

GOOGLE DRIVE: Guide to  
upload and share  
documents.

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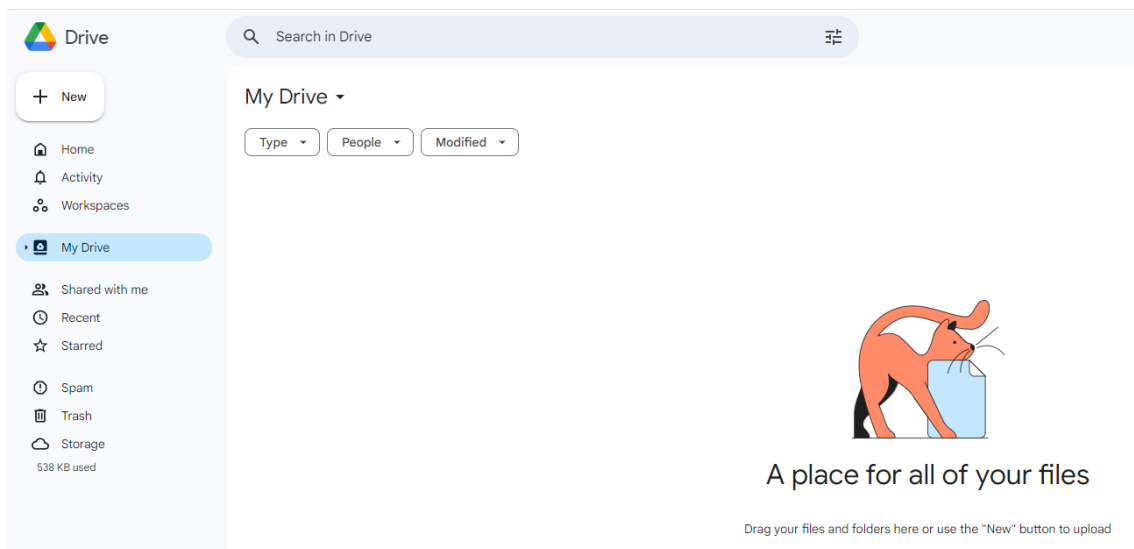
## INTRODUCTION

