

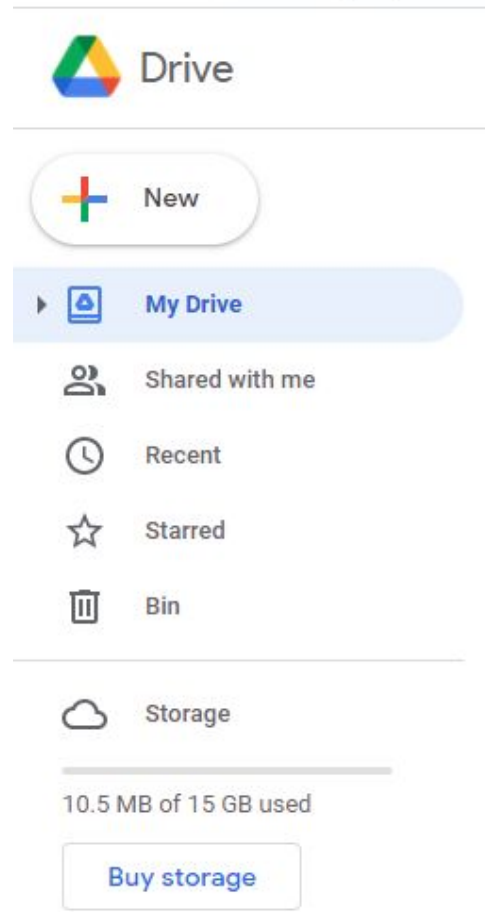
# Google Drive

Fingal Libraries Bealtaine Course 2021  
Week 3

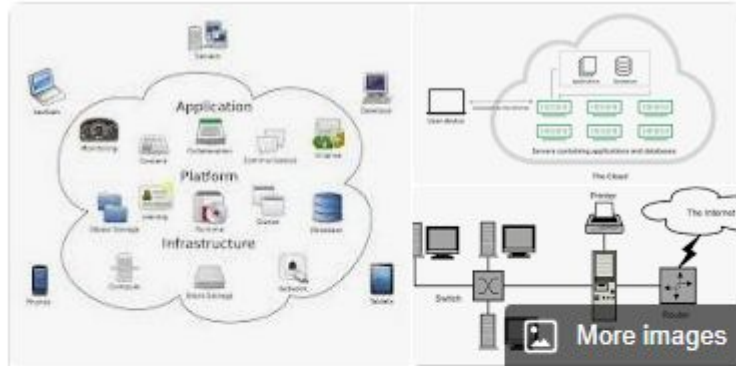
# Google Chrome - Google Drive - Google Mail

- Google Mail
  - = your Email client
  - web-based (you look at your email through your browser)
- Google Chrome
  - = you web browser
  - how you look at the internet
  - shows web pages in a way humans can connect with
- Google Drive
  - = your storage space in "the cloud"
  - "Free" up to 15 GB

