

<u>GOOGLE DRIVE: Guide to</u> <u>upload and share</u> <u>documents.</u>



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INTRODUCTION

You can create folders in Drive to organize your files so that you can find and share them with other users more easily.

FILE MANAGEMENT

Google Drive home page

https://drive.google.com/

🛆 Drive	Q Search in Drive	荘
+ New Home	My Drive -	
Activity		
oo Workspaces		
• My Drive		
😤 Shared with me		
S Recent		
Starred		
O Spam		
🔟 Trash		
🛆 Storage		
538 KB used		A place for all of your files
		Drag your files and folders here or use the "New" button to upload



CREATE FOLDER

In the upper left corner, click on "New" > "New Folder":

		•	New folder
+	New	•	File upload Folder upload
Â	Home	_	Over la Deve
¢	Activity		Google Docs
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Workspaces	Ħ	-
		-	Google Slides
• 🖸	My Drive	=	Google Forms
			More •

Assign a name to the folder and "Create":

New folder		our files
с	Cancel Create	ew" button to upload

### **ESCAC** Escola Superior de Cinema i Audiovisuals de Catalunya

Result:

+	New	My Drive -
â	Home	Type 🔹 People 👻 Modified 👻
¢	Activity	Name 🔨
000	Workspaces	Shared folder
• 🗖	My Drive	
න	Shared with me	
Q	Recent	
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#### UPLOAD FILES AND FOLDERS

In the upper left corner, click on "New" > "Upload file or folder":

		Þ	New folder	
+	New	<b>F</b>	File upload	
â	Home	Þ	Folder upload	
¢	Activity	E	Google Docs	•
°°	Workspaces	t	Google Sheets	•
			Google Slides	•
• 🗖	My Drive	=	Google Forms	•
			More	۱



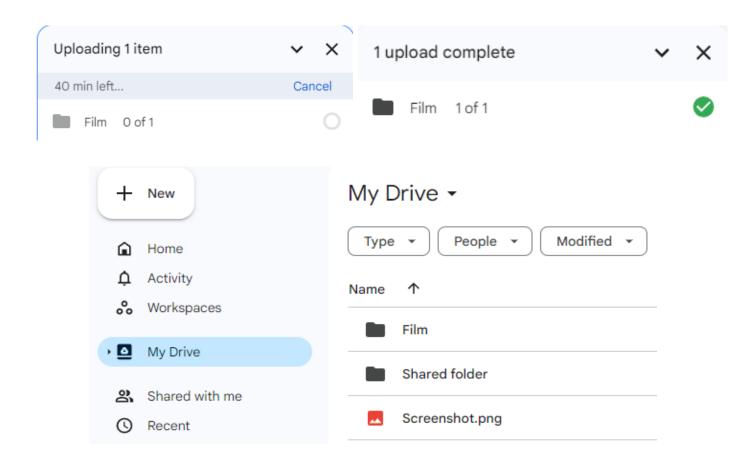
Choose the file you want to upload:

+	New				My C	)rive ·	•				
â	Home				Туре	•	People	•		Nodifie	ed 👻
¢	Activit	ty			Name	$\uparrow$					
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		1 up	load com	plete			~	•	×		
	_	-	Screensh	ot.png					<b>⊘</b>		

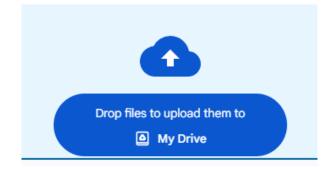
Choose the folder you want to upload

		[₽	New folder	·
+	New	<b>F</b>	File upload	
_		<b>₽</b>	Folder upload	
Â	Home			
¢	Activity		Google Docs	•
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			Google Slides	
• 🖸	My Drive	=	Google Forms	
			More	Þ





You can also drag files into Google Drive



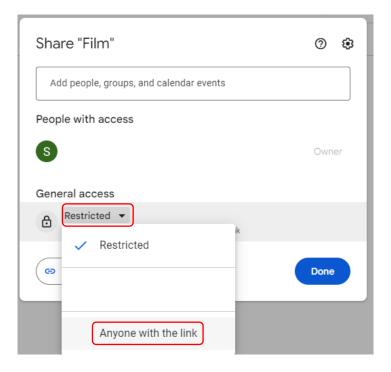


FILE SHARING

Select the file or folder you wish to share and click on "Share":

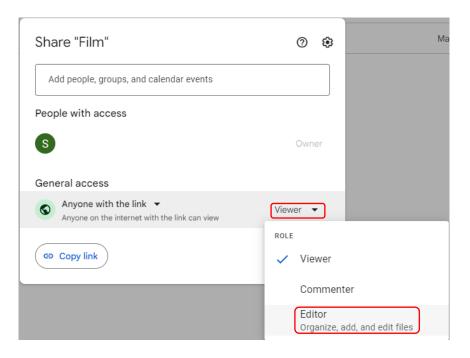
My Drive -X 1 selected å+ 坐 € Ū G : Share Name \mathbf{T} Film Shared folder Screenshot.png ----

Under "General Access", click on the down arrow and select "Anyone with the link":

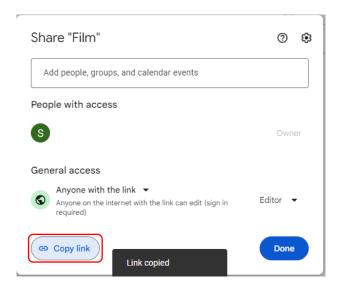




Decide the role that users will have in the folder as Editor. Select "Viewer" and change to "Editor":



Finally, select "Copy link" and send this link to whoever you want to see this content.



If we want to recover and have the same link again, we must select the content again, select "Share" and "Copy link".



If what we share is a folder, the content inside that folder will have the same permissions but with a different link (if we only want to share that specific file). You can see it in the following image.

My Drive → Film -		
X 1selected 옵션 호 🗊 다 :		
Name 1		Owner
🔛 Video1.mp4 🚢		e me
	Share "Video1.mp4"	0 \$
	Add people, groups, and calendar events	
	People with access	
	S	Owner
	General access	
	Anyone with the link - Anyone on the internet with the link can edit	Editor 🔻
	GP Copy link	Done