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

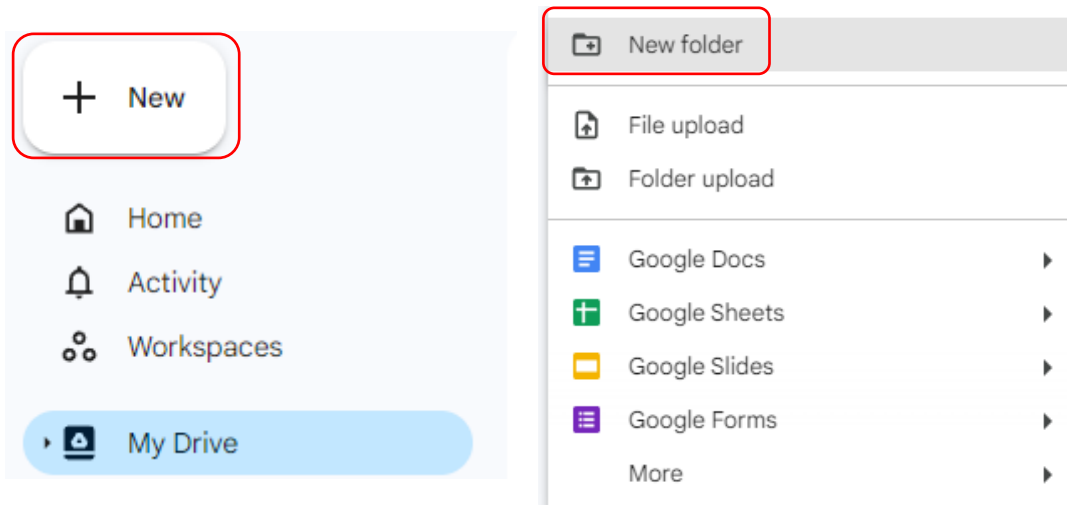
Google Drive home page

<https://drive.google.com/>

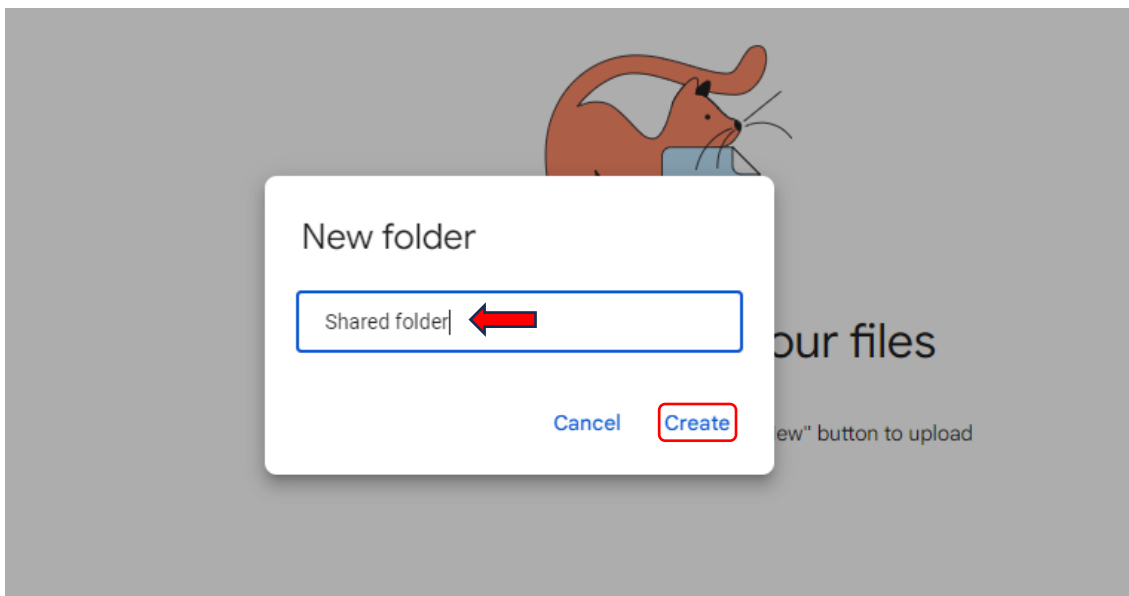


## CREATE FOLDER

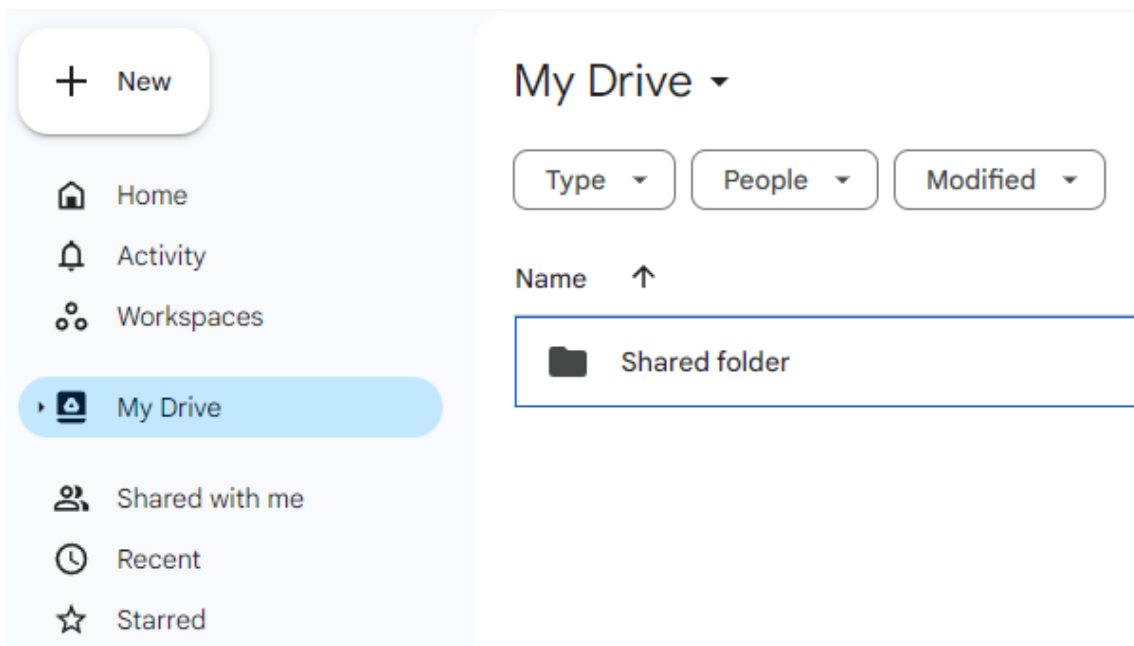
In the upper left corner, click on “New” > “New Folder”:



