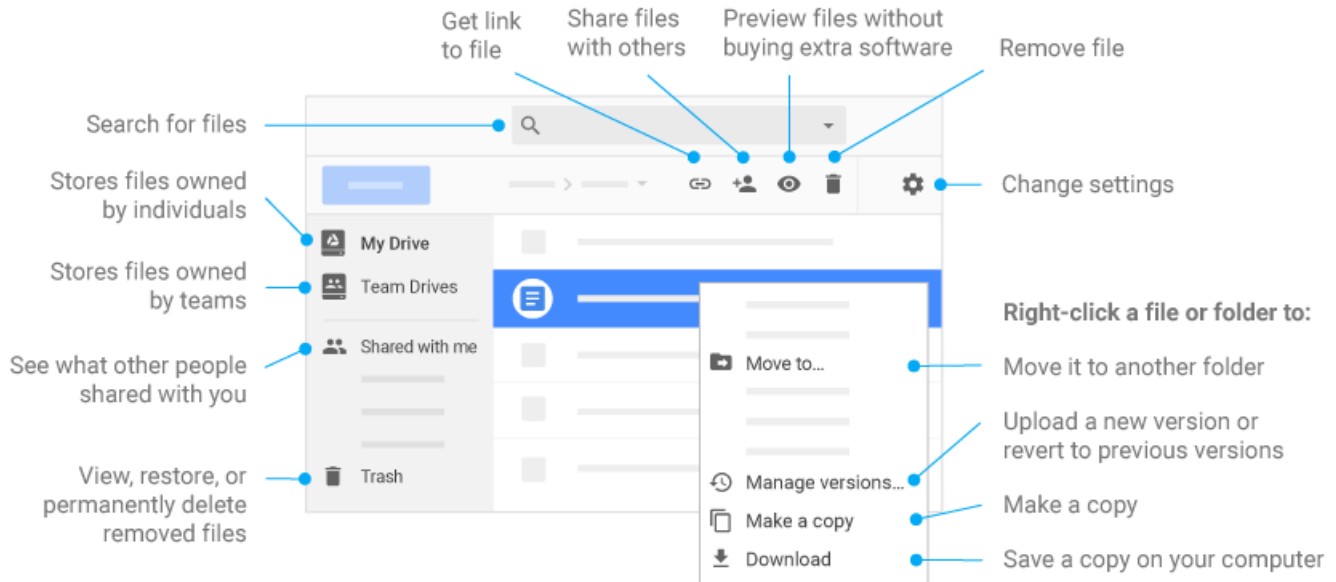
**a** Upload any file (such as Outlook files, PDFs, and videos) or folder from your computer.

**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

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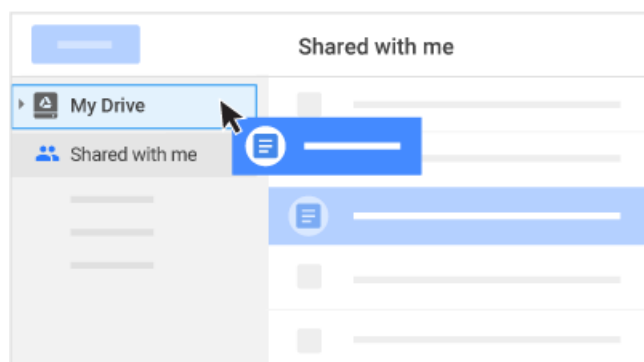
### 2 Work with files stored in Drive.



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

	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit Docs files	Commer
Can edit	✓	✓	✓	✓	✓
Can comment	—	—	—	—	✓
Can view	—	—	—	—	—

### 4 Add shared files to My Drive.



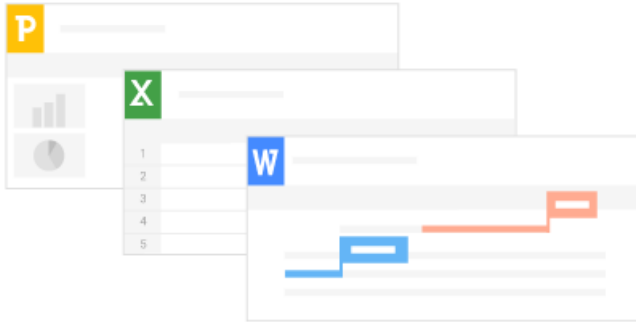
**Note:** When you move a shared file to My Drive, it only moves the file in your view, not in anyone else's.



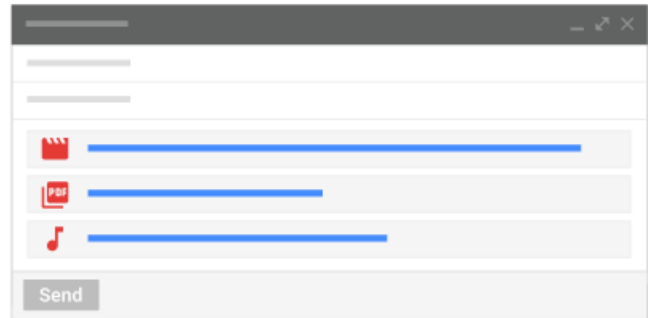
## Switching to Drive from your C:\ drive

## Do more with Drive

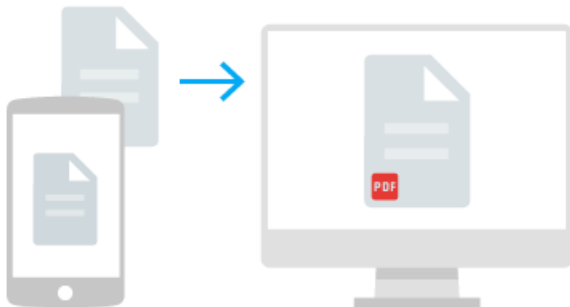
**1 Edit Office files on any device, whether or not you have Office. [Learn more](#)**



**2 Want to send really large attachments? Insert Drive files in your email. [Learn more](#)**



**3 Scan documents as PDFs on your mobile device and save them directly to Drive. [Learn more](#)**



**4 Search for words within images and PDF documents. [Learn more](#)**

