



Google Drive Overview

Nate Bremer, 7/2/2020

Introduction

Google Drive is part of a suite of apps which allows users to access their own images and document and share them with others. If you have a GMAIL account (free or paid for) Google Drive is included. The Drive allows up to 15 GB of free storage space and is a good place to store documents which may be used by others.

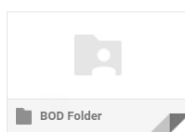
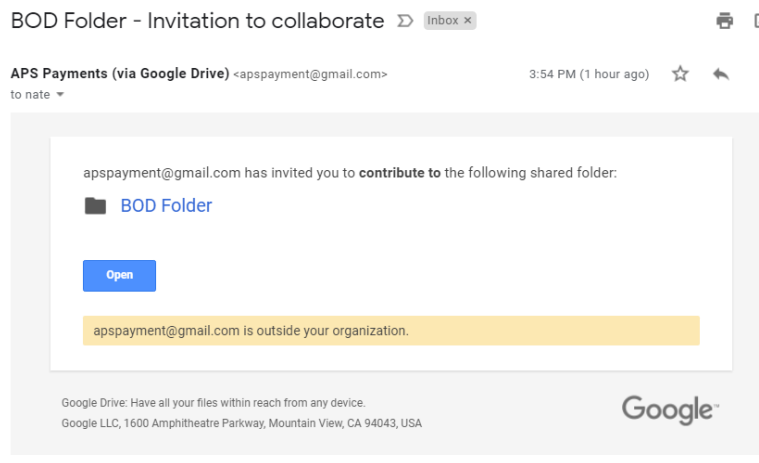
Getting Started

According to Google you must have a Google account (GMAIL) to be able to host documents and images in your Google Drive. Google notes you may share them with anyone who has an email, whether they have a Google account or not. However, I understand it can be a bit more difficult to work with documents if you do not have a Google account. I'd recommend getting a free GMAIL account as they are quite easy to use and can be used anywhere if you have a smart phone.

For our purposes we are now going to use the APS' GMAIL account and I'll be moving the few documents I have on my personal Google Drive to that account. You will see an invitation in your emails for this Google Drive and access to editing should be easily done.

Use

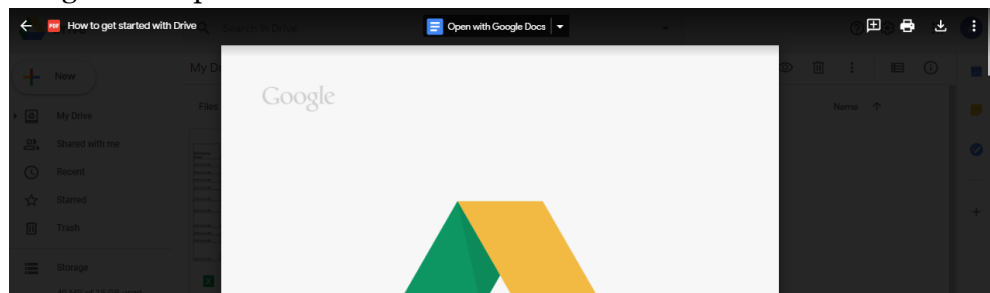
- 1) Shared folders usually show up in your email and look like this:



2. Clicking on open will bring up the drive folder and show the files shared with you. If you have a Google account the menu at the left has some other options:
 - a. My Drive...Click on this to see everything on your Google Drive, it may be empty if you have not used it before.
 - b. Shared with me...Click on this to see what others have shared with you. These documents/images are not resident on your computer, but are available for your viewing or editing. Any changes you make to the documents will be updated on their computer, where it is stored.
 - c. Recent...Simply shows recent actions and documents
 - d. Starred...Folders can be right-clicked on to star them, which notes they may be more important. You can mark any folders or documents with a star for easier searching.
 - e. Trash...Anything you throw away can be retrieved here and is stored indefinitely.
3. Files may be opened in the drive by double clicking on them
 - a. Once open you will need to choose a program to work with them if you would like to share edits.
 - b. Choose the Google Program you would like to use. Google Sheets opens Excel and spreadsheet files and works much the same as those programs.

	A	B	C	D	E	F	G	H
1	BOD Meeting Started	Key Person	Task Agreed to	Date Due (specific or narrative)	Due 'Sort Month' (numeric for sorting)	Reassigned or Completed	Date Reassigned or Completed	
2	2020 June 18th	Kris Jurick	Getting \$2K refund from Embassy Suites in Chicago	Continue to the next BOD and reassess/reassign	8	Kris until done/delegated		
3	2020 June 18th	Nate Bremer	Google Drive for us all to experiment with	By July 15	7	Nate		
4	2020 June 18th	Kim Bremer	Point person with Covington Press to replace Lore Sampson	For two years but needs help	99	Kim		
5	2020 June 18th	Linette Sorrentino	Complete Convention Manual; begin to ask others in	In the next month	7	Linette		
6	2020 June 18th	Mary Muelner and Kris J.	Confirm all payments (?) for auction	In the next month	7	Mary and Kris		
7	2020 June 18th	Mary M and Kris J.	Confirm with all DONORS what they are to send from Auction and to whom	Tuesday, June 23	6	Mary and Kris	6.23.2020	
8	2020 June 18th	Hazel Cook	ALL OF US: when she contacts us for an action related to a member/action, cc: her when we update the person involved	Ongoing	99	Hazel		
9	2020 June 18th	Mike Miller	Inventory of books (total)	In the next 6 months	12	Mike		
10	2020 June 18th	Nate Bremer	State of proposed meeting dates	By the next BOD meeting	8	Nate	6.20.2020	
11	2020 June 18th	Nate Bremer	Draft the letter for/bro Lore for us to comment AND each of us send a digital signature to Nate (google drive for the shared draft letter)	In the next two weeks	7	Nate	6.29.2020	
12	2020 June 21	Nate Bremer	Bulletin & Publication Review - including: Cost analysis, member options, editor stipend, layout options, New Poony Cultural Directory	By end of year (December). Start 2021 w/ fresh information and plan	12	Nate and committee		

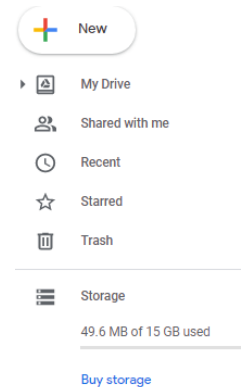
- c. Google Docs opens Word or other text based documents.



- d. Google supplies recommended programs to work with images. You can use those or download the image to your computer from the thumbnail by right-clicking and choosing 'download'.

4. Working with files.

- a. When a file is opened with one of the above Google apps it will automatically save on the drive. Anyone that has editing permission will be able to use this option. Thus multiple people can contribute to a document at anytime.
- b. To create a new document using the Google apps, click on 'New' in the upper left part of the screen and choose the type of document you would like to work with.
- c. Under 'New' you may also create a new folder and upload a file or folder.
- d. Files can also be uploaded to the folder on a current screen by dragging and dropping from your folder to the Google Drive Folder.
- e. When a file is uploaded to a folder or new folder is created it can be shared with anyone who has an email. Right click on the file or folder and choose 'Share'. Enter emails of those people you would like to share the document with. You can also give them editing permission or read only permission.



Summary

There are numerous other file options with Google Drive. Experiment. It takes a bit of time to become accustomed to the functions, but is easy once you know your way around. Don't be concerned with destroying anything, everything can be retrieved and fixed.