Google ID => access all these 🖱️ from anywhere



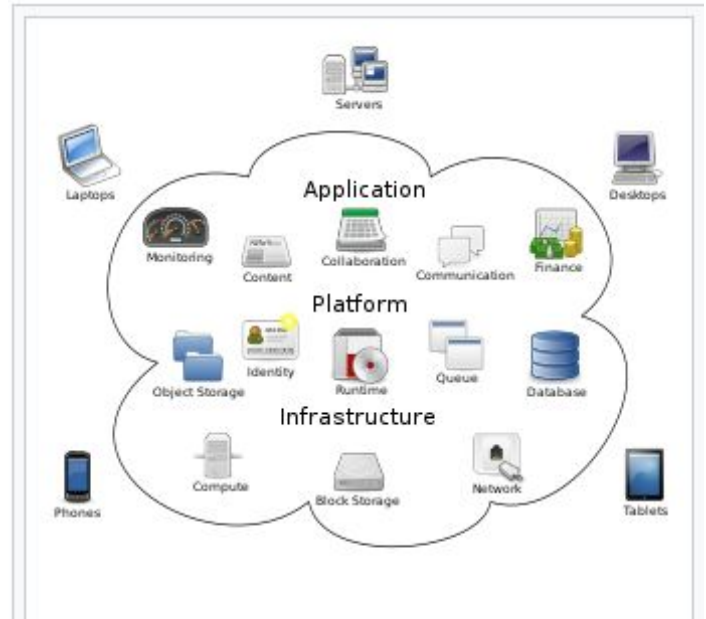
# The Cloud according to Wikipedia



## Cloud computing

Organization type

Cloud computing is the on-demand availability of computer system resources, especially data storage and computing power, without direct active management by the user. The term is generally used to describe data centers available to many users over the Internet. [Wikipedia](#)



Cloud computing metaphor: the group of networked elements providing services need not be individually addressed or managed by users; instead, the entire provider-managed suite of hardware and software can be thought of as an amorphous cloud.

# Google Drive

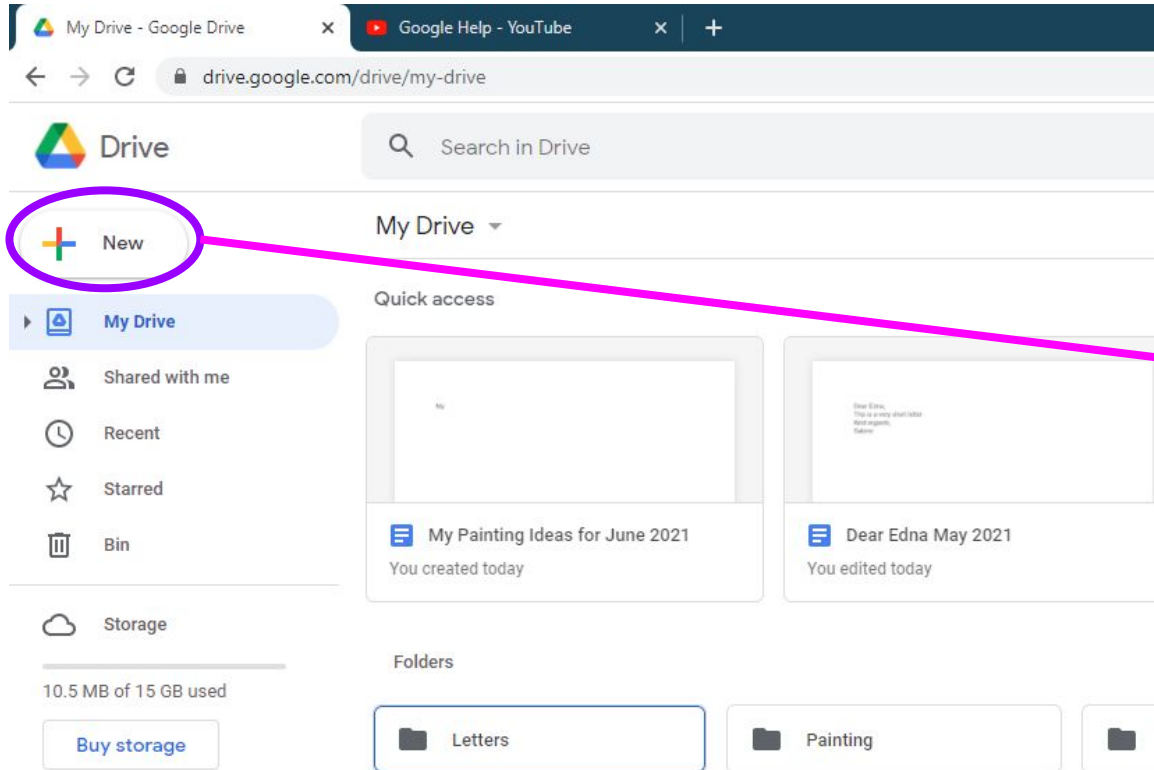
See the video on how to:

- Organise your space: Create folders
- Create and edit documents

You can easily:

- Upload files [\[we'll look at photos in Week 5\]](#)
- Save files from emails
- Share / email documents:
  - Share the link: Different levels of access
  - Download and attach

# Creating Documents



My Drive - Google Drive

Google Help - YouTube

drive.google.com/drive/my-drive

Drive

Search in Drive

My Drive

Quick access

- My Drive
- Shared with me
- Recent
- Starred
- Bin

Storage

10.5 MB of 15 GB used

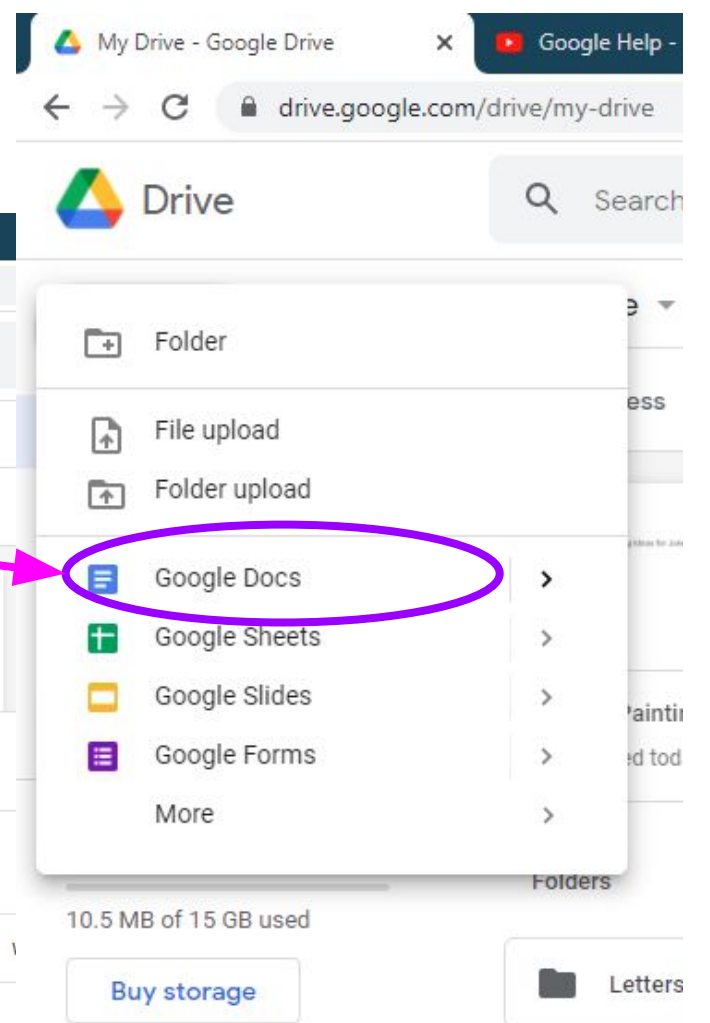
Buy storage

My Painting Ideas for June 2021  
You created today

Dear Edna May 2021  
You edited today

Folders

- Letters
- Painting



My Drive - Google Drive

Google Help -

drive.google.com/drive/my-drive

Drive

Search

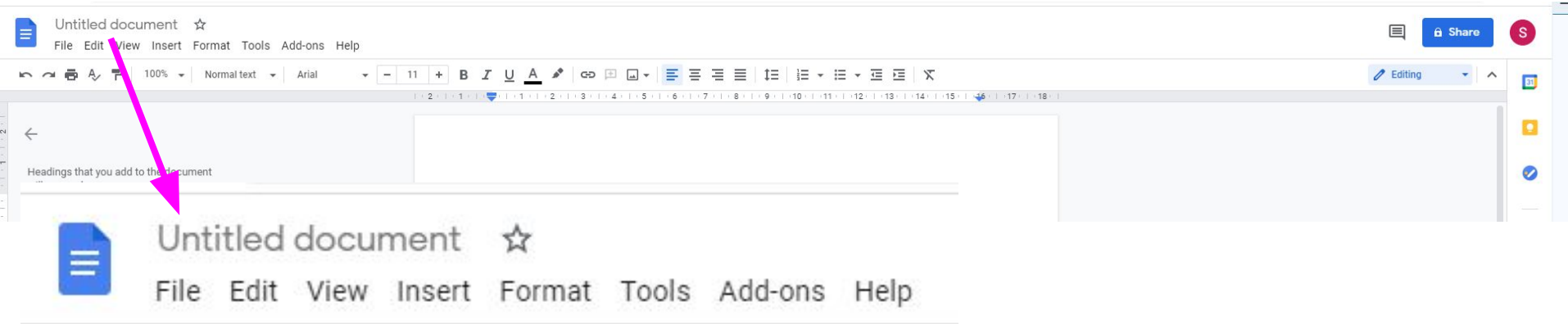
- Folder
- File upload
- Folder upload
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- More

