



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 [Android app](#) | [iOS app](#)

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



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Feature	In C:\ drive	 In Drive
Delete a file	Deleted <ul style="list-style-type: none">• Moved to Recycle Bin but still counts in storage quota• Kept indefinitely in Recycle Bin unless you permanently delete it	Automatically “Removed” on all devices <ul style="list-style-type: none">• Moved to Trash folder but still counts in storage quota• Kept indefinitely in Trash folder unless you permanently delete it

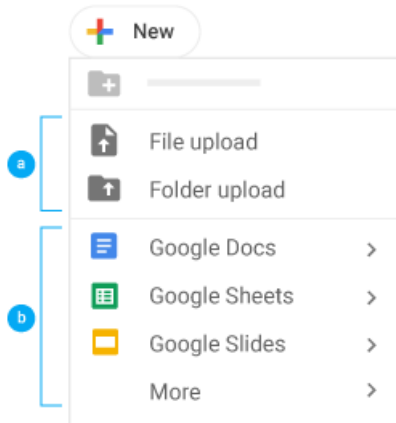


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Work with files

Your most important features exist in Drive, too.

1 Click  to...

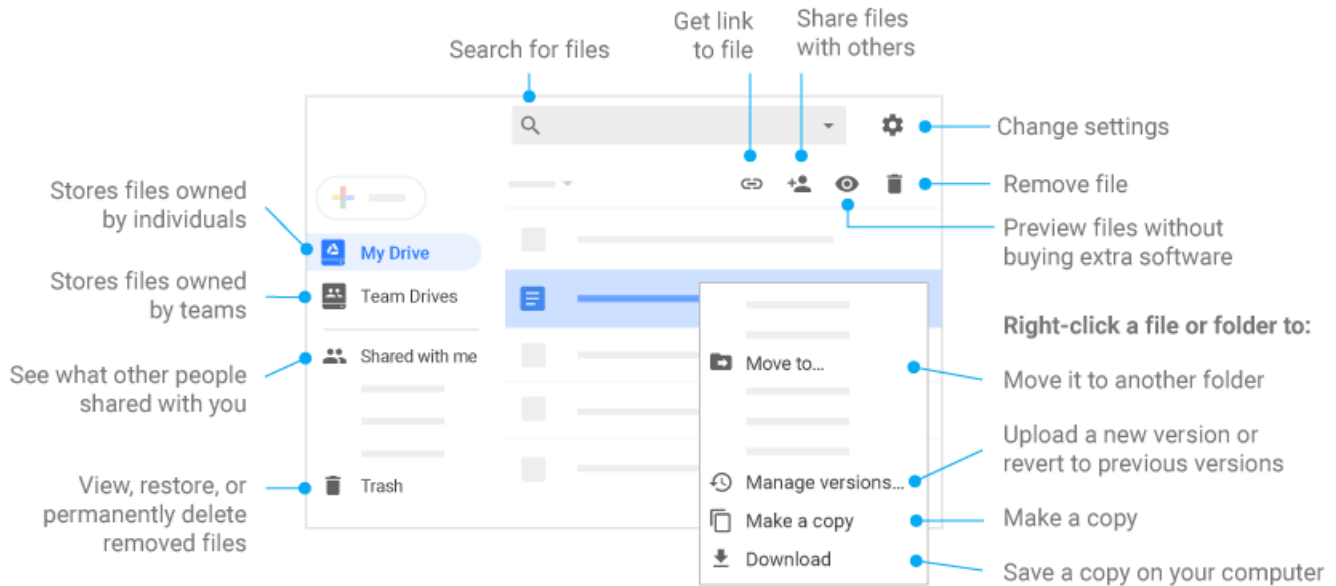


- a** Upload any file (such as Microsoft® Outlook® files, PDFs, and videos) or folder from your computer.
- b** Create new documents right in your browser.

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

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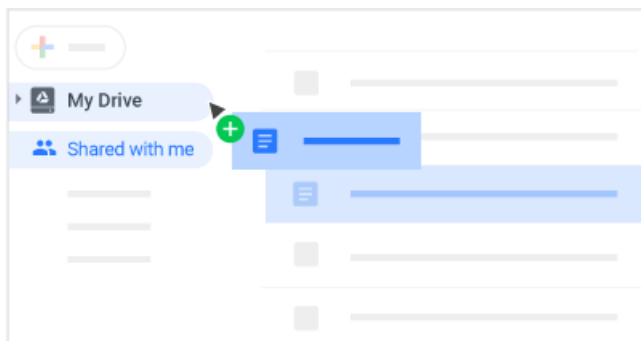
2 Work with files stored in Drive.



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
Is owner	✓	✓	✓	✓	✓
Can edit	✓	✓	✓	✓	✓
Can comment	—	—	—	—	✓
Can view	—	—	—	—	—

4 Add shared files to My Drive.



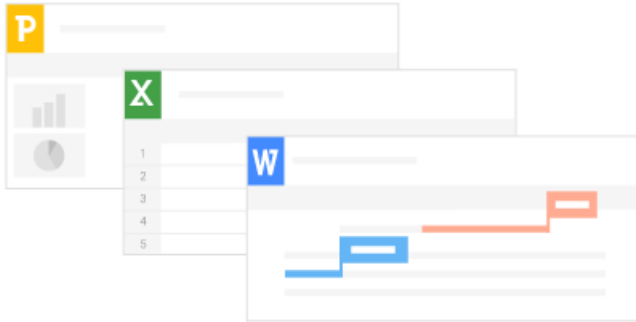
Note: When you move a shared file to My Drive, it only moves the file in your view, not in anyone else's.



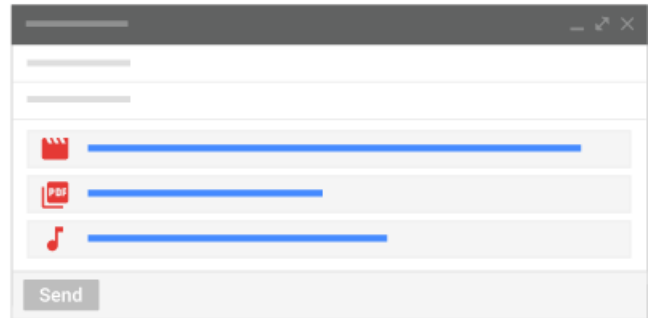
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Do more with Drive

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](#)