Assign a name to the folder and “Create”:

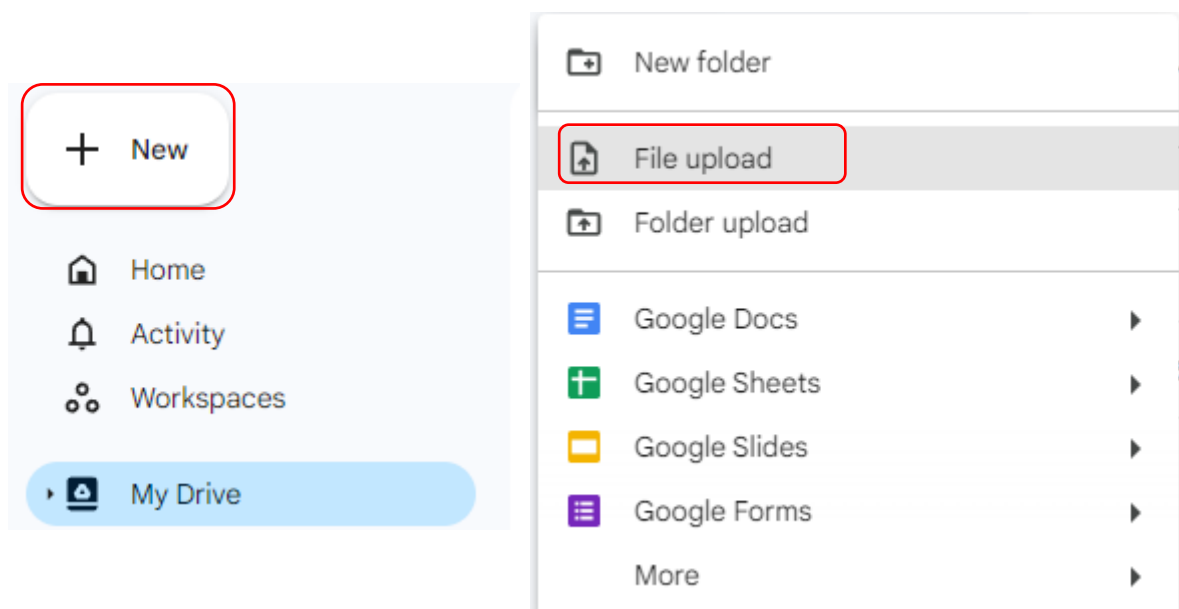


Result:

