

GOOGLE DRIVE



WHAT IS IT?

- **CLOUD BASED**
- **“SAFE PLACE FOR ALL YOUR STUFF”**
- **CREATE**
- **EDIT**
- **SHARE**

WHAT DOES IT INCLUDE

- **GOOGLE DOCS**
- **GOOGLE SHEETS**
- **GOOGLE SLIDES**
- **GOOGLE KEEP**

ADVANTAGES

- **SAVES WORK**
- **15GB STORAGE**
- **EVERYTHING IS KEPT TOGETHER**
- **FREE**
- **CAN VIEW ALMOST EVERY TYPE OF FILE WITHOUT DOWNLOADING NEW APPS**
- **LINKS TO GMAIL**
- **EASY TO SHARE**
- **LIVE EDITING**

DISADVANTAGES

- **ONLY 15GB FREE**
- **INTERNET**
- **HACKERS**

**[HTTPS://WWW.YOUTUBE.COM/WATCH?V
=-HU9Z5GTQVK](https://www.youtube.com/watch?v=-HU9Z5GTQVK)**

Quick access

Folders Name ↑

📁 Google Photos ⋮

📁 Notes ⋮

Files



📄 22today.gif ⋮



📄 2015-12...-33.jpg ⋮



📄 201406...926.jpg ⋮



📄 201410...455.jpg ⋮



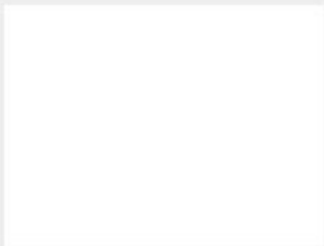
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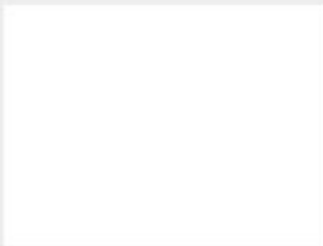
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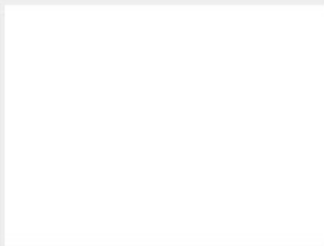
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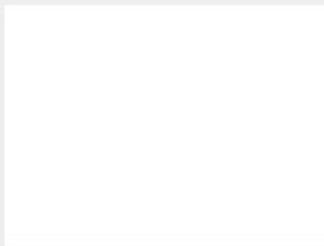
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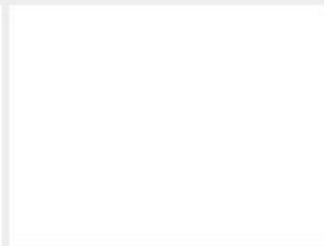
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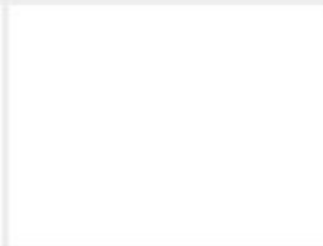
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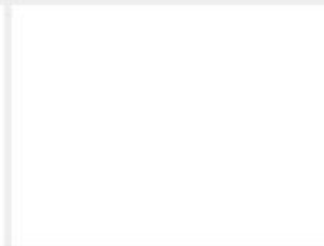
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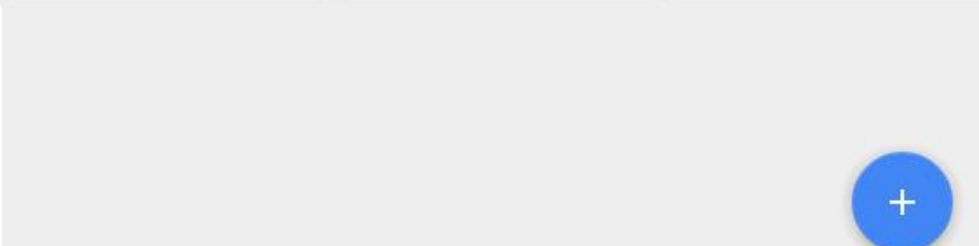
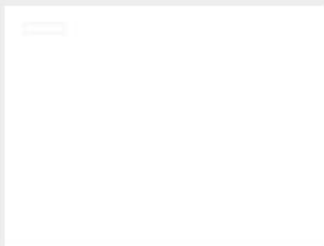
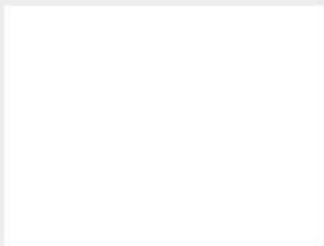
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tulip boot
tulip77.boot@gmail.com

-  **My Drive**
-  **Computers**
-  **Shared with me**
-  **Google Photos**
-  **Recent**
-  **Starred**
-  **Offline**
-  **Bin**

-  **Backups**
-  **Upgrade storage**
137.0 MB of 15.0 GB used
-  **Notifications**
-  **Settings**

HAVE A GO AT SHARING

- 1) CHOSE A DOCUMENT TO SHARE**
- 2) CLICK THE THREE DOTS IN THE RIGHT CORNER**
- 3) ADD PEOPLE**
- 4) ADD THERE EMAIL ADDRESS INTO THE PEOPLE OPTION**
- 5) CLICK THE PENCIL TO THE RIGHT AND CHOOSE CAN EDIT**
- 6) CLICK THE PAPER PLAIN ON THE RIGHT CORNER**

EDIT A SHARED DOCUMENT

- 1) VIEW THE SHARED DOCUMENT AND CLICK THE BLUE PENCIL IN THE BOTTOM RIGHT CORNER**
- 2) YOU MAY HAVE TO DOWNLOAD GOOGLE DOCS**
- 3) IF IT OPENS INTO GOOGLE DOCS CLICK THE BLUE PENCIL AGAIN.**
- 4) YOU CAN THEN EDIT THE DOCUMENT AND ONCE FINISHED YOU CAN CLICK DONE IN THE TOP LEFT CORNER.**