

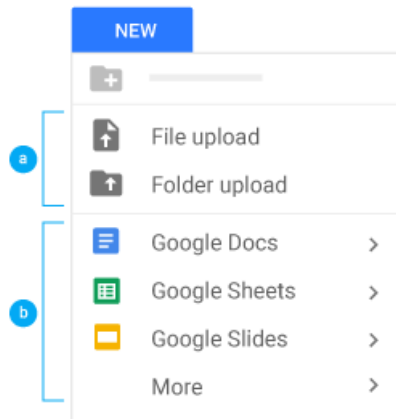


Drive Cheat Sheet

Keep all your work in one secure place with online file storage.

After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.

1 Click **NEW** to...



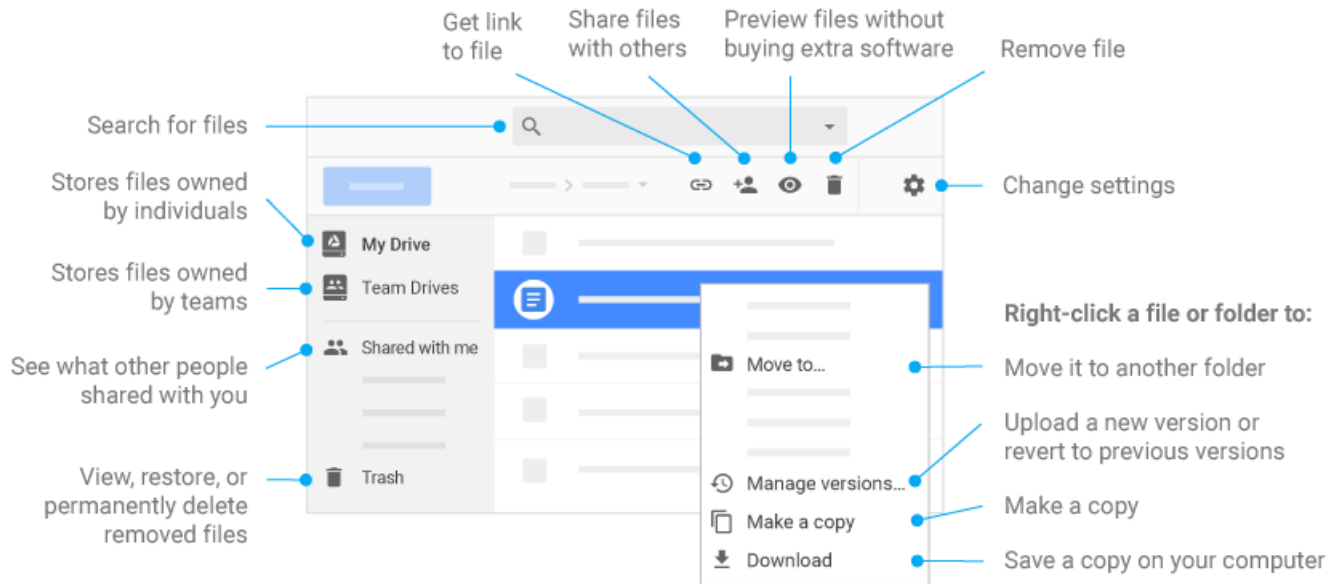
a Upload any file (such as Outlook files, PDFs, and videos) or folder from your computer.

b Create new documents right in your browser.

Editor	Description	Example uses
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

Drive Cheat Sheet

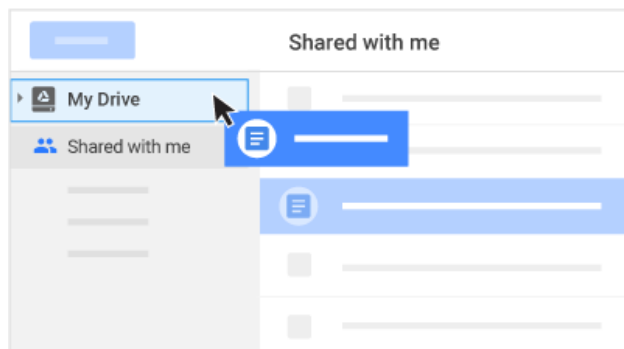
2 Work with files stored in Drive.



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	Comment or suggest edits in files	View files and folders
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.



5 Access your files from any device.

Browser or device	Requirements	How to access
 Web browser (any device)	Install any web browser.	Go to drive.google.com .
 Desktop computer	Install Drive for Mac/PC at https://www.google.com/drive/download .	Open the Drive folder on your desktop.
 Mobile and tablet devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your smartphone or tablet.