10.5 MB of 15 GB used

Buy storage

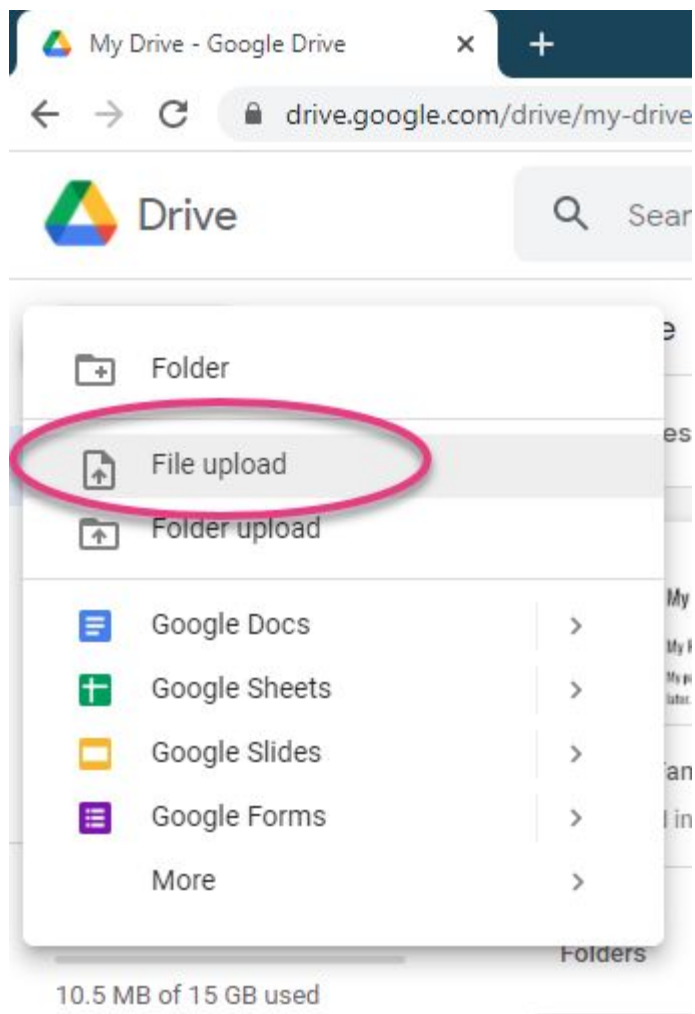
Letters

# Editing Documents

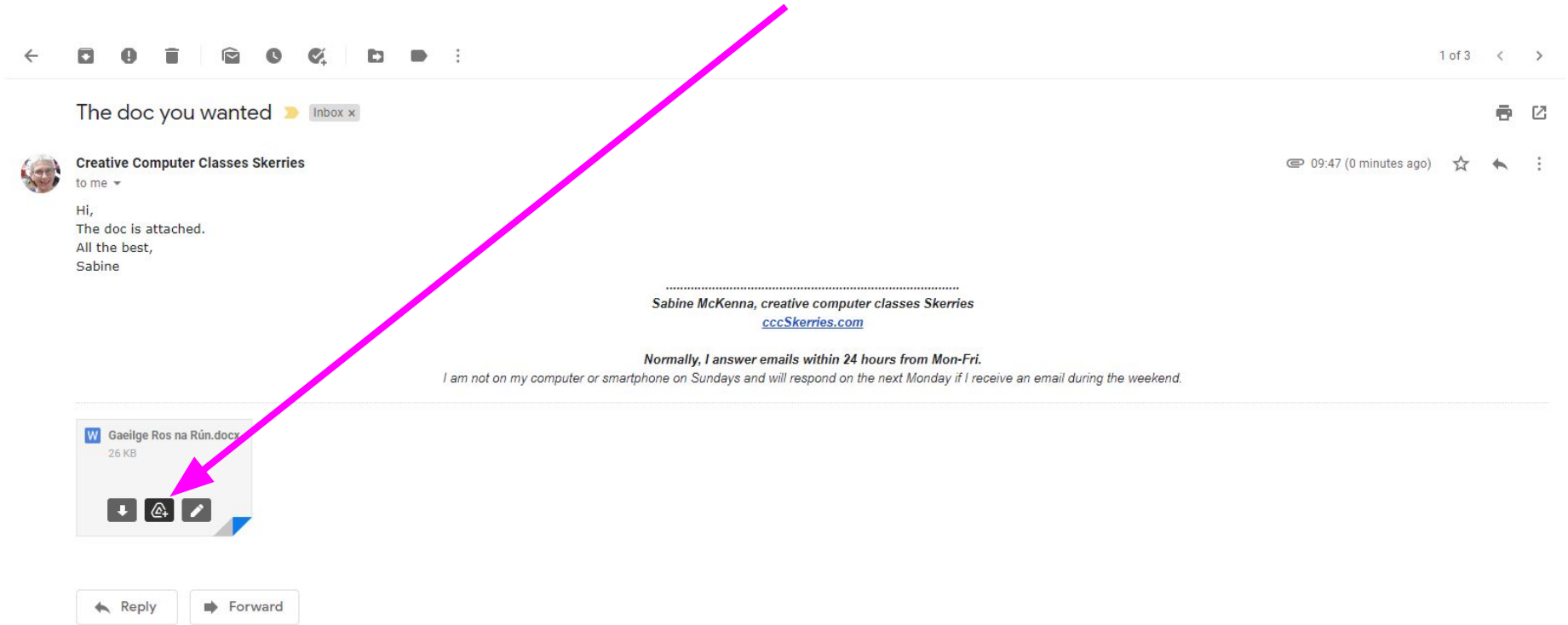


The image shows a screenshot of a document editor interface. At the top, there is a menu bar with the following items: File, Edit, View, Insert, Format, Tools, Add-ons, and Help. A pink arrow points from the 'View' menu item in the top menu bar to a duplicate menu bar below. This duplicate menu bar also contains the items: File, Edit, View, Insert, Format, Tools, Add-ons, and Help. The main editing area is visible below the menu bars, showing a document titled 'Untitled document' and a toolbar with various editing tools. The interface is clean and modern, with a light gray background.

# Upload Files




# Save Email Attachments to Drive



The screenshot shows an email client interface. At the top, there is a navigation bar with icons for back, forward, search, and other actions. The email subject is "The doc you wanted" and it is in the "Inbox". The sender is "Creative Computer Classes Skerries" with a profile picture. The email body contains a greeting, a message about an attached document, and a signature for Sabine McKenna. A document attachment titled "Gaeilge Ros na Rún.docx" (26 KB) is shown with a red arrow pointing to the "Save to Drive" icon. At the bottom, there are "Reply" and "Forward" buttons.