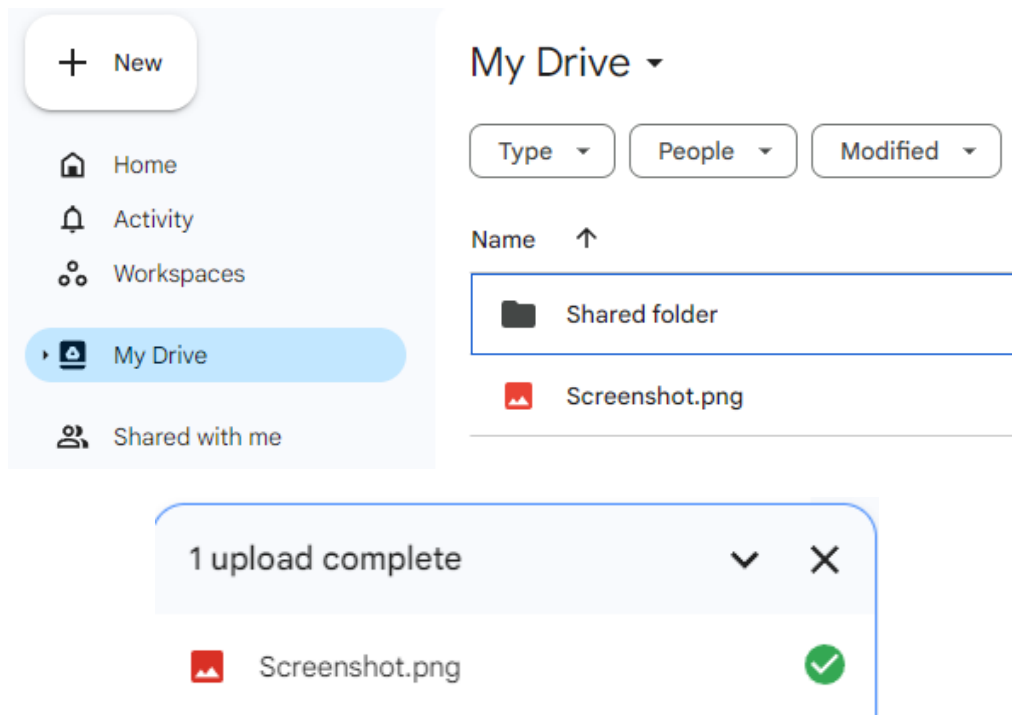


## UPLOAD FILES AND FOLDERS

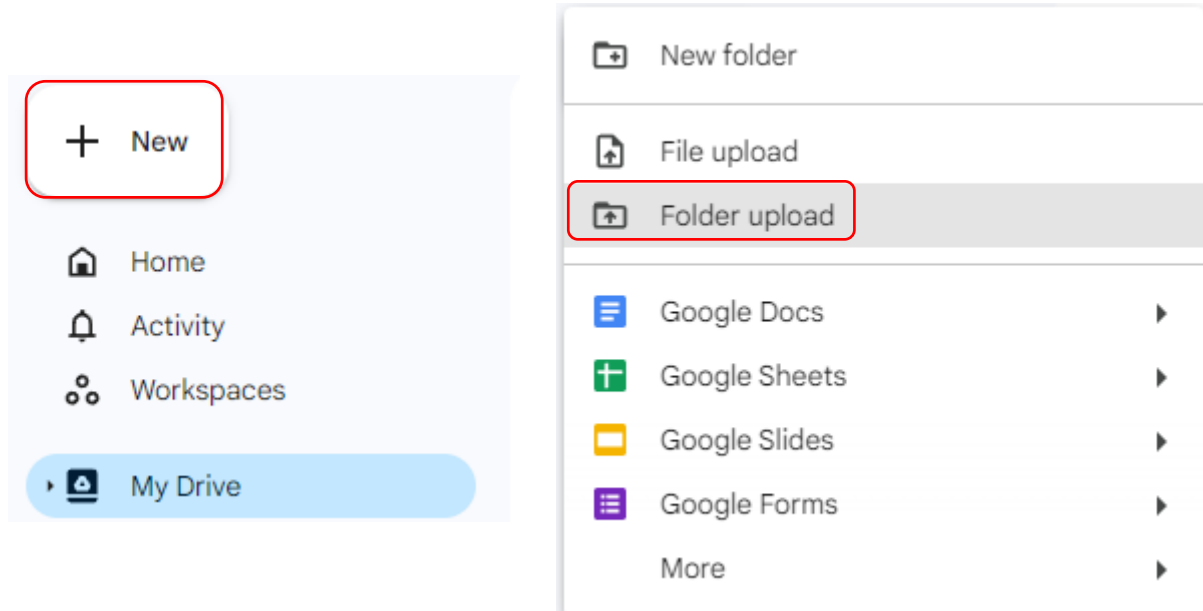
In the upper left corner, click on “New” > “Upload file or folder”:

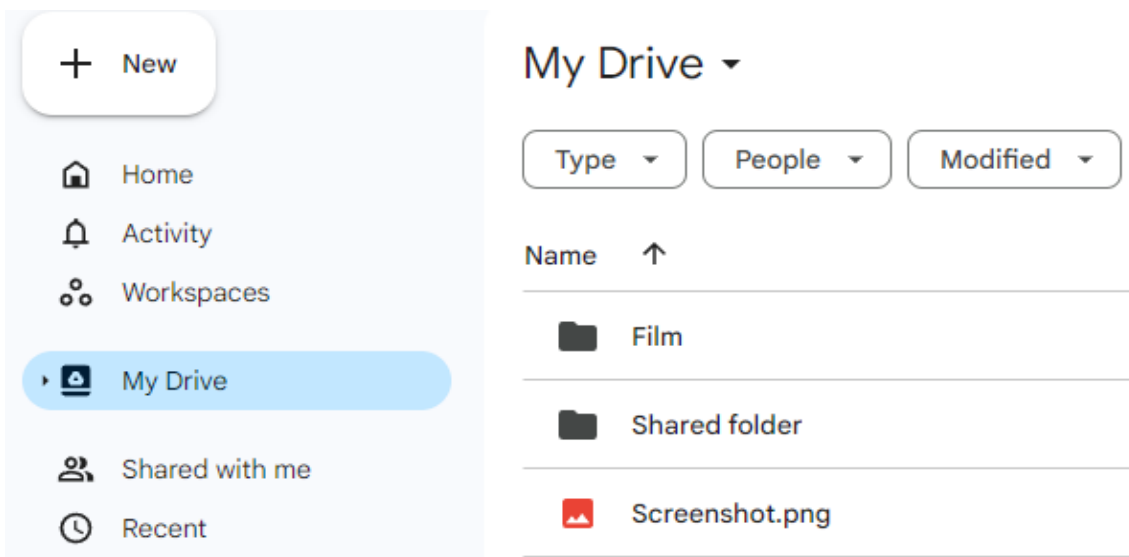
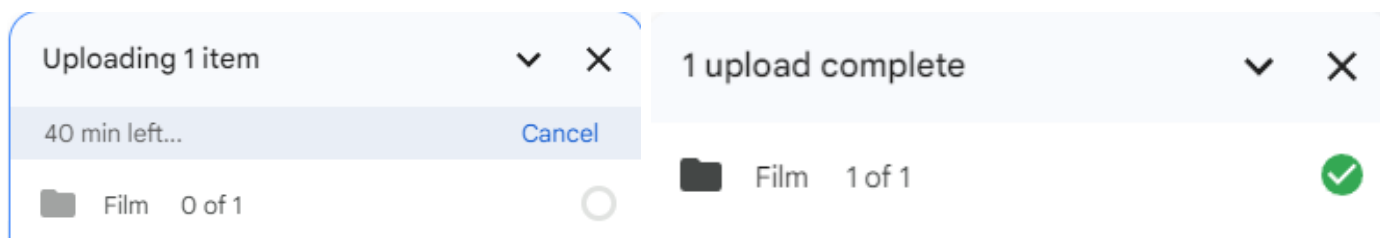


Choose the file you want to upload:

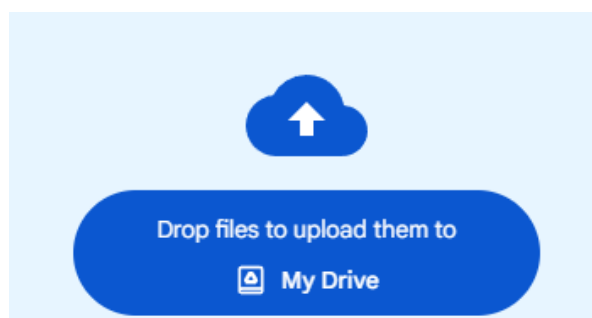


Choose the folder you want to upload



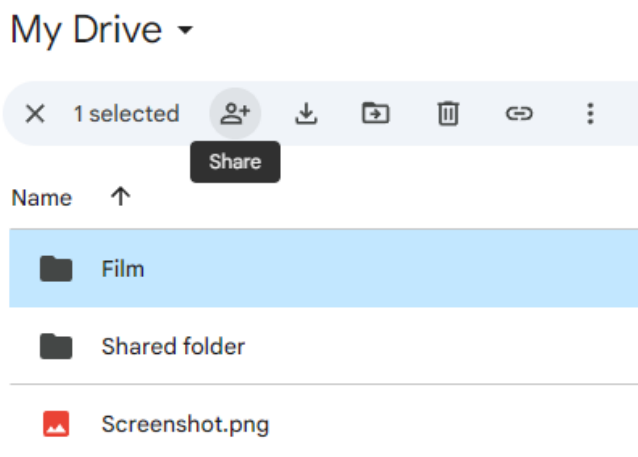


You can also drag files into Google Drive

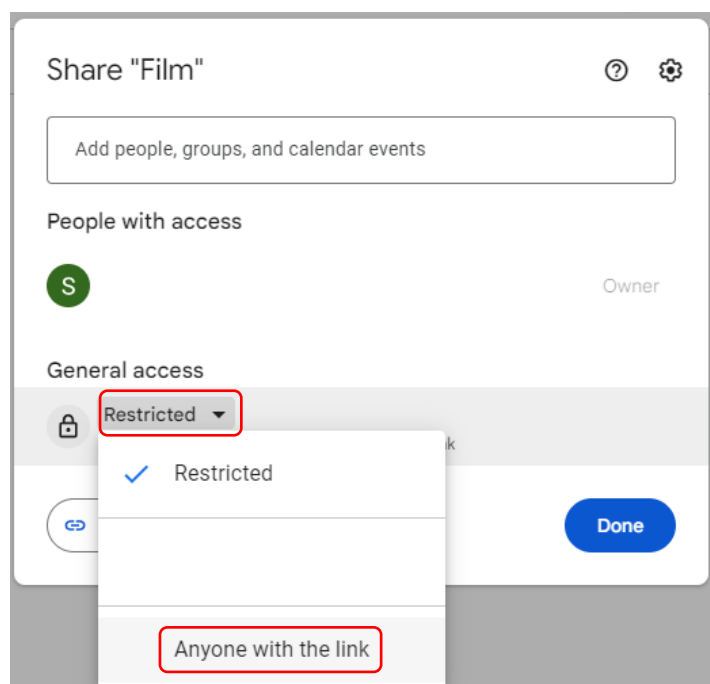


## FILE SHARING

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

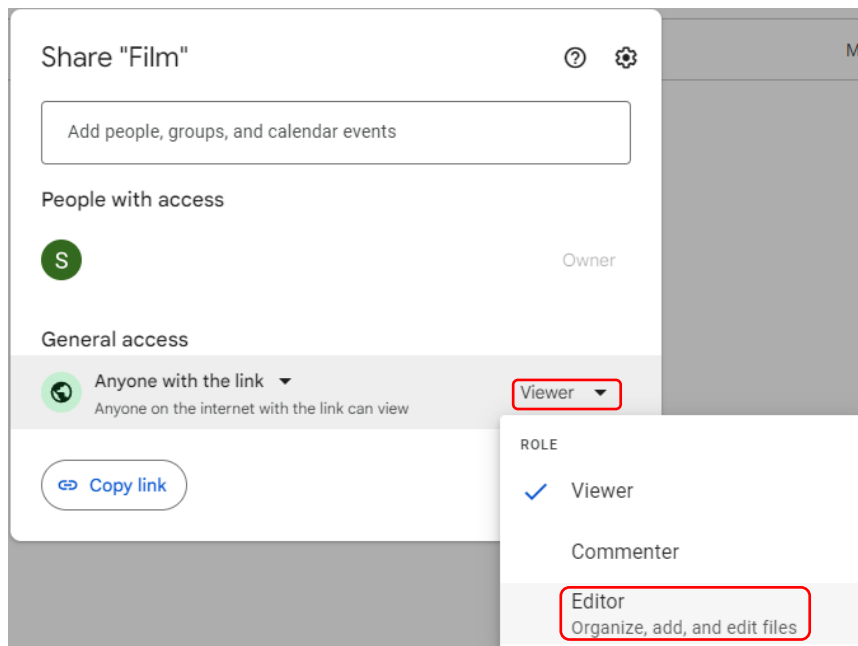


Under “General Access”, click on the down arrow and select “Anyone with the link”:

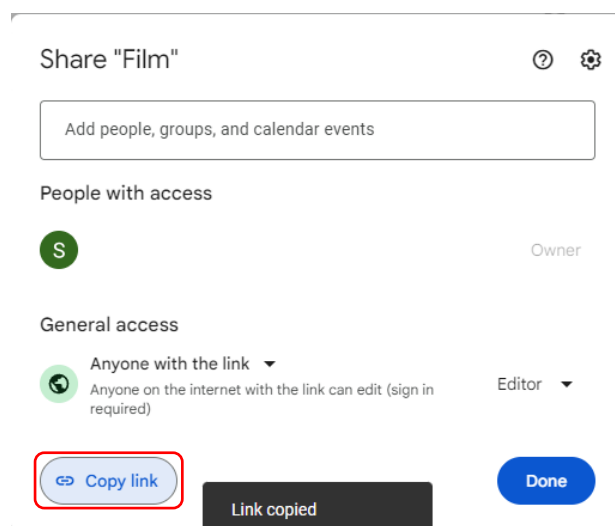




Decide the role that users will have in the folder as Editor. Select “Viewer” and change to “Editor”:



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.