← [Icons] 1 of 3 < >

The doc you wanted Inbox x Print Share

 **Creative Computer Classes Skerries**  
to me ▾ 09:47 (0 minutes ago) Star Reply More

Hi,  
The doc is attached.  
All the best,  
Sabine

-----  
*Sabine McKenna, creative computer classes Skerries*  
[cccSkerries.com](http://cccSkerries.com)

**Normally, I answer emails within 24 hours from Mon-Fri.**  
*I am not on my computer or smartphone on Sundays and will respond on the next Monday if I receive an email during the weekend.*

**W** Gaeilge Ros na Rún.docx  
26 KB  
[Download] [Save to Drive] [Edit]

← Reply    → Forward





The doc you wanted Inbox x



**Creative Computer Classes Skerries**

to me ▾

Hi,  
The doc is attached.  
All the best,  
Sabine

.....  
*Sabine McKenna, creative computer classes Skerries*  
[cccSkerries.com](http://cccSkerries.com)

*Normally, I answer emails within 24 hours from Mon-Fri.*

*... if I receive an email*



Continue editing? ✕

A copy of this attachment was previously added to Drive.

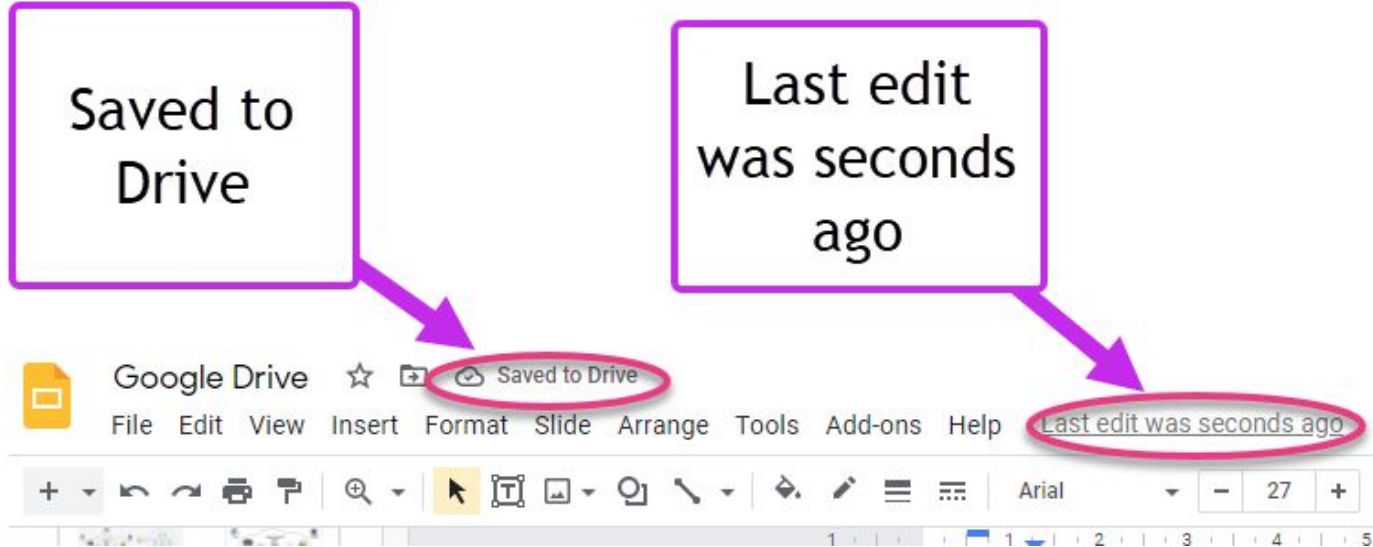
Create new copy

**Edit latest**

↩ Reply

➡ Forward

And good to know...



- Google Drive automatically saves your work whenever you